

LIS 2407: Metadata


University of Pittsburgh
School of Information Sciences
Spring 2012

Instructor:

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 When you send us an email regarding this course, please include [LIS 2407] on the subject line.

Unit subject topics, assignments, scheduling, and other course components may be modified as necessary.

General Course Information

COURSE DESCRIPTION

[From the LIS course list] Principles and application of metadata for networked information-resource organization, representation, retrieval, and interoperability using a variety of schemes and tools. Prerequisite: LIS 2005.

[The instructor's take on a longer description] Metadata plays a critical role in resource description and discovery in the digital environment. This course is intended to help students develop a thorough understanding of current metadata standards and practices. In this course, we will discuss fundamental principles underlying the development of metadata standards/schemes, learn various metadata schemes developed for specific domains (specific communities of users and/or specific collections/types of resources), and explore issues pertinent to the application of metadata standards in a larger context, such as interoperability. This course will also provide students with hands-on experience in creating and evaluating metadata records.

OBJECTIVES & OUTCOMES

By the end of this course, students will be able to:

- demonstrate their knowledge of current metadata terminology and concepts,
- discuss major problems and issues related to metadata creation and use,
- identify important metadata schemes for different types of resources and for different communities,
- explain ways in which a variety of metadata standards are used to describe, organize, manage, and provide access to resources in different contexts,

- apply a selected metadata standard(s) to a collection(s) and create records,
- develop metadata element sets and application profiles based on the analysis of local needs and the evaluation of existing schemes.

COURSEWEB/BLACKBOARD SITE

This course is supported by a CourseWeb/Blackboard site. Students must regularly check the class's Blackboard site in order to stay up-to-date on course announcements, weekly readings, upcoming assignments, etc.

Discussion boards will be provided for communication. The weekly discussion boards will be the main place where you can post questions and share your thoughts. You are welcome to create a thread if you want to initiate a course-related discussion. Additional discussion boards will be available for assignment-related questions.

COURSE STRUCTURE

This course is an asynchronous online course that is comprised of lectures, student presentations, exercises, reading assignment, and follow-up discussions on the CourseWeb.

- For each scheduled session (see Course Schedule), the lecture note with an accompanying audio file (mp3) will be uploaded by 11:59 pm on Monday.
- Reading assignments will be posted/updated at least two weeks prior to the class session for which they are required.
- When an exercise is given, the instructions and exercise materials will be uploaded on Monday. A weekly exercise is due by the next class session (the next Monday) unless noted otherwise.
- When a student presentation is scheduled, the student(s) responsible for the presentation should upload the necessary files/links by 11:59 pm on the scheduled day.
- Discussion boards will be used for any discussion and/or questions.

REQUIRED TEXT, READINGS, AND ONLINE RESOURCES

The required textbooks for this course are:

Marcia L. Zeng and Jian Qin. Metadata. New York: Neal-Schuman, 2008.

ISBN: 9781555706357

Steven J. Miller. Metadata for Digital Collections: A How-To-Do-It Manual. 2011. ISBN:9781555707460

Additional readings will be listed throughout the term in the READINGS content area of the course's Blackboard site.

When readings are assigned for a class (check the course schedule), you are expected to have read the assigned reading before the class.

Course requirements

- [Individual] Class participation: 10% (ongoing)
- [Individual] Exercises: 20% (ongoing)
- [Individual] Metadata standard/scheme review: 20% (Due: Feb. 13)
- [Group] Metadata standard/scheme presentation: 20% (TBA)
- [Group] Final project: 30% (Due: Apr. 23)

Class participation (10%)

I expect you to be prepared for class. Completing weekly readings before the class session has a vital importance. As this course is an asynchronous online course, class participation needs to be done via the LIS2407 CourseWeb. Making constructive comments, asking/answering questions, and initiating/participating in discussions will be highly appreciated.

An important component of class participation will be weekly “5-minute post,” where students are asked to reflect on the most important/interesting points of the given week’s session (including the reading assignments and the lecture) and to indicate the parts that remain unclear in their mind. The “5-minute” post will help students to critically evaluate what they have learned and help the instructor to improve the course based on students’ feedback. The frequently asked questions will be address in subsequent sessions, and the suggestions/requests from students will be incorporated into relevant course component(s) whenever possible.

Exercises (20%)

Almost every week there will be an exercise problem for you to complete and hand in. These exercise problems will not be individually graded, but for each problem I will keep track of 1) whether you submit it on time, 2) whether it meets the minimum requirements specified. This record will account for 20% of your grade.

Metadata standards/schemes review (20%)

Each student will choose a metadata standard/scheme that interests them from the provided list (to be posted on the blackboard). More specifically, students will be asked to make three choices and the instructor will compile the choices and assign a standard/scheme to each student. Please note that while every effort will be made to accommodate students’ preferences, depending on the distribution of choices, it might be necessary to assign standard/scheme to some students regardless of their choices. In that case, popular standards/schemes will be assigned on a first-come first-serve basis.

You will prepare a paper that critically reviews issues related to the chosen (assigned) standard/scheme, including but not limited to:

- the purpose of the scheme,
- the history and/or background of the standard/scheme focusing on the main needs that brought about its development,
- any guiding principles and/or conceptual framework for the standard/scheme,
- the structure and major elements of the standard/scheme,
- the areas in which the standard/scheme is currently being used,
- particular challenges in applications (implementations) of the standard/scheme
- representative examples of its usage (e.g. sample records, collections, applications, etc.)

Metadata standards/schemes presentation (20%)

A group of 2-3 people who have reviewed a set of related standards/schemes for their paper will prepare a presentation together. There should be two parts:

The first part consists of individual presentations where each student presents the standard/scheme that he/she reviewed (about 10 minutes for each; 50%).

The second part should compare/contrast the individual standards/schemes and be prepared as a group presentation (about 10 minutes; 50%).

The presentation date will be assigned shortly after students make their choices of a standard/scheme to work on.

Final group project (30%)

The final group project will allow you to apply the principles and concepts you have learned to a practical domain of interest/use to you. You will work in a group of 3-4 students. The project will involve development of a metadata scheme for a collection of resources that your group has chosen. The components of the project will include:

- Choosing an information type
- Creating a collection
- Identifying and evaluating objectives
- Developing an application profile/scheme
- Creating metadata records

A more detailed description of each component will be provided later in the term through the Blackboard site.

Grading policies

ASSIGNMENT LOGISTICS

Submissions

Submit all written material, unless otherwise directed, via Assignment Manager and to your small group discussion board.

Naming File Submissions

Use the following format for naming files:

- For an individual assignment:
2407_A#_YourLastName_YourPittID e.g. 2407_A1_Oh_jsoh
- For a group assignment:
2407_A#_Group#_PittID(submitter) e.g. 2407_A2_G3_jsoh (when 'jsoh' is the ID of the person who submitted the group assignment on behalf of the group)
- For an exercise:
2407_E#_YourLastName_YourPittID e.g. 2407_E2_Oh_jsoh

Designation of Names on Assignments

On the top left corner of your assignment, please include the following:

- Your Name (Your PITT ID)
- Assignment Name

For group assignments, please be sure to list the names (Pitt IDs) of all group members. For a group assignment, unless otherwise instructed, there should be one submission per group. On the list of the group members, please underline the name (Pitt ID) of the person who submitted the assignment on behalf of the group.

Assignments that are submitted without names will not be graded.

PEER EVALUATION

When a group assignment is turned in, each group member will rate their groupmates. Each member will divide 100 points among their groupmates (not including themselves), according to their evaluation of each teammate's contribution. One's peer evaluation score will be the sum of the points his/her group members give him/her. The peer evaluation will account for 30% of each group assignment grade.

DEADLINES & LATE SUBMISSION

Assignments must be submitted by 11:59 PM (Pittsburgh Time) on the day they are due (see class schedule for due dates). Assignments that are submitted after the due date will be marked down one grade step for each day of lateness, e.g. an assignment determined to be an A would be entered as an A- for one day's late submission, a B+ for two days, etc.

If serious, extenuating circumstances interfere with your ability to submit an assignment on time (e.g. serious illness, bereavement, accident), you should contact the instructors or TA as soon as possible. Assignments that are submitted after a due date will generally be marked down, at the sole determination of the instructors. Please note that all members in a group are responsible for ensuring that each group's assignments are submitted on time. Failure to do so may result in point deductions, at the sole determination of the instructors.

GRADING SCALES

The following is the scale for converting numeric to letter grades. Grades are not debatable with the instructor.

95-100	A
90-94.99	A-
87-89.99	B+
84-86.99	B
80-83.99	B-
77-79.99	C+
74-76.99	C
70-73.99	C-
0-69.99	F

INCOMPLETE GRADES (G)

Incomplete Grades (G) are granted for extenuating circumstances at the sole discretion of the instructors. If you anticipate needing and warranting an incomplete grade (G), please see the instructors as soon as possible. Any student seeking a G grade may be required to submit corroborating documentation (e.g. physician's supporting documentation) to the instructors.

Course Schedule

Course schedule (including readings and guest lectures) may be updated throughout semester. You can get the up-to-date information through the LIS2407 CourseWeb.

Wk	Date	Topic	Assignments
1	Jan. 9	Course introduction	
2	Jan. 16	No Class - Martin Luther King	MSR (Metadata standards/schemes review paper) Assignment Announced

3	Jan. 23	Metadata Overview; Introduction to Greenstone DL software	
4	Jan. 30	Types of metadata standards; Resource description basics	
5	Feb. 6	Data structure standards; Dublin Core	
6	Feb. 13	More on Dublin Core	MSR Assignment Due
7	Feb. 20	MARC; MODS	MSR presentation
8	Feb. 27	Data value standards; Controlled vocabulary	MSR presentation
9	Mar. 5	No Class - Spring Break	
10	Mar. 12	Encoding standards; XML; Collection building & content management tools	MSR presentation
11	Mar. 19	Conceptual models & metadata frameworks; Project planning	MSR presentation
12	Mar. 26	Replaced by FastTrack Weekend Session (Mar. 24)	
13	Apr. 2	Metadata documentation; Application profile;	MSR presentation
14	Apr. 9	Interoperability; Crosswalk	MSR presentation
15	Apr. 16	Metadata services; Quality issues	MSR presentation
16	Apr. 23	Semantic Web	Final Project Due

Important Notes

ACADEMIC INTEGRITY

Students in this course are required and expected to comply with the University of Pittsburgh's Policy on Academic Integrity (for full SIS policy and information on Adjudication see <http://www.ischool.pitt.edu/about/academic-integrity.php>).

Students should make themselves familiar with this document and realize that they will be held accountable for understanding and following these guidelines for all activities and assignments.

Anti-plagiarism software may be used to monitor for instances of plagiarism in student submissions. Any student suspected of violating this policy for any reason

during the term will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. If it is determined that a student has violated the policy on academic integrity, he or she will fail the course.

STUDENTS WITH SPECIAL NEEDS: PHYSICAL OR LEARNING IMPAIRMENTS

If you have a disability for which you are or may be requesting accommodation(s), you **MUST** contact the Office of Disability Resources and Services (DRS), 216 William Pitt Union (412-648-7890/TTY:412-383-7366) within the first week of the term. You should also consult the office's website www.drs.pitt.edu. DRS will verify your disability and determine whether reasonable accommodation(s) for this course are warranted. It is the responsibility of any student seeking accommodation(s) for this course to present any necessary documentation to the course instructor by Monday, February 6th, 2012.

FASTTRACK WEEKEND SESSION

The FastTrack Weekend for the 2012 Spring Term will be Friday, March 23 – Saturday, March 24. LIS 2407: Metadata will meet on Saturday, March 24th from 4:00 PM to 7:00 PM (Classroom To-Be-Announced). ALL students are required to attend this session. Students may experience unavoidable conflicts with classes meeting at the same time as LIS 2407; the instructors will address such conflicts later in the term. Further details about the FastTrack Weekend session will be provided later in the term.

About the syllabus

This syllabus will continue to change throughout the semester. When modified, I will try to notify you. It is your responsibility however to make sure that your preparation each week is based on the current syllabus and Blackboard information.