LSC 551 - Organization of Information  
Fall Semester 2012 – OWL

Every Saturday from 12:30-3:00 pm  
September 8 – December 8  
Face to Face Meetings – Sept 8, Oct 13, Nov 3, Dec 1  
Other classes are online using Adobe Connect unless otherwise noted

Instructor: Karen King

Course Description
This course introduces students to the theory, principles, standards, and methods of information organization. Through lectures, discussions and hands-on exercises students learn to provide intellectual and physical access to information objects. Topics covered include information architecture, user information needs and behaviors, tools for information access, principles of information representation, metadata schemas, controlled vocabulary, folksonomy, classification, taxonomy, encoding standards, bibliographic networks, applications of technologies in information organization, and design of information systems to facilitate access and retrieval.

Course Goals
1. Introduce the theory, principles, standards, and methods for information organization.
2. Discuss approaches for understanding users and organizing information to meet their information needs.
3. Examine the relationship between information organization and retrieval and access to information.
4. Demonstrate how technologies can be used to support information organization and facilitate access to information.
5. Promote critical thinking and problem solving abilities for addressing challenges of organizing information in the digital age.

Course Objectives
At the end of the course students will be able to:
1. Demonstrate an understanding of principles of information organization, standards, methods and important concepts related to information
organization, including cataloging, authority control, controlled vocabularies, indexing and abstracting, and classification.

2. Articulate the importance of information organization and the roles of metadata in information organization and understand terminology often used to discuss metadata, such as metadata schemas, encoding standards, crosswalks, and interoperability.

3. Understand how information on users' information needs and information seeking behavior is used in organizing information for those users.

4. Understand components of metadata records for information resources.

5. Have the ability to track and assess relevant innovations and interpret and apply research findings for better information organization.

6. Demonstrate an understanding of the principles and applications of controlled vocabularies for information access and retrieval by developing a mini-thesaurus.

7. Demonstrate critical thinking and problem solving abilities in relation to information organization.

University grades:

The University grading system is available at [http://policies.cua.edu/academicgrad//gradesfull.cfm#iii](http://policies.cua.edu/academicgrad//gradesfull.cfm#iii) for graduate students. Reports of grades in courses are available at the end of each term on [http://cardinalstation.cua.edu](http://cardinalstation.cua.edu).

Final grades for the course will be assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>86-89</td>
</tr>
<tr>
<td>B</td>
<td>82-85</td>
</tr>
<tr>
<td>B-</td>
<td>78-81</td>
</tr>
<tr>
<td>C</td>
<td>70-77</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

Expectations and policies

**Academic honesty:** Academic honesty is expected of all CUA students. Faculty are required to initiate the imposition of sanctions when they find violations of academic honesty, such as plagiarism, improper use of a
student's own work, cheating, and fabrication. The following sanctions are presented in the University procedures related to Student Academic Dishonesty (from http://policies.cua.edu/academicundergrad/integrityprocedures.cfm): "The presumed sanction for undergraduate students for academic dishonesty will be failure for the course. There may be circumstances, however, where, perhaps because of an undergraduate student's past record, a more serious sanction, such as suspension or expulsion, would be appropriate. In the context of graduate studies, the expectations for academic honesty are greater, and therefore the presumed sanction for dishonesty is likely to be more severe, e.g., expulsion. ...In the more unusual case, mitigating circumstances may exist that would warrant a lesser sanction than the presumed sanction."

Please review the complete texts of the University policy and procedures regarding Student Academic Dishonesty, including requirements for appeals, at http://policies.cua.edu/academicundergrad/integrity.cfm.

Accommodations for students with disabilities: Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. Please contact Disability Support Services (at 202-319-5211, room 207 Pryzbyla Center) to coordinate reasonable accommodations for students with documented disabilities. To read about the services and policies, please visit the website: http://disabilitysupport.cua.edu.

Campus Resources for student support:
• Academic Tutoring and Learning Assistance Service (ATLAS): 101 O'Boyle Hall, Phone: (202) 319-5018
• CUA Counseling Center: 127 O'Boyle Hall, Phone: (202) 319-5765
• Mullen Library: Phone: (202) 319-5070
• CUA Writing Center: 111 O'Boyle Hall, Phone: (202) 319-4286

Course Materials:
Required Textbooks:

Supplemental Text(s) and Readings:
Selected readings will be assigned.
### 551 Organization of Information Schedule Fall 2012 – Saturday OWL

<table>
<thead>
<tr>
<th>Class Date</th>
<th>Face-to-Face 301 Pangborn</th>
<th>Synchronous Adobe Connect</th>
<th>Asynchronous Self-Paced Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8</td>
<td>12:30pm-3:00pm</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>September 15</td>
<td>*</td>
<td>12:30pm–2:00pm</td>
<td>1 hour flexible</td>
</tr>
<tr>
<td>September 22</td>
<td>*</td>
<td>12:30pm-3:00pm</td>
<td>*</td>
</tr>
<tr>
<td>September 29</td>
<td>*</td>
<td>12:30pm-3:00pm</td>
<td>*</td>
</tr>
<tr>
<td>October 6</td>
<td>*</td>
<td>12:30pm-3:00pm</td>
<td>*</td>
</tr>
<tr>
<td>October 13</td>
<td>12:30pm-3:00pm</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>October 20</td>
<td>*</td>
<td>12:30pm-3:00pm</td>
<td>*</td>
</tr>
<tr>
<td>October 27</td>
<td>*</td>
<td>*</td>
<td>2.5 hours flexible</td>
</tr>
<tr>
<td>November 3</td>
<td>12:30pm-3:00pm</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>November 10</td>
<td>*</td>
<td>12:30pm-3:00pm</td>
<td>*</td>
</tr>
<tr>
<td>November 17</td>
<td>*</td>
<td>*</td>
<td>2.5 hours flexible</td>
</tr>
<tr>
<td>November 24</td>
<td>Thanksgiving</td>
<td>Holiday Week</td>
<td>No Class</td>
</tr>
<tr>
<td>December 1</td>
<td>12:30pm-3:00pm</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>December 8 – Final Due</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Submit electronically</td>
<td>*</td>
<td>*</td>
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</tbody>
</table>

**Note:** Instructor reserves the right to make changes to this schedule. Face to face schedule will not change although synchronous classes may be shifted to asynchronous formats.

### Class Meetings

The class will be a mix of face to face and synchronous/asynchronous formats (see schedule above). With the exception of the four face to face, most other classes will be synchronous, meaning the class will be online every Saturday from 12:30-3:00pm EST. Students will begin logging on at 12:15 pm in order to test connections and prepare for class. The class discussion and presentations will be held from 12:30-3:00pm. The only exceptions are Saturday Oct 27 and Nov 17. For these classes students will accomplish self-paced units on their own time. Class will not be held on November 24 due to the Thanksgiving holiday.
<table>
<thead>
<tr>
<th>Class</th>
<th>Class Dates</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sept 8</td>
<td>Class Overview</td>
<td>Organization of Recorded Information - Chapter 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Organization of Recorded Information Metadata</td>
<td>Metadata – Chapter 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Face to Face</td>
<td>Encoding Standards</td>
<td>Encoding Standards - Chapter 5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>In Class Kindle Exercise</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Discuss Assignments One and Two</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sept 15</td>
<td>Retrieval Tools</td>
<td>Retrieval Tools - Chapter 2</td>
<td>Post Word Document with student info to the blackboard website.</td>
</tr>
<tr>
<td></td>
<td>Online 1 ½ hours and Self-paced unit Marc 21 Tutorial 1 hour</td>
<td>Introduction to WorldCat</td>
<td>Development of the Organization of Recorded Information in Western Civilization- Chapter 3</td>
<td>Complete assignment sheet – assigned for self-paced unit. Due by Sunday Sept 16 at 11:59 pm.</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Readings</td>
<td></td>
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<td>--------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
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</tbody>
</table>
| 4th Sept   | Online                                     | ◆ Chap. 9. Subject Analysis  
◆ Chap. 10. Systems for Vocabulary Control  
| 6th Oct    | Online                                     | ◆ Chap. 8. Metadata: Access and Authority Control  
◆ Understanding MARC Authority Records  
Change Management Principles
Discuss Analysis
Paper Details—select articles
Discuss final project

Systems for Categorization - Chapter 11
Articles and readings to be assigned

Sessions:
Day 7: Oct 20, Online — Roy Tennant articles – Discussion
Day 8: Oct 27, Self-Paced — Discuss article selection with instructor for analysis paper and finalize article selection.
Day 9: Nov 3, Face to Face — Trends & Issues:
Information Architecture
Digital Libraries
Final Exam Essay Questions Assigned

Universe.

Thesaurus Assignment Due
Proposal of articles selected for the analysis paper.
Analysis Paper Due

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10</strong></td>
<td>Nov 10</td>
<td><strong>Online</strong></td>
</tr>
<tr>
<td></td>
<td>Trends and Issues</td>
<td>Continued: OPAC systems and system design</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Users and new library catalogs and bibliographic systems</td>
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<tr>
<td></td>
<td></td>
<td>♦ Revisit Chap. 5. Encoding Standards</td>
</tr>
<tr>
<td></td>
<td></td>
<td>♦ Chap. 6. Systems and System Design</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>Nov 17</td>
<td><strong>Self-Paced</strong></td>
</tr>
<tr>
<td></td>
<td>Knowledge Management</td>
<td>Communities of Practice</td>
</tr>
<tr>
<td></td>
<td>Articles and readings</td>
<td>to be assigned</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overview of reading concepts due – Nov 25 by 11:59pm</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>Dec 1</td>
<td><strong>Final Project and Presentations</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Class Wrap Up</strong></td>
<td></td>
</tr>
<tr>
<td>Exam</td>
<td>Dec 8</td>
<td><strong>Final Essay Exam Due</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electronically by 12 noon</td>
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<tr>
<td></td>
<td></td>
<td><em>Class does not meet face to face</em></td>
</tr>
</tbody>
</table>
All class materials, assignments, resources, and syllabus will be available on the Blackboard class website. Assignments that are due electronically should be submitted to the Blackboard drop box.

**Assignment One – Kindle Organization Discussion**

Describe in one or two paragraphs the frustrations that Darden students experienced using the Kindle. If you were a member of the design team that was recommending changes to the Kindle, what recommendations would you make? (List in bullet points format) Describe how your recommendations will make using the Kindle for reading, class preparation, and in class discussion easier for the students. Assignment length – at least one page, double spaced.

The specific details will be discussed on September 8.

The assignment will be due on September 22.

**Assignment Two – Organization of Information Description and Needs of a Library or Community Short Paper and Presentation**

This assignment will be a two page paper and five minute presentation describing the organization of information for a library or community of users. Visit a library, archive, information center or other institution and discuss the organization of information with the librarian or information professional. Discover the typical information needs of the community members. Learn about the systems and standards that are used to organize information for the users. Discover the retrieval tools that are developed by the library staff and how they are used by the library users.

Specific details of the assignment will be discussed on September 8.

Project is due on September 29

**Assignment Three – Short Thesaurus**

Details of this assignment will be discussed in class on September 29.

Description and resources are available on the course blackboard.

The project is due on October 20.
Analysis of Articles and Review Paper/Presentation

The assignment is to write an analysis paper that reviews two articles from a professional or peer reviewed journal on a selected topic, trend, challenge, or solution concerning the organization of information. Articles will be selected by the student with the approval of the instructor.

The paper should summarize each of the articles’ main points, compare and contrast information that is presented in the articles, discuss how the articles relate to each other in their discussion of the topic, and explain the significance of this topic to the organization of information for librarians or information professionals. Students are encouraged to reflect knowledge that they have gained through class lectures, readings and class discussions.

The article review should be a minimum of 4 pages long (max 7). Include separate pages that list the bibliographic citations for the two articles and any other sources that were used to write the paper. You may use the Turabian style manual, APA (American Psychological Association), MLA, or any other standard as long as the citations are consistent and complete.

Specific details of the paper will be discussed on October 13

Discuss articles/topics with instructor for final approval on or before October 27

Paper is due on November 3.

Organization Project
Final Project and Presentation

The emphasis of this project is the process of institutional analysis, planning, development, and intellectual preparation for organizing information for a library, information center, non-profit organization, or community of users.

The details of the final project will be discussed during class on Oct 13.

Project and presentation are due on December 1.

Final Essay Exam

The final essay questions will allow the student to reflect the knowledge gained through the semester from the class readings, exercises, discussions, papers and projects. The final exam will be a take home exam.

Questions will be given to the class on November 10. Exam is due on December 8 by 12 noon to the class Blackboard drop box.
Class Attendance, Participation and Short Essay Quiz Evaluation Questions

The instructor will focus on creating an interactive classroom environment therefore attending each class and being prepared for class discussion is very important.

If you must miss a class or part of a class, class participation points will be forfeited for the class.

The grading of your class participation will be based on the following:
- Is the student prepared for class?
- Is the student willing to engage in class discussions?
- Is the student a good listener?
- Does the student make points that are relevant to the class discussion?
- Are the comments linked to the comments of other class members?

Class evaluation questions are short quiz formatted or short essay questions that may be given at the beginning of a class that evaluate the students’ knowledge of the assigned readings for that class.

Grading

Grades for this course will be based upon the following:

Assignment 1: Kindle Assignment (50 points) (5%)
Assignment 2: Organization of Information Paper (100 points) (10%)
Assignment 3: Thesaurus (150 points) (15%)
Analysis Paper and presentation (150 points) (15%)
Final project and presentation (200 points) (20%)
Final Essay Exam (200 points) (20%)
Class attendance, participation, homework & quiz. (150 points) (15%)
(15 points may be earned for each class with the exception of the self-paced units)

Total points for course (1000 points) (100%)
General Guidelines for Graded Work

Out of class assignments should be typed. Citations may be done in any form as long as the format is consistent and complete. Papers and projects will be collected at the beginning of the class on the due day.

Late assignments will be assessed a half letter grade penalty for each day that they are late. Assignments that are later than one week will not be accepted. Please note that due to the requirement of the CUA registrar office, there is not an option to receive any assignments/exams later than Friday June 22.

Please contact me if you have any questions about the assigned work and due dates.

Formatting Guidelines for projects, papers, and assignments:

- Securely fasten multi page assignments that are handed in.
- Place your name and the assignment description on the first page.
- Minimum margins are 1 ¼” left and 1” top, bottom, and 1 ¼” right.
- Use double-spaced line spacing, or space and a half, not single-spaced.
- Submitted work must have a professional appearance and not be handwritten.

Syllabus changes:

The instructor reserves the right to make changes to this syllabus if circumstances warrant. All changes will be provided to students in writing.

Contact Information

If you have any questions or concerns about the class or assignments, please feel free to contact me by phone, e-mail, or in person. I am available to meet with you before or after class. If you would like to set up an appointment to meet, e-mail or call me two days in advance to set up the meeting.

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