

Course Syllabus
LI 862XI
Current Issues in Technology: Introduction to
Metadata
Internet, 1/16-3/8 (BLOCK ONE: ENDS MAR.
8th)

Faculty:	Melissa Messina
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Online Course Login:	https://elearning.emporia.edu
Credit Hours:	1.0
Note:	Course Syllabus May Change

Course Description

The course focuses on selected topics of current significance within the context of information technology. Issues in hardware, software and thoughtware in the context of information studies will be analyzed. The dynamic relationship among computers, video, telecommunication, mass storage devices, and audio will be explored.

Course Learning Outcomes

At the end of the course, students will be able to

- Explain how high-quality, standards-based metadata can improve access to digital resources.
- Understand and apply current metadata principles, terminology and concepts, including major content and encoding schemes used by cultural heritage organizations.
- Apply basic metadata quality metrics to assess the relative quality of different types of descriptive metadata.
- Create descriptive metadata for digital resources using a selected metadata standard.
- Apply best practices and principles to metadata creation and maintenance.
- Discuss current issues and initiatives in interoperability.
- Articulate the challenges and factors involved in the mapping of data between metadata formats.

Course Overview

Introduction to Metadata provides a general overview of the key principles, issues, and tools associated with using metadata to build authoritative, reliable, and useful digital resources. We will study metadata types, standards, roles, and attributes and will discuss current trends relating to metadata development and use within the digital library environment and on the Web. We will also examine changing roles for library and information professionals in metadata management and specialization. This course is designed for the metadata novice and has no prerequisites, but many concepts from LI804 and LI814 will be helpful.

Instructor Contact Information

Melissa Messina

Email: mmessina@emporia.edu

Cell: 816-785-3013 (no texts, please)

Online office hours: Fridays, 12:00-1:00 pm CT on Blackboard Instant Messaging

Email is the best way to reach me. We can schedule a meeting for any time, not just during office hours.

Required Readings

There is no required textbook for this course - all readings are freely available online or on Blackboard. However, Miller's *Metadata for Digital Collections* is highly recommended as a general text and will be required reading for the second block course, Metadata Applications.

Recommended Readings

Miller, S. J. (2011). *Metadata for digital collections: A how-to-do-it manual*. New York: Neal-Schuman. ISBN: 978-1555707460.

Learning Activities

Assignments

Detailed instructions are available on Blackboard.

Assignment	Due Date	Points
Assignment 1: Digital Library Analysis	2/3	25
Assignment 2: Dublin Core Records Creation	2/17	25
Assignment 3: Metadata Crosswalk	3/3	25
Participation: Weekly discussion posts	Throughout	25

Tentative Course Outline

Session	Topics	Readings	Activities and Due Dates
Unit 1: 1/16-1/27	Introductions; Metadata Basics	Please see Blackboard Course Content for readings, videos, and lectures	
Unit 2: 1/28-2/3	Metadata in the Digital Environment		Assignment 1 due 2/3
Unit 3: 2/4-2/10	Metadata Practice and Specialization		
Unit 4: 2/11-2/17	Descriptive Metadata Standards		Assignment 2 due 2/17
Unit 5: 2/18-2/24	Administrative and Technical Metadata Standards		
Unit 6: 2/25-3/3	Metadata Syntaxes & Vocabularies		Assignment 3 due 3/3
Unit 7: 3/4-3/8	Metadata Services & Semantic Web		

Grading Criteria

Detailed instructions and grading rubrics are provided for each assignment but in general, students earn points for an assignment based on the following considerations:

Intellectual quality of the assignment. Factors include graduate-level composition quality showing maturity, clarity, and good organization; support of arguments and discussion with adequate examples; support of arguments and discussion with the work of other scholars.

Meeting both the goals and the tasks of the assignment. Compliance with assignment instructions for content, format, and submission.

Mechanical quality. The use of good English rhetoric, compliance with APA reference and style formats, and proper attention to the mechanics of sentence structure, punctuation, and spelling.

Attribution. Use of another's work as your own results in zero points and possibly other consequences. Work of others must always be given proper credit. Often there is a fine line between copying, paraphrasing, borrowing ideas, and using common knowledge. The first three require citations, but the last does not.

Timeliness. Late assignments are awarded zero points unless an extension is obtained before the

due date.

Participation. Weekly posts to the discussion board are required. Your contributions will be assessed for quality as well as quantity.

SLIM Grading Scale*

96 - 100 A 77 - 79 C+

90 - 95 A- 74 - 76 C

87 - 89 B+ 70 - 73 D

84 - 86 B 67 - 69 F

80 - 83 B-

**The SLIM Grading Scale does not apply to pass/fail courses. Instead, each pass/fail course instructor will determine the number of points that must be earned to pass the course successfully.*

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
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