UNC School of Library and Information Science

INLS 520: Organization of Information
Course Syllabus Summer 2015

Meeting times & location
Mondays through Fridays 1:15pm-2:45pm
Manning Hall 208

Course website
https://sakai.unc.edu/portal/site/S215

Course listserv
inls_520_s3@listserv.unc.edu

Instructor
Sarah Ramdeen
Email: ramdeen@email.unc.edu

Office Hours
By appointment – email to schedule a time and location.

DESCRIPTION FROM CATALOG:
“Introduction to the problems and methods of organizing information, including information structures, knowledge schemas, data structures, terminological control, index language functions, and implications for searching.” http://sils.unc.edu/courses

This course will introduce you to concepts that you will build upon in future classes and will help you to better understand our field of Library and Information Science. Specifically, you will learn about the development and application of organization systems for information, as well as critical terms, concepts and the skills needed to work with organization systems and their users.

Course Objectives
- Understand and apply the critical terms, main concepts, and specific challenges of information representation and organization.
- Analyze and evaluate principles and practices of information organization, including metadata functions as well as classification theory and schemes.
- Identify and implement standards for classification systems as well as data structure, content, and value.
- Compare aspects and create examples of concepts such as: controlled vocabularies, thesauri, taxonomies, and ontologies.
- Development of skills relating to the creation and use of organization systems.

METHODS OF INSTRUCTION
This course will be taught through lectures, class discussion and in-class activities. You are expected to contribute to the learning experience by actively participating in class and through
online methods. You are also expected to read all assigned materials before class and to come to class prepared to contribute. Finally, you will learn though application in classroom activities and assignments.

**COURSE MATERIALS**
Course readings will vary between journal articles, other scholarly publications and a textbook – *The Discipline of Organization.*

**ASSIGNMENTS & EVALUATION**
- 50 points: Assignments
- 20 points: Exam
- 20 points: Branch assignments
- 10 points: Participation
**Total 100 points**

**Assignments:**
*Individual assignment descriptions can be found in the Resource section of Sakai.*

When completing course assignments, make sure to address and to fully answer each question. Reflection on the process is more important than getting the "right" answer. In your responses be sure to demonstrate your understanding of the concepts and how they are applied.

Assignments will be submitted through the class Sakai site unless otherwise noted. Late assignments will not be accepted without prior arrangement. Any assignments accepted late will incur point reduction as determined by the instructor.

<table>
<thead>
<tr>
<th>Title</th>
<th>Due date</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Assignment #1 Scoping &amp; Identifying Resources</td>
<td>06/29/2015</td>
<td>15</td>
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<tr>
<td>Assignment #2 Creating a Vocabulary &amp; Descriptions</td>
<td>07/06/2015</td>
<td>15</td>
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<tr>
<td>Assignment #3 Building a Taxonomy</td>
<td>07/13/2015</td>
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<tr>
<td>Assignment #4 Classifying with Facets</td>
<td>07/20/2015</td>
<td>10</td>
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<tr>
<td>Exam</td>
<td>07/22/2015</td>
<td>20</td>
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<tr>
<td>Participation</td>
<td>**********</td>
<td>10</td>
</tr>
<tr>
<td>Branch Assignments</td>
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<td>20</td>
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**Breakdown of Branch Assignments**
- Small assignment in class 07/15; 7/16/2015 5
- Poster 07/28/2015 15

**Participation**
You are expected to **attend class** and **actively participate in (but not dominate) class discussions** as part of your participation grade for this course. Additionally, there are two other ways you are required to participate:

Instructor: Sarah Ramdeen
06/18/2015
Leading discussion of readings. Three times during the semester each student must
volunteer to lead a discussion on an assigned reading. The day before your assigned
session you must email the class list serve with two good discussion questions pertaining
to the reading. In class, you will be expected to start off the discussion by reading your
questions, opening the floor for discussion and facilitating the discussion.

Posting and commenting. Throughout the semester we will be using the discussion
boards and forums on Sakai. You are expected to post and/or comment there as directed.
Additionally, throughout the semester you may post things related to the class discussions
that your classmates might find interesting. These posts will be factored into your course
participation grade. Topics you might consider include news items relating to issues
we’ve discussed in class; questions or comments relating to lectures; a story about
something related to information organization that happened to you; or reflections on
things you’ve learned. Posting and commenting is also a way to participate if you miss a
class. Please make arrangements in advance with the instructor.

Agenda
NOTE: this list is subject to change.
Readings for each class session are available on Sakai in the Resource section. A detailed list of
the readings for each class session can be found in a separate document titled INLS520_Agenda.

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<thead>
<tr>
<th>Date</th>
<th>Title</th>
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<tbody>
<tr>
<td>6/22/2015</td>
<td>Introduction/The Organizing System</td>
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<tr>
<td>6/23/2015</td>
<td>Analyzing Organizing Systems</td>
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<tr>
<td>6/24/2015</td>
<td>Activities in Organizing Systems</td>
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<tr>
<td>6/25/2015</td>
<td>Resources in Organizing Systems I</td>
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<tr>
<td>6/26/2015</td>
<td>Resources in Organizing Systems II</td>
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<td>6/29/2015</td>
<td>XML Foundations</td>
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<td>6/30/2015</td>
<td>Resource Description and Metadata I</td>
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<tr>
<td>7/1/2015</td>
<td>Resource Description and Metadata II</td>
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<tr>
<td>7/2/2015</td>
<td>Describing Relationships and Structures I</td>
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<tr>
<td>7/3/2015</td>
<td>Describing Relationships and Structures II</td>
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<tr>
<td>7/6/2015</td>
<td>Exploiting Relationships and Structures</td>
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<td>7/7/2015</td>
<td>Categories: Describing Resource Classes and Types</td>
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<td>7/8/2015</td>
<td>Classification I: Assigning Resources to Categories</td>
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<td>7/9/2015</td>
<td>Classification II: Classification Structures</td>
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<td>7/10/2015</td>
<td>Classification III: Automatic Classification</td>
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<td>7/13/2015</td>
<td>Standards for Organizing I</td>
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<tr>
<td>7/14/2015</td>
<td>Standards for Organizing II*</td>
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<tr>
<td>7/15/2015</td>
<td>PIM / Archives / Cataloging Branch Overview*</td>
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<td>7/16/2015</td>
<td>Branch topics Cont.*</td>
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<tr>
<td>7/17/2015</td>
<td>In class work time*</td>
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<td>7/20/2015</td>
<td>In class work time</td>
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<tr>
<td>7/21/2015</td>
<td>Exam Review/In class work time</td>
</tr>
<tr>
<td>7/22/2015</td>
<td>Exam</td>
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Instructor: Sarah Ramdeen
06/18/2015
7/23/2015    Exam recap/In class work time
7/24/2015    Reading day
7/28/2015    Poster presentations, class wrap up

*I will be traveling on these days. Class will be held either on webex or with guest lectures. If necessary the schedule will be adjusted.

GRADING RUBRIC
H (95-100) "clear excellence," above and beyond what is required
P (80-94) entirely satisfactory; most grades cluster here
L (70-79) low passing
F (< 70) failed
IN work incomplete (only given under extreme circumstances, such as serious illness)

POLICIES & HONOR CODE
Office hours
Office hours will be scheduled as needed. Please contact me either in person or by email to make arrangements.

Class Listserv:
Course listserv: inls_520_s3@listserv.unc.edu
Students will be added to the list using their UNC email account after the first week of classes. Please check to see if you are subscribed. This list will be used for course information and may be used to post questions, observations, and discuss issues related to this class.

Classroom Environment
In order to cultivate a classroom environment where opportunity for learning and growth is paramount I expect the following from both you and myself:

- Arrive punctually and prepared to participate.
- Demonstrate respect and courtesy to everyone in our classroom.
- Engage exclusively and completely with our class during session (i.e. leave Facebook, email, Twitter, texting and other tasks until after class)

Email Expectations
Outside of class, my preferred method of communication is email. Response time to email may vary and you may not receive an immediate response. If a question is important, please schedule a meeting during office hours.

Professional Conduct
Please demonstrate integrity and professionalism in your participation in this course. This includes completing the assigned readings on the dates they are due, dedicating adequate time for your participation (both in-class and out of class), and investing effort, care, and thought in preparing for the exam. I also expect you to show respect for all members of this course and all comments and questions posed by them.
Honor Code
Please respect the UNC Honor Code (http://honor.unc.edu/). Collaboration, discussion, and seeking assistance from other students as part of the course objectives is encouraged in this class and is not a violation of the Honor Code; however each student is responsible for their own final assignment submissions. In the case of written work, all words drawn from others must be attributed appropriately (http://www.lib.unc.edu/instruct/tutorials.html).

Students with Disabilities
Any students requiring academic accommodations must be registered with Disability Services (http://disabilityservices.unc.edu/). This office will notify the instructor identifying what accommodation(s) are needed and what services may be available to the student.

ACKNOWLEDGEMENTS
This syllabus draws on the work done by Dr. Ryan Shaw (http://www.aeshin.org/teaching/) and Dr. Jane Greenberg for INLS 520 at UNC-SILS. Additionally, it draws on the structure and content of SILS PhD student Rachael Clemens’s INLS 200 syllabus.