



Course Syllabus - Spring 2012
LI 804XA
Organization of Information
2/3-4, 4/20-21, & Internet

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Office Hours: Mon 10-12; Tues 10-11; Thur 10-11
and 2-3 & by appt.; 3-5 Friday February
12 and March 26
Online Course Login: <https://elearning.emporia.edu>
Credit Hours: 3.0
Note: Course Syllabus May Change

Important Dates for Spring 2012

<i>1/11: First day of class</i>	<i>1/16: Martin Luther King Day (ESU closed)</i>	<i>1/25: Last day to drop</i>	<i>3/6: Midterm grades due</i>
<i>3/19-3/25: Spring Break</i>	<i>3/28: Last day to withdraw</i>	<i>5/4: Last day of classes</i>	<i>5/12: Commencement</i>
<i>5/15: Final grades due by noon</i>			

Course Description

This course provides an introduction to the individual, social, and institutional perspectives of organizing information. Students examine the assumptions, practices and issues of commonly used classification systems in all types of environments, with an emphasis on the practices of cataloging and indexing.

Course Outcomes: Upon completion of this course, the student will be able to:

1. Discuss information access systems and how they reflect the world view of the people devising them.
2. Explain and provide examples of systems that have been developed to make sense

of collections of information.

3. Explain how theories of organization can be applied to the design of information retrieval systems.
4. Identify appropriate approaches to the organization of information materials and resources in various situations and environments.
5. Demonstrate relationships between information packages and collections, and theories and practices of their organization.

Contact Information: Email: aconeill@emporia.edu . Phone: My office phone is 620-341-5320.

Office Hours: My office is WAW 416. My open office hours (when I try not to schedule any meetings) are Tuesday 9-11 AM Central, Wednesday 9-11 AM Central and 1-3 PM Central, Thursday 1-3 PM Central, and Friday 9-11 AM Central. I am available by phone or email any time I am in the office. *Please note:* I reserve the right to not respond to email during evening hours or on the weekends.

You can also call, stop by or, preferably, make an appointment if these hours don't fit your schedule. Please contact me to schedule a face-to-face, phone, or online appointment.

Required Textbook

Abbas, J. (2010) *Structures for Organizing Knowledge : Exploring taxonomies, ontologies, and other schemas*. Neal-Schuman. ISBN 978-1-55570-699-9

Recommended Readings

Other readings will be assigned throughout the semester.

Assignments (5)

- Assignment # 1 - Midterm exam (15 points)
- Assignment # 2 - Organizing a topic presentation (20 points)
- Assignment # 3 - Semester paper (30 points)
- Assignment # 4 - Final Exam (20 points)
- Assignment # 5 - Participation (15 points)

Assignment #1 - Midterm exam (15 points) TBD

Details will be on the test.

Assignment #2 - Organizing a topic presentation (20 points)- Second f-t-f weekend

At the April F-t-F session each student will present the organizational structure of a topic of their choice. Many fields, or hobbies, or topics, have their own organizational patterns. How are the various kinds of knitting needles? I'll use that one in class as an example, so

don't start trying to figure it out. How about cars? Buttons? Basically anything is fair game here, although you should run your idea by me **January 31, 2012**.

There are two components that you will be graded on for this project. The depth and clarity of the explanation is the primary grade determinant, but I will also be grading/commenting on your presentation skills. Being a librarian often requires that you get up in front of people and talk, so getting some practice while in your MA program is a good idea. Practice, practice, practice. And make sure to time yourselves. I will figure out the schedule and give you a time limit. **Time yourselves** accordingly. There is nothing more irritating to an audience than somebody who runs over, or skips part of the presentation because they didn't pay any attention to timing.

Evaluation criteria for presentation:

- **14-20 points** - Presentation is clear and easy to understand; the presenter has mastery of the topic. The listener can follow the presentation with little difficulty. Topic has been thoroughly researched and information is clear. The presentation graphics are appropriate, clear, and the presenter did not read from the presentation material. Presentation was finished within the time requirements.
- **8-13 points** - Presentation is clear and understandable; the presenter has an understanding of the topic. The listener can follow the presentation with some difficulty. Topic has been researched and information is clear. The presentation graphics are appropriate, clear, and the presenter read from some presentation material. Presentation went over the time by no more than 2 minutes or was cut short.
- **7 points or fewer** - Presentation is difficult to understand and follow; the presenter does not show an understanding of the topic. The listener can follow the presentation with much difficulty. Little evidence that the topic was researched. The presentation graphics are poorly done and not appropriate, and the presenter read from the presentation material. Presentation went over the time requirements by more than 3 minutes or was extremely short.

Assignment #3 - Semester paper (30 points)- May 4, 2012

Select an information agency or structure*. How does that agency or structure reflect (or not) the possible cultural biases or world view of that portion of society it is designed to serve? If it is designed to serve the entire population, does it, in fact, do so? What can we learn about both the agency/structure, and its contextual society, by looking at the information structure in question?

*by information structure I mean a system designed to provide access, or deliver, information that can be used across a number of agencies. A classification scheme would be an example of an information structure. So would the copyright system, or a public library, or.....

Evaluation criteria semester paper:

- **21-30 points** - Paper thoroughly addresses the topic, no major points have been omitted. There is evidence of research on the topic, who it serves, implications, etc. Paper is very well written (no errors), easy for the reader to follow, and uses APA appropriately. The reader has little or no difficulty following the paper or understanding the topic.
- **11-20 points** - Paper addresses the topic, a few small points may have been omitted. There is evidence of research on the topic, who it serves, implications, etc. Paper is well written (some small errors), easy for the reader to follow with some thought, and APA is used. The reader has some difficulty following the paper or understanding the topic.
- **10 points or fewer** - Paper does not address the topic completely, major points have been missed. Little evidence of research on the topic, who it serves, implications, etc. Paper is poorly written and difficult to read. APA style is not used. The reader does not understand the topic.

Assignment #4 - Final exam (20 points) TBD

Details will be given on the test.

Assignment #5 - Online and f-t-f participation (15 points) - throughout semester

Online discussion and participation are important aspects of the learning process in this class. I expect you to have done the readings for the weekly topic and read my notes and include them in your postings. Your participation should include statements and support for your opinions on the readings, questions about the readings, reactions to other students' comments, stories of your experiences, etc.

You are expected to check the discussion board at least every other day and make substantive contributions to the discussions. Saying "I agree" is not a substantive contribution.

You must attend both face-to-face sessions.

If you miss more than 4 weeks posting to Blackboard your best course grade will be a "B". Discussions will begin on January 11, 2012 in the **Discussion Board** section.

Evaluation criteria for online discussion participation:

- **12-15 points** - Frequently makes pertinent comments or questions; consistently participates in class activities; responds to contributions of others. Consistent, regular and pertinent postings to BB; no more than 3 weeks missed.
- **8-11 points** - Occasionally makes pertinent comments or questions; usually participates class activities; usually responds to contributions of others. Regular and pertinent postings to BB; no more than 7 weeks missed.

- **7 points or fewer** - Seldom makes pertinent comments or questions; may not participate in class activities; may not respond to contributions of others. Very few BB postings, 8 or more weeks missed.

Course timeline

The timeline for the course is available in the Course Content section of BB.

Plagiarism

If I discover that an assignment has been partially or completely plagiarized you will receive a "0" on the assignment and an "F" in the class. There will be no second chances on an assignment that contains plagiarism. Please see the site "[Academic Plagiarism Defined](#)" by I. Hexman for more information. See also the "Academic Dishonesty" section below.

Turning in Assignments

All assignments should be submitted electronically. You have until 11:59 PM of the due date to turn in your assignment. Assignments will be turned in and returned through Blackboard.

Notice About Late Assignments

Assignments that are turned in late without prior approval from the instructor (Ann) will automatically be docked 10% per day until the assignment is received.

SLIM Grading Scale

96 - 100 A	77 - 79 C+
90 - 95 A-	74 - 76 C
87 - 89 B+	70 - 73 D
84 - 86 B	0 - 69 F
80 - 83 B-	

SLIM Attendance Policy

Students must attend all face-to-face classes.

In cases of emergency, see SLIM's [Policy and Procedures for Absence from a Class Weekend due to Illness or Personal Emergency](#) (PDF).

SLIM Grade Policy

All graduate courses included in the SLIM MLS and doctoral programs' required curricula or their approved substitutions must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM's required classes, then the student will be placed on academic probation and notified by the office of the director of program administration that he or she must retake that course or those courses.

When a student has been placed on academic probation, an administrative hold will be placed on the student's record to block future enrollment. The administrative hold can only be released by the student's academic advisor or by the SLIM dean or director of program administration. Before enrollment can be done, the student is required to meet with the student's academic advisor with the goal of developing an academic improvement plan.

If a student has a semester GPA of less than 3.0 for two semesters or is on academic probation for two semesters, then the student's academic progress will be reviewed in light of the academic improvement plan by the student's program director, the SLIM dean, and the SLIM director of program administration, and a decision will be made regarding whether the student should be academically dismissed from the SLIM's graduate program. This policy goes into effect fall 2009 semester. This SLIM Grade Policy applies to all SLIM students, including those students who entered SLIM under the 42-credit-hour MLS program, the 36-credit-hour MLS program, or the SLIM doctoral program. It will also apply to all those who have passed into MLS or doctoral degree candidacy.

SLIM Incomplete Grade Policy

SLIM's Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go

to: <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>).

SLIM's Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean's office before the final grade change

is made.

If a SLIM student's request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then **an administrative hold will be placed on the student's record to block future enrollment until** all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar's Office.

Faculty-Initiated Student Withdrawal Procedure

Students should be aware that your instructor follows the university's policy of faculty-initiated student withdrawal. It reads as follows: "If a student's absences from class or disruptive behavior become detrimental to the student's progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence. [*Policy and Procedures Manual 43.11*]

Academic Dishonesty

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

Disabilities Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

Contact information for the Office of Disability Services:

Office of Disability Services
211 S Morse Hall
Emporia State University
1200 Commercial Street / Box 23
Emporia, KS 66801
Phone : 620/341-6637
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Content comments for the

instructor: aoneill@emporia.edu

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