



**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: Online**

*Students all meet with instructor for class weekly, synchronously, using a multi-media conferencing system such as Collaborate, at a specific class time indicated in the University's course schedule for each semester. Additional asynchronous interactions among students and with instructor will be required, as indicated below in course evaluation and assessments, to complete the course.*

**Instructor:**

**Email:**

**Office:**

**Phone:**

**Course Location/Website:**

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

**Teaching Assistant:**

**Email:**

### **COURSE DESCRIPTION:**

Establishes conceptual and practical frameworks 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 practical frameworks for organizing and retrieving information
2. Explain how information organizing systems meet their objectives
3. Define and explain the nature, attributes, structures, and varieties of information objects and the methods for describing and representing those objects to meet system objectives
4. Apply and use information organizing structures, formats and standards
5. Explain the ongoing technological changes for organizing information and their implications
6. Apply methods, techniques, tools, and standards for organizing information in specific contexts

**COURSE MATERIALS:**

Reading materials will be assigned and will be available online.

Sample readings:

Chen, Y.-N. (2015). A RDF-based approach to metadata crosswalk for semantic interoperability at the data element level. *Library Hi Tech*, 33(2), 175-194. <https://doi.org/10.1108/LHT-08-2014-0078>

Kelley, S. (2014). RDA and the future of machine-generated bibliographic records. *Technicalities*, 34(3), 10-17.

Shreeves, S. L., Riley, J., & Milewicz, L. (2006). Moving towards shareable metadata. *First Monday*, 11(8). <https://doi.org/10.5210/fm.v11i8.1386>

Svenonius, E. (2000). Bibliographic objectives. Chapter 2 in her *Intellectual foundation of information organization*. Cambridge, MA: MIT Press. [FSU e-book]

**COURSE ASSIGNMENTS AND EVALUATION:**

**Discussions of information organization systems:** Students use interactive systems such as discussion boards or blogs outside of class meeting time to augment and explore topics covered in readings and synchronous class sessions by discussing, following provided prompts, specific information organization and retrieval systems. Discussions are evaluated on the number, length, frequency, and interactivity of posts, and the responsiveness of posts to weekly questions.

**Contribution of resources for papers:** Students provide, to a shared bibliography, citations for resources (such as academic articles, books, etc.) relevant to the Metadata and Subjects papers. Contributions are evaluated on their uniqueness, relevance, and metadata.

**Metadata paper:** Students analyze and discuss standards for representing and describing information objects. The metadata paper is evaluated using a rubric provided to students that includes measures for synthesis of literature, identification of metadata requirements, explanation and application of standards, and clarity and organization.

**Subjects paper:** Students analyze and discuss methods, both formal and informal, for providing subject access for information objects. The subjects paper is evaluated using a rubric provided to students that includes measures for synthesis of literature, analysis of subject access methods, and clarity and organization.

**GRADE CALCULATION:**

Discussions of information organization systems: 5 @ 11 =	55 points
Contribution of resources for papers: 5 @ 3 =	15 points
Metadata paper:	15 points
<u>Subjects paper:</u>	<u>15 points</u>
<b>TOTAL</b>	<b>100 points</b>

**GRADING SCALE:**

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

### **COURSE SCHEDULE:**

1. Introduction to information organization: Ideals, values, ethics, and foundations
2. Information objects and access to them: History, concepts
3. Information objects and access to them: Metadata as a way to describe an item or object
4. Facilitating retrieval via description: Information retrieval of known items, history and foundations of information retrieval
5. Objectives for retrieval: Functional requirements and system objectives
6. Standardizing retrieval across a collection: Metadata standards, content & encoding, preserving and maintaining collections
7. Standards case 1: AACR2, RDA, and MARC/MODS/BIBFRAME
8. Standards case 2: Dublin Core
9. Organizing across collections: Interoperability crosswalks, linked data, open data
10. Access & authority (name authority)
11. Subject analysis
12. Visual description & retrieval
13. Classification: Classification schemes
14. Categorization: Taxonomy
15. Vocabulary control: Subject headings, thesauri, ontology
16. Finals week

### **UNIVERSITY POLICIES:**

#### **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/academic-resources/academic-integrity-and-grievances/academic-honor-policy>.)

### **Plagiarism**

**Plagiarism** of any type, including material from Internet sources, will not be tolerated. Cases of academic dishonesty such as plagiarism and cheating will be investigated & pursued vigorously according to departmental and (if needed) university procedures. Before submitting any work for this class, please read the "Academic Honor System" in its entirety (see link above) and ask me to clarify any of its expectations that you do not understand.

### **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.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

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](mailto:sdrc@admin.fsu.edu)  
<http://www.disabilitycenter.fsu.edu/>

### **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 advanced notice.

## **SCHOOL OR DISCIPLINARY POLICIES:**

### **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/](http://www.copyright.gov/legislation/archive/) ).

### **Sexual Harassment 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/graduate/information/university\\_notices/](http://registrar.fsu.edu/bulletin/graduate/information/university_notices/)

### **iSchool Hardware and Software Requirements**

A list of all hardware and software requirements for students participating in the School of Information (iSchool) 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).