COURSE INFORMATION

INSC 521: Cataloging and Classification, Spring 2020 (Sections 003 and 004)
University of Tennessee, Knoxville
Class Meetings: Mondays, 6:30-9:10 pm EST on ZOOM
ZOOM Link: https://tennessee.zoom.us/j/303580581

Faculty Contact Information
- Arden Kirkland
- akirk110@utk.edu
- 845-475-8777
- Virtual Office Hours: by appointment (Zoom or phone)

SIS Office Information
- 450 Communications Bldg.
- 1345 Circle Park Drive
- Knoxville, TN 37996-0341
- SIS Office: 865.974.2148
- Fax (SIS): 865.974.4667

Welcome Statement
This course covers basic library-oriented cataloging techniques, authority control, subject heading work, and general classification, along with the theories and conceptual models that lie beneath our practical work. We will cover bibliographic systems and standards used to create catalog records with emphasis on print monographs. We will also consider the past, present, and future of cataloging as new forms of material enter the library. Please be prepared to ask lots of questions and to think critically about the evolution of cataloging.

Also, be sure to go through this syllabus carefully and mark the upcoming due dates on your calendar! You will have many opportunities to participate and apply what you learn in class, through in-class discussion and activities, homework assignments, online discussion posts, and a final exam.

Catalog Description
Basic library-oriented cataloging and classification techniques, tools, and supporting operations. Descriptive cataloging, choice and form of non-subject entries, subject heading work, general classification, authority control, bibliographic utilities, online library catalogs.
**Student Learning Outcomes**
Students who complete this course will be capable of demonstrating awareness, knowledge, and/or understanding of...
- descriptive cataloging and metadata
- use of authority control in organization
- structured subject headings and classifications
- the current state of cataloging in various environments
- professional cataloging resources and tools

**Course Design**
This course is delivered synchronously via ZOOM and asynchronously via Canvas. Course content will incorporate lectures, readings, exercises, and discussion. In our live sessions you will practice in both small and large groups to apply course concepts. You will complete graded assignments as an individual and submit them via Canvas.

**Required Texts**
All required course readings and videos will be listed on Canvas and available in digital form, either through the UTK Library or openly available online.

**Recommended Texts**


**COMMUNICATION**

**Email**
I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the [OIT Helpdesk](#) to obtain directions for forwarding your UTK mail to your preferred address if you don’t wish to check both accounts.

**Instructor Availability**
Please don’t hesitate to email me with updates, questions, or concerns. I will typically respond within 24 hours during the week and 48 hours on the weekend. I will notify you if I will have conflicts for which connection issues may delay a response.
COMPUTING REQUIREMENTS AND RESOURCES

Requirements
You must have adequate computing skills, including but not limited to use of word processing, Web browsers, e-mail, listservs, Canvas, and Zoom software. You must learn how to submit your assignments using Canvas. The Office of Information Technology (OIT) provides training classes in using varied technologies for students at no charge (advance registration is required).
You must obtain a UT email account and subscribe to the SIS student listserv to insure you’re made aware of course-related information. In addition, you must have the PowerPoint Reader or the regular PowerPoint software installed on your computer in order to download the lecture notes from Canvas.

Technical Support
Please review the SIS Technology Introduction website for help getting started with the tools you’ll need in the program: https://sis.utk.edu/techintro/
For assistance with technical and computing issues, contact the OIT HelpDesk by phone at (865) 974-9900, using the Contact Form, or at the Walk-in HelpDesk.

Course Resources
Access our course Canvas site through Online@UT Canvas
Students will have access to the following professional tools for the duration of the course:
- OCLC Connexion: http://connexion.oclc.org/
- Connexion for WebDewey: http://connexion.oclc.org/
- Classification Web: https://classificationweb.net/
- Cataloger’s Desktop: https://desktop.loc.gov/jsp/login.jsp
- RDA Toolkit: http://access.rdatoolkit.org/
You may also wish to consult:
- Getting Started with Zoom
- the UT Library
- the UT Library’s Information for Distance Education
- UT Research Guides and Subject Librarians

COURSE ATTENDANCE AND PARTICIPATION POLICIES

Attendance and Participation
Each student must be present and capable of communication in class – the equivalent of a “B” grade for participation. Missing class or failing to participate will lower your grade; frequent participation will raise it. Regular attendance is required and necessary. Unexplained absences will affect your final grade. If you are unable to attend, you must:
- inform me in advance or as soon as possible after class
- submit any work due from the missed class period
• obtain notes, handouts, etc. from Canvas
• view/listen to the recording

Acceptable reasons for absence from class include:
• illness
• serious family emergencies
• special curricular or job requirements
• military obligations
• severe weather conditions
• religious holidays
• participation in official university activities such as music performances, athletic competition or debate
• obligations for court imposed legal obligations (i.e., jury duty, subpoena)

Missing more than one class meeting for reasons other than those listed above will have a negative impact on your course participation grade.

Inclement Weather
“The chancellor (or appointed representative) may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is made, information is distributed to the campus community, shared with local media, and posted on the front page at http://utk.edu. SIS will cancel classes when UT is closed. Please check the SIS student listserv (UTKSIS-L@LISTSERV.UTK.EDU) for messages about closing.

ADDITIONAL POLICIES AND POINTS OF INFORMATION

Disabilities that may Impede Learning
Any student who feels s/he may need an accommodation based on the impact of a disability should contact Student Disability Services in 2227 Dunford Hall at 865-974-6087, or by video relay at 865-622-6566 to coordinate reasonable academic accommodations.

Civility
Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: http://civility.utk.edu/.

CCI Diversity Statement
The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for
intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College's faculty, staff, students, and the larger communication and information community.

Instructor Status as a Title IX Mandatory Reporter
University of Tennessee faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the University's Title IX Coordinator, who can assist you in connecting with all possible resources both on- and off-campus. If you would like to speak with someone confidentially, the Student Counseling Center (865-974-2196) and the Student Health Center (865-974-3135) are both confidential resources. For additional resources and information, visit titleix.utk.edu.

ASSIGNMENTS, ASSESSMENTS, AND EVALUATIONS

Academic Integrity
Students should be familiar and maintain their Academic Integrity described in https://hilltopics.utk.edu/academics/, p. 15 as: "Study, preparation and presentation should involve at all times the student’s own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work.”

Students should abide by the Honor Statement (https://hilltopics.utk.edu/student-code-of-conduct/ Section X. Honor Statement)
"As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”

Plagiarism
Statement about plagiarism and penalties, e.g., Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses. Specific examples of plagiarism are:
1. Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
2. Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
3. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
4. Collaborating on a graded assignment without the instructor’s approval;
5. Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports. (Additional resources are available at http://www.lib.utk.edu/instruction/plagiarism.)

Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of "F."

**Assignments and Grading**

Student work is assigned a grade based on quality of thought and writing style, thoroughness of research and of references, appropriateness of length, and originality. Only exceptional work will receive an "A" grade. Papers that are received after the due date will be assigned a lower grade than would otherwise be received (see below).

**Preparation of Written Work**

- Unless otherwise specified, all assignments must be word-processed with **your name, date, course number** (INSC 521), and the **title of the assignment** from the syllabus. Save any file with the naming convention username_assignmentname (i.e.: jpino_assignment1.docx).
- Please use APA documentation style.
- All sources other than the standards and tools regularly used throughout the term must be cited; quotations must be in quotation marks and attributed correctly. Not doing so constitutes plagiarism.
- Grades for assignment submissions that include incomplete in-text citations or reference lists will be lowered by one-half grade level (e.g., an assignment that would have received 17/20, or an 85/100: B, will be lowered to 16/20, 80/100: B-).

**Due Dates and Late Assignments**

**Exercises** should be submitted to Canvas and are due (officially) by 11:59 p.m. EST on the date listed on the course schedule. I will download the submissions from Canvas early the next morning. **I will ONLY download assignments from Canvas ONCE.** Therefore, if your assignment is not ready by the deadline...

- You must send me an email before the due date/time informing me that your assignment will be late.
- When it is ready, you must submit the assignment to me via email, as an attachment.
• You will have 2 “late passes” during the term: you will not have points deducted for lateness for 2 of the 10 exercises, as long as you contact me in advance via email to arrange your extension.

• If you have 3 or more exercises that are late, or you do not contact me for an extension:
  o Each grade will be lowered by one-half grade level (ex. B to B-) for each 24-hour period the assignment is not turned in.
  o Late assignments will not be accepted after five days.

For graded discussion posts, instructions will be posted in Canvas and you must submit your first post, starting your own thread, by 11:59 p.m. EST on the date listed on the course schedule. Then there will be an additional due date for replies for each topic, by which time you must reply to at least two of your classmates’ threads. If these are late, you will lose the opportunity to develop a discussion with your classmates. Therefore:

• Each grade will be lowered by one-half grade level (ex. B to B-) for each 24-hour period the discussion is not posted

• Late posts will not be accepted after five days.

Other activities will be included as part of your participation grade (mainly activities that are started in class, and that you must complete as homework). I recommend that you complete these within one week of when the activity was posted, to finish while the classwork is still fresh in your mind. However, I will not check these until April 27th, so any work completed by then will receive full credit toward your final participation grade.

Incompletes
Based on adopted University of Tennessee-Knoxville and SIS policy, a grade of I (Incomplete) is reserved for emergencies that prevent the student from completing the course on time. Incompletes are granted only under "the most unusual of circumstances" and solely at the discretion of the instructor. Plan your semester’s course of study carefully to insure sufficient time to complete the required work.

For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

Assigning Grades
Please note that I do not always assign letter grades for individual assignments, but will mark your work with my comments and provide a point score based on the possible points earned for that assignment. If you’d like to compute a letter grade based on the score provided, divide your score by the total points possible for the assignment and refer to the grading scale on the syllabus for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be 92. Your final grade will be based on total points earned/total possible points over the course of the semester.

Evaluation
Semester grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93≤</td>
<td>4</td>
</tr>
</tbody>
</table>

(superior performance)
A-  90-92.99  (3.7 quality points per semester credit hour) intermediate grade performance.

B+  88-89.99  (3.5 quality points per semester hour) better than satisfactory performance.

B  83-87.99  (3 quality points per semester hour) satisfactory performance.

B-  80-82.99  (2.7 quality points per semester credit hour) intermediate grade performance.

C+  78-79.99  (2.5 quality points per semester hour) less than satisfactory performance.

C  70-77.99  (2 quality points per semester hour) performance well below the standard expected of graduate students.

D  60-69.99  (1 quality point per semester hour) clearly unsatisfactory performance and cannot be used to satisfy degree requirements.

F  59.99+  (no quality points) extremely unsatisfactory performance and cannot be used to satisfy degree requirements.

I  (no quality points) a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record.

S/NC  (carries credit hours, but no quality points) S is equivalent to a grade of B or better, and NC means no credit earned. A grade of Satisfactory/No Credit is allowed only where indicated in the course description in the Graduate Catalog. The number of Satisfactory/No Credit courses in a student’s program is limited to one-fourth of the total credit hours required.

P/NP  (carries credit hours, but no quality points) P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.

W  (carries no credit hours or quality points) indicates that the student officially withdrew from the course.

Course Evaluation
You will be invited to evaluate the course at the end of the term. Please participate in this valuable process. I also invite your comments throughout the course and read all comments, suggestions, and recommendations.

MSIS Program Outcomes
It is our vision to provide a quality educational program, and for students to have the very best educational experience possible. By the end of their time in the MSIS program, each student should be able to:

1. Describe and discuss the processes of creation, organization, distribution, storage, access, retrieval, management, use, and preservation of information.
2. Describe and discuss the nature of leadership and management in the information professions and the importance of participation in the global information society.
3. Apply the general principles, values, and ethical standards of providing information services in a variety of settings and for diverse populations.
4. Comply with the changing responsibilities of the information professional in a culturally diverse and networked global society.
5. Identify critical professional issues in a variety of organizational, cultural, societal, disciplinary, transdisciplinary, and historical contexts.
6. Analyze and apply standards or policies related to the processes of creation, organization, distribution, storage, access, retrieval, management, use or preservation of information.
7. Explain the changing nature of information, information needs, and information behavior.
8. Assess and implement information technologies, systems, sources, and services that serve users effectively and efficiently.
9. Analyze research and apply it to information practice.

Assignments: Descriptions, Due Dates, and Program Outcomes for SLC

This table identifies the MSIS Program Outcome(s) addressed in course assignment(s):

<table>
<thead>
<tr>
<th>Assignment</th>
<th>MSIS Program Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise 1</td>
<td>1</td>
</tr>
<tr>
<td>Exercises 2 and 4-10</td>
<td>6</td>
</tr>
<tr>
<td>Exercise 3</td>
<td>1,6</td>
</tr>
<tr>
<td>Discussions 1 and 2</td>
<td>5</td>
</tr>
</tbody>
</table>

This table provides a brief summary of assignment names, due dates, and grade distribution. A fuller description of each assignment follows the table.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise 1</td>
<td>6%</td>
<td>February 2</td>
</tr>
<tr>
<td>Exercise 2</td>
<td>6%</td>
<td>February 9</td>
</tr>
<tr>
<td>Exercise 3</td>
<td>6%</td>
<td>February 16</td>
</tr>
<tr>
<td>Exercise 4</td>
<td>6%</td>
<td>February 23</td>
</tr>
<tr>
<td>Exercise 5</td>
<td>6%</td>
<td>March 1</td>
</tr>
<tr>
<td>Exercise 6</td>
<td>6%</td>
<td>March 8</td>
</tr>
<tr>
<td>Discussion 1</td>
<td>5%</td>
<td>March 15</td>
</tr>
<tr>
<td>Exercise 7</td>
<td>6%</td>
<td>March 29</td>
</tr>
<tr>
<td>Exercise 8</td>
<td>6%</td>
<td>April 5</td>
</tr>
<tr>
<td>Discussion 2</td>
<td>5%</td>
<td>April 12</td>
</tr>
<tr>
<td>Exercise 9</td>
<td>6%</td>
<td>April 19</td>
</tr>
<tr>
<td>Exercise 10</td>
<td>6%</td>
<td>April 26</td>
</tr>
<tr>
<td>Participation</td>
<td>20%</td>
<td>Continuous, due April 27</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
<td>May 4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
Ten Exercises 60%
Each exercise will assess understanding and retention of the course material through short answer and fill in the blank questions, using the standards and tools discussed in the lectures and readings. These must be completed individually and turned in by the due date and time on the course schedule. Detailed instructions will be available on Canvas.

Two Discussions 10%
Students will search for related content online (articles, etc.), and share and discuss what they find, posting a substantive original post early in the week and then replying to posts from at least two other students. Detailed instructions will be available on Canvas.

Final Exam 10%
The final exam will be a timed, individual test, which will become available on the designated day via Canvas. Students will be responsible for completing it in the window of time that final exams are available (April 28—May 4). Questions will include multiple choice, short answer, and fill in the blank.

Attendance & Participation 20%
Your participation grade will be based on your efforts to join the conversations in class, and your ability to demonstrate knowledge of the material we are studying in the readings and lectures. There will be several in-class activities and practical exercises that must be posted to the Discussion Board to receive full participation credit, including a personal introduction (due before the first day of class). This will give you an opportunity to introduce yourself and get to know your classmates better through questions and comments in the replies.

For your participation grade I will consider:
- speaking in live sessions
- contributing to the text-based chat
- participating in breakout groups
- scheduling office hours
- posting questions or comments in the Canvas discussion area

You don’t have to participate in all of these ways, but two or more will show me your engagement with our course content.

If you have more than one absence, it will affect your attendance grade unless you have contacted me with a valid reason for missing class (see section above). If you are absent for any reason, please listen to the class playback via Canvas and complete any activities in the Discussion Board. Let me know as soon as possible if you cannot attend.

DISCLAIMER

Please be aware revisions may be made to this syllabus over the course of the semester, and as such, the content contained within may be subject to change. I will announce any revisions via the discussion in Canvas and during live sessions.