



FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
School of Information

LIS 5703 INFORMATION ORGANIZATION

SECTION(S)

TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION

MODE OF INSTRUCTION:

Instructor:

Email:

Office:

Phone:

Course Location/Website:

Office Hours (in office, online or via phone):

Teaching Assistant:

Email:

COURSE DESCRIPTION:

LIS 5703 Information Organization (3 credit hours). Establishes the conceptual and theoretical framework for organizing and retrieving information, including the study of systems, their objectives and structures, formats, standards, and vocabularies; and the information object and its relationship to organizing systems and to other information objects.

COURSE OBJECTIVES:

At the end of the course, the student will be able to:

1. Explain the conceptual and theoretical frameworks for organizing and retrieving information
2. Demonstrate an understanding of information organizing systems and their objectives
3. Define and explain the nature, attributes, structures, and varieties of information objects and the various tools used to create descriptions and representations
4. Apply structures, formats and standards
5. Explain the implications of technological changes for organizing information
6. Apply methods, techniques, tools, and standards for organizing information in any given context

COURSE MATERIALS:

Required Text: Taylor, Arlene G., & Joudrey, Daniel N. (2009). *The Organization of Information. Third Edition.* Westport, CT: Libraries Unlimited. ISBN-10 (paperback): 159158700X; ISBN-13 (paperback): 978-1591587002.

Other Materials: Required readings are found online, as noted in the course calendar. Learning to use information organization databases to locate assigned readings is an integral part of the course, so direct URLs and other location information are often not provided, and you should not ask for this information (you should definitely ask for help in finding something you cannot locate; just do not ask for a direct link).

COURSE ASSIGNMENTS AND EVALUATION:

Asynchronous discussions of information organization systems: Students use interactive systems such as discussion boards or blogs outside of class meeting time to discuss, following provided prompts, specific information organization and retrieval systems.

Asynchronous contribution of resources for papers: Students provide, to a shared bibliography, citations for resources (such as academic articles, books, etc.) relevant to the Representation and Description and Subjects papers.

Representation and Description paper: Students analyze and discuss standards for representing and describing information objects.

Subject's paper: Students analyze and discuss methods, both formal and informal, for providing subject access for information objects.

GRADE CALCULATION:

Asynchronous discussions of information organization systems: 5 @ 11 =	55 points
Asynchronous contribution of resources for papers: 5 @ 3 =	15 points
Representation and Description paper:	15 points
Subjects paper:	15 points
TOTAL	100 points

GRADING SCALE:

Final point tallies and their associated letter grades:

- 93-100 A
- 90-92 A-
- 87-89 B+
- 83-86 B
- 80-82 B-
- 77-79 C+
- 73-76 C
- 70-72 C-
- 67-69 D+
- 63-66 D
- 60-62 D-
- 0-59 F

COURSE SCHEDULE:

Week 1: Introduction to information organization

Week 2: Information structures for retrieval

Week 3: Metadata: Introduction

Week 4: Metadata: Schemes and description

Week 5: Metadata: Standards and sharing

Week 6: FRBR & RDA

Week 7: Access and authority

Week 8: Subject analysis

Week 9: Vocabulary control

Week 10: Categorization

COPYRIGHT STATEMENT:

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the *Technology, Education, And Copyright Harmonization* (TEACH) Act (refer to the 3/7/2001 TEACH Act at www.copyright.gov/legislation/archive/).

SEXUAL HARRASSMENT POLICY:

It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form. http://registrar.fsu.edu/bulletin/grad/info/university_notices.htm

SCHOOL OF INFORMATION HARDWARE AND SOFTWARE REQUIREMENTS:

A list of all hardware and software requirements for students participating in the School of Information courses can be found at the following location: <http://ischool.cci.fsu.edu/academics/online/requirements/>

STUDENT ELIGIBILITY FOR AN INCOMPLETE GRADE:

Incomplete ("I") grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).

University Attendance Policy:

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy:

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.)

Americans With Disabilities Act:

Students with disabilities needing academic accommodation should:

(1) register with and provide documentation to the Student Disability Resource Center; and

(2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
<http://www.disabilitycenter.fsu.edu/>

Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Syllabus Change Policy

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."