INSC 562-001/002: DIGITAL CURATION
SPRING 2019 (ZOOM)
School of Information Sciences (SIS)
College of Communication and Information (CCI)
University of Tennessee
Mondays via Zoom (Synchronous), 12:40pm-1:55pm Eastern
[See Course Timeline below for information on asynchronous component]

ZOOM Meeting ID # (if applicable): 405-315-8783
UTK Syllabus, Provost’s Office: http://tenntlc.utk.edu/the-syllabus/

COURSE OVERVIEW

**Instructor:** Dr. Carolyn Hank  
**Office Location:** 420B Communications Bldg  
**Office Hours:** By appt. (inc. Zoom or phone)  
**Email:** chank@utk.edu  
**Phone:** 865-974-4049  
**Text:** 865-242-7170

**SIS Location/Contact info**  
**SIS Location:** 420B Communications Bldg.  
**Contact info:** 1345 Circle Park Drive  
**SIS Office:** 865-974-2148  
**Fax (SIS):** 865-974-4667

**Course Timeline:**
This class contains two instruction components: a weekly synchronous meeting from 12:40 until 1:55pm (Eastern) via Zoom, and a weekly asynchronous activity taking approximately 75 minutes to complete. The first synchronous class is January 14th; our last synchronous class is April 22nd. You are welcome to log in to Zoom up to 20 minutes before class but I may not be available until class starts at 12:40.

**Course Description:**
This course concerns the life cycle, value-added management and maintenance of scholarly and scientific digital content. Digital curation requires a diverse set of skills to select, execute and administer a range of approaches and procedures across the lifecycle of digital objects, from conceptualization, creation, appraisal and selection, and ingest through preservation, storage, access, use and re-use. Lifecycle management of digital content transcends boundaries and occurs across a broad array of professional, disciplinary and organizational contexts. This course introduces principles and practices to inform digital curation planning and implementation for application in a variety of organizational settings, including archives, libraries, museums, data centers, and other cultural heritage and information agencies.

**Student Outcomes:**
Students who complete this course will be capable of demonstrating awareness, knowledge, and/or understanding of:

- Essential terminology related to digital curation;
- Digital information life cycle stages, from conceptualization through disposition;
- Select digital preservation and digital curation projects and organizations worldwide;
- Standards important to digital curation practice;
- Good or smart digital curation practice guidelines;
- Development of digital repositories, including institutional repositories and data archives;
• Key aspects of a “trustworthy” or trusted digital repository;
• The Open Archival Information System (OAIS) Reference Model;
• Common tools and standards for risk assessment and audit and certification;
• Technical approaches to digital preservation;
• Appropriate metadata for access, management, and preservation purposes;
• Essential aspects of a digital curation policy framework; and
• Essential elements of an effective data management plan.

Course Design, Readings, Activities Expectations and Policies:
The course adopts an active learning approach. Students are required to complete all required readings, attend all synchronous class sessions, participate in all asynchronous activities, and complete all graded assignments. Required readings for the synchronous session and instructions for asynchronous session activities are posted in the Modules section on Canvas.

Recommended Textbooks:
There is no required text for this course, though there are recommended texts. These are provided as additional resources for you to consider during completion of this course and/or as additions to your personal library if interested in digital curation professional work.


A Digital Curation Awareness Supplement is also available on the Canvas site, listing other resources that may be useful to you. Again, the resources listed there are optional.

Weekly Readings:
All readings listed in the Module section of Canvas are available through a number of channels, including the open Web and the University of Tennessee Libraries, unless otherwise noted in the Module. If you have any challenges accessing these readings, let me know as soon as possible. It is assumed, however, before contacting me, that: (1) you already contacted a library staff member if it is an issue with accessing a resource listed to the library catalog or contained within a library-licensed database; (2) you looked at the appropriate session Module on Canvas to see if any links are provided there; and/or (3) if a web-based resource, you have searched by the resource title and author (especially as URLs are subject to change). Be sure to orient yourself to using library service and resources at the University. Consult the Information for Graduate Students webpage: http://www.lib.utk.edu/info/grad/

Lecture slides and handouts provided in class are made available in the Module section on Canvas before the start of class. Materials are organized by week (e.g., Week 1: January 14, 2019). Because of the diversity of preferences for making use of information, materials are made available in multiple formats. For example, synchronous class slides are presented as PowerPoint files (with notes) and in PDF (1 and 3 slides per page).

Assignments:
Class participation points are earned through completion of mandatory asynchronous activities that account for 60% of your final grade (see Table 1 below). Additionally, to accommodate varied individual interests and student-driven learning goals, a variety of other assignments are provided for as “ala carte” approach. Table 2 lists the other assignments from which to choose, accounting for the remaining 40% of your final grade. When deciding which assignments to choose from Table 2, be sure to consider
this percentage. No extra credit points are awarded for completing assignments from Table 2 that account for more than 40% of your final grade. If you have any questions about selecting assignments from Table 2, or if your selections exceed 40 pts., please contact me to discuss options.

You may choose to complete any assignments from Table 1 or 2 as an individual, a pair or a small group (between 3 and 5 persons). For paired or group work, the same grade will be assigned to all group members UNLESS special circumstances demand otherwise. You are responsible for communicating with the instructor if concerns arise impacting the completion of paired or group work.

Descriptions, instructions and rubrics, when available, for all Table 1 and 2 assignments are provided in the Assignments section of Canvas. Review this documentation early in the semester. You are responsible for selecting and completing assignments. I will not “police” your progress. You may provide me with a listing of the Table 2 assignments you anticipate completing. If completing any as a pair or small group, you must provide the names of pair/group members and the applicable assignment. A Discussion Board thread on Canvas is available that allows you to share your assignment selections and/or partner/group pairings. You are welcome to change your mind on Ala Carte assignments or partner/group pairings as the semester progresses and due dates allow, but it will be very beneficial for you to make assignment determinations early on so you do not miss point opportunities later.

**Table 1: Mandatory Asynchronous Assignments (60% of final grade)**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date (mm/dd/yyyy)</th>
<th>Max. Pts (% Grade)</th>
<th>MSIS Program Outcome #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recorded Lecture and Brief Discussion Post</td>
<td>01/27/2019</td>
<td>5 (5%)</td>
<td>--</td>
</tr>
<tr>
<td>Digital Curation in the News</td>
<td>02/03/2019</td>
<td>5 (5%)</td>
<td>--</td>
</tr>
<tr>
<td>Digital Curation in Practice: Scenario 1 or 2</td>
<td>02/17/2019</td>
<td>10 (10%)</td>
<td>--</td>
</tr>
<tr>
<td>Digital Curation in Practice: Scenario 3 or 4</td>
<td>03/03/2019</td>
<td>10 (10%)</td>
<td>--</td>
</tr>
<tr>
<td>Digital Repository Survey</td>
<td>03/10/2019</td>
<td>10 (10%)</td>
<td>1, 6</td>
</tr>
<tr>
<td>Digital Curation in Practice: Scenario 5 or 6</td>
<td>04/07/2019</td>
<td>5 (5%)</td>
<td>--</td>
</tr>
<tr>
<td>Funder Identification</td>
<td>04/14/2019</td>
<td>10 (10%)</td>
<td>--</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>60 (60%)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table 2: Ala Carte Assignments (40% of final grade)**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date (mm/dd/yyyy)</th>
<th>Max. Pts (% Grade)</th>
<th>MSIS Program Outcome #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Image Capture</td>
<td>02/18/2019</td>
<td>30 (30%)</td>
<td>6</td>
</tr>
<tr>
<td>Data Curation Profile</td>
<td>03/11/2019</td>
<td>30 (30%)</td>
<td>1, 6</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td>03/11/2019</td>
<td>30 (30%)</td>
<td>6</td>
</tr>
<tr>
<td>Position Paper</td>
<td>04/15/2019</td>
<td>30 (30%)</td>
<td>5</td>
</tr>
<tr>
<td>² Tool Assessment and Demonstration</td>
<td>04/15/2019</td>
<td>30 (30%)</td>
<td>8</td>
</tr>
<tr>
<td>² Digital Curation in a Nutshell</td>
<td>04/22/2019</td>
<td>25 (25%)</td>
<td>1</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>04/29/2019</td>
<td>35 (35%)</td>
<td>9</td>
</tr>
<tr>
<td>Literature Review</td>
<td>04/29/2019</td>
<td>40 (40%)</td>
<td>9</td>
</tr>
<tr>
<td>Webinar</td>
<td>Flexible [04/29 last day to submit]</td>
<td>5 (5%)</td>
<td>--</td>
</tr>
<tr>
<td>Crowd Source Transcription</td>
<td>Flexible [04/29 last day to submit]</td>
<td>10 (10%)</td>
<td>6</td>
</tr>
<tr>
<td>Chat Recap</td>
<td>Varies [04/08 last day to submit]</td>
<td>5 (5%)</td>
<td>--</td>
</tr>
<tr>
<td><strong>SELECT APPROPRIATE MIX OF ASSIGNMENTS TO TOTAL</strong></td>
<td><strong>40 (40%)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ This mapping of assignments to one or more of the MSIS program outcomes is applicable to the new MSIS Exit requirement, effective for students graduating Fall 2019 and later.

² These assignments include a mandatory class presentation component.
Final Course Grades

The grade scale to be used in calculating your final letter grade for the course is as follows (next page):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100 pts</td>
<td>Superior performance (4 quality points per semester hour)</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99 pts</td>
<td>Intermediate grade performance (3.7 quality points per semester hour)</td>
</tr>
<tr>
<td>B+</td>
<td>88-89.99 pts</td>
<td>Better than satisfactory performance (3.5 quality points per semester hour)</td>
</tr>
<tr>
<td>B</td>
<td>83-87.99 pts</td>
<td>Satisfactory performance (3 quality points per semester hour)</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99 pts</td>
<td>Intermediate grade performance (2.7 quality points per semester hour)</td>
</tr>
<tr>
<td>C+</td>
<td>78-79.99 pts</td>
<td>Less than satisfactory performance (2.5 quality points per semester hour)</td>
</tr>
<tr>
<td>C</td>
<td>70-77.99 pts</td>
<td>Performance well below the standard expected of graduate students (2 quality points per semester hour)</td>
</tr>
<tr>
<td>D</td>
<td>60-69.99 pts</td>
<td>Clearly unsatisfactory performance and cannot be used to satisfy degree requirements (1 quality point per semester hour)</td>
</tr>
<tr>
<td>F</td>
<td>0-59.99 pts</td>
<td>Extremely unsatisfactory performance and cannot be used to satisfy degree requirements (0 quality points per semester hour)</td>
</tr>
</tbody>
</table>

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 me and without completing the required form, an "F" is submitted.

Preparation of Written Work:

APA: When using the words or ideas of others, properly quote and/or cite, as appropriate. For in-text citations and reference lists for your written work, use the style conventions of the *Publication Manual of the American Psychological Association (APA), 6th Edition*, and use it consistently.

If there is another style convention you would like to use, you must contact me with your request via email before the assignment due date. Requests will be granted on a case-by-case basis. Be aware that making a request does not guarantee that your request will be honored.

Late Assignments: Be sure to turn in assignments on time. I do not accept late assignments though exceptions may be granted for extenuating circumstances. Not attending class on a date an assignment is due does not excuse you from submitting the assignment on time. If you will be late with submitting an assignment or if you will miss a class session where you will be presenting as part of an assignment, it is your responsibility to contact me ASAP, in advance of the date the assignment is due (when possible) to determine is an exception can be made. I reserve the right to dock points for any late assignment submissions accepted if an exception granted.

Evaluation: All assignments are submitted to Canvas. After receiving your assignments, I make every effort to return your marked assignments within two weeks, though this is not a guarantee. Be aware it may take three or more weeks for marking to be completed. Any questions concerning feedback and scores received should first be discussed with me. If you remain dissatisfied, then you may refer to the Grade Appeal Procedures. (For more academic policies and procedures, including Grade Appeal Procedures, see: the SIS Student Handbook and/or Graduate School Catalog).

Class Attendance Policy:
**Synchronous Classes:** Attendance is required and necessary. Contact me ASAP if you cannot attend class. If you miss a class, you must also review any materials posted to Canvas and view the session recording. You should also contact classmates to receive additional guidance on the missed content.

Examples of *acceptable reasons for absence from a synchronous class* include: (1) illness; (2) serious family emergencies; (3) special curricular activities or job requirements; 4) participation in official university activities such as music performances, athletic competitions or debate; (5) military obligation, (6) religious holidays; and (7) obligations for court imposed legal obligations (i.e., jury duty, subpoena).

**Asynchronous Classes:** You are also required to complete all Asynchronous class activities. Failure to do so may result in point and/or final letter grade reduction.

**Class Cancellation:** Should it be necessary to cancel a synchronous class meeting, every effort will be taken to do so in advance. Look for e-mail announcements sent by me.

**Inclement Weather:** Be aware that SIS will cancel classes when UT is closed. “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](http://utk.edu) (Hilltopics, p. 55; [http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf](http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf)). You may also check the SIS student listserv (UTKSIS-L@LISTSERV.UTK.EDU) for messages about closing.

**Computing Requirements & Communication:**
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 ([https://oit.utk.edu/](https://oit.utk.edu/)) 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. I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the OIT HelpDesk ([https://help.utk.edu/footprints/contact/](https://help.utk.edu/footprints/contact/)) to obtain directions for forwarding your UTK mail to your preferred address if you don’t wish to check both accounts.

**Accommodations for Students with Disabilities:**
Students who may need course adaptations because of a disability are welcome to make an appointment to speak with me. Students with disabilities must register with the Student Disability Services ([https://sds.utk.edu/](https://sds.utk.edu/)), 2227 Dunford Hall, Knoxville, TN 37996-4020, before accommodations can be made. If you require course accommodations but have not contacted Student Disability Services, please call (865) 974-6087 or email sds@utk.edu to inquire about the registration procedure.

**Academic Integrity and Honesty:**
The School and University values academic integrity. Plagiarism in any of its several forms is intolerable, and attention to appropriate and required citation in 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 written or spoken words, phrases, or sentences from any source **without proper documentation** (e.g., quotation marks and a citation);
2. Summarizing **without proper documentation** 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 unsure of the nature of plagiarism should consult a librarian, me or a guide for writing research reports.

Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of "F" and the instructor’s recommendation to the UTK Dean for Graduate Studies that the student be dismissed from the University.

Each student’s work is to be the product of their own study and/or research, not a joint effort of any sort unless the instructor gives explicit permission, such as for paired and group assignments or collaborations. The UTK Honor Statement reads in part: "An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. 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." (For more academic policies and procedures, including the Honor Statement, see: http://catalog.utk.edu/content.php?catoid=1&navoid=156#hono_stat).

CCI Diversity Statement:
CCI recognizes and values diversity. Exposing students to diverse people, ideas and cultures increases opportunities for intellectual inquiry, encourages critical thinking, and enhances communication and information competence. When all viewpoints are heard, thoughtfully considered, and respectfully responded to, everyone benefits. Diversity and fairness unite us with the wider professional and global 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.

Other Policies:
The class policies listed above are not exhaustive. Specifically, in terms of conduct, both within and outside the classroom, students are encouraged to review any related academic policies and procedures as contained in the SIS Student Handbook and/or the Graduate School Catalog.

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, suggestions and recommendations throughout the course.

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.
**COURSE OUTLINE**

**GUIDANCE FOR USING COURSE OUTLINE:**
The course outline is organized by week (e.g., 1, 2, etc.). There are fourteen weeks total this semester. Each week is identified by topical theme (e.g., Permanence and Other Fundamental Concepts). Each week is further organized by session type (Zoom, or synchronous, and Not Zoom, or asynchronous). Asynchronous activities should be completed after, rather than before, the respective week’s Zoom (Synchronous) Meeting.

Also listed to the outline are Objectives and Assignments. The former are the main topics and anticipated learning goals for the respective week. To aid in your class preparation, review the Objectives before completing that week’s synchronous and asynchronous activities. The latter lists due dates for graded work, including all Mandatory Asynchronous Assignments and Ala Carte Assignments.

Readings are not provided in this Outline. All required and optional readings are posted to the respective week’s Module on Canvas. You should complete the readings before the start of class for that particular week. For example, readings posted under the Week 2 for the Zoom (Synchronous) Meeting should be read before January 28, 2019 (before

### WEEK 1: COURSE OVERVIEW

| **Objectives:** | • Review syllabus and identify course objectives and expectations.  
|                 | • Review other course materials, including course assignments and Canvas site.  
|                 | • Explore framework for course, based on the Matrix of Digital Curation Knowledge & Competencies (see: [http://ils.unc.edu/digccurr/digccurr-matrix.html](http://ils.unc.edu/digccurr/digccurr-matrix.html)) |
| **Zoom (Synchronous) Meeting** | • Date/Time: Monday, January 14, 2019 from 12:40-1:55pm EST  
|                     | • No required readings assigned |
| **Asynchronous Activity** | • To be completed on/by Sunday, January 20, 2019  
|                       | • See Canvas Module for detailed instructions. |
| **Assignment(s)** | • No assignment due |

### WEEK 2: FUNDAMENTAL CONCEPTS

| **Objectives:** | • Define key digital curation terminology and identify fundamental concepts, with a focus on the notion of “permanence.”  
|                 | • Identify milestones in information and communications technology (ICT) development, and emerging call for digital curation solutions. |
| **Zoom (Synchronous) Meeting** | • No Class (Dr. MLK Jr. Holiday)  
|                       | • No required readings assigned |
| **Asynchronous Activity** | • To be completed on/by Sunday, January 27, 2019  
|                       | • See Canvas Module for detailed instructions. |
| **Assignment(s)** | • [Mandatory] Recorded Lecture and Discussion Post, “Fundamental Concepts” (due 01/27) |
WEEK 3: DIGITAL CURATION LIFE CYCLE
Objectives:
- Identify important works on the historical impetus for programmatic digital preservation and curation approaches.
- Describe contemporary issues and challenges of digital preservation.
- Identify and define key aspects of the digital curation life cycle model and other conceptual models.

Zoom (Synchronous) Meeting
- Date/Time: Monday, January 28, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings

Asynchronous Activity
- To be completed on/by Sunday, February 3, 2019
- See Canvas Module for detailed instructions.

Assignment(s)
- [Mandatory] Digital Curation in the News (due 02/03)

WEEK 4: DATA, FILE FORMATS & STORAGE MEDIA
Objectives:
- Describe the various ways “data” is defined in a digital curation context.
- Identify attributes necessary for creating and describing durable digital objects.
- Identify and apply criteria for selecting appropriate file formats and storage media.

Zoom (Synchronous) Meeting
- No Class (Conference Travel)
- No required readings assigned

Asynchronous Activity
- To be begun on/by Sunday, February 3, 2019
- See Canvas Module for detailed instructions.

Assignment(s)
- No assignment due

WEEK 5: OAIS, PAIMAS & METADATA
Objectives:
- Identify functional components and stakeholder roles of the OAIS Reference Model; specifically, describe key considerations to be negotiated at the ingest stage.
- Discuss criteria for assessing storage requirements for digital repository programs.
- Identity widely adopted digital repository platforms, including DSpace, Fedora and others.
- Define preservation metadata.

Zoom (Synchronous) Meeting
- Date/Time: Monday, February 11, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings

Asynchronous Activity
- Continue from previous week and complete on/by Sunday, February 17, 2019
- See Canvas Module for detailed instructions.

Assignment(s)
- [Mandatory] Digital Curation in Practice: Scenario 1 or 2 (due 02/17)

WEEK 6: DIGITAL CURATORS AND DATA MANAGERS
Objectives:
- Recognize digital curation takes place across a variety of professional, disciplinary, institutional, organizational, and cultural contexts.
• Identify high-level digital curation functions and skills for “doing” digital curation, and strategies and sources for continued professional development.
• Discuss the specific role of a data curator.
• Explore the impetus for and approaches to data management planning for research data.

**Zoom (Synchronous) Meeting**
- Date/Time: Monday, February 18, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings

**Asynchronous Activity**
- To be begun on/by Sunday, February 24, 2019
- See Canvas Module for detailed instructions.

**Assignment(s)**
- [Ala Carte] Digital Image Capture (due 02/18)

---

### WEEK 7: DIGITAL PRESERVATION APPROACHES

**Objectives:**
- Describe the core goals of digital preservation.
- Define and distinguish between active and passive approaches to preservation.
- Describe what’s meant by “authenticity” in regard to digital objects.
- Explore cooperative approaches to digital preservation, such as LOCKSS.

**Zoom (Synchronous) Meeting**
- Date/Time: Monday, February 25, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings

**Asynchronous Activity**
- Continue from previous week and complete on/by March 3, 2019
- See Canvas Module for detailed instructions.

**Assignment(s)**
- [Mandatory] Digital Curation in Practice: Scenario 3 or 4 (due 03/03)

---

### WEEK 8: TRUST AND REPOSITORIES

**Objectives:**
- Identify good practices for developing digital repositories and issues and challenges impacting planning and deployment.
- Describe what is meant by “trusted” in relation to digital preservation repositories.
- Identify current audit and certification initiatives, and describe essential criteria for establishing and evidencing trust.
- Discuss the necessary infrastructures (technological and organizational), and resource framework required for digital preservation programs.

**Zoom (Synchronous) Meeting**
- Date/Time: Monday, March 4, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings

**Asynchronous Activity**
- To be completed on/by March 10, 2019
- See Canvas Module for detailed instructions.

**Assignment(s)**
- [Mandatory] Digital Repository Survey (due 03/10)

---

### WEEK 9: SELECTION, APPRAISAL & RISK

**Objectives:**
- Define key terms in relation to selecting and appraising digital objects for preservation.
- Discuss criteria and approaches for selection and appraisal.
- Describe risk criteria and current guidelines for identifying and evaluating risks associated with selection, acquisition and stewardship.

**Zoom (Synchronous) Meeting**
- Date/Time: Monday, March 11, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings
### Asynchronous Activity
- To be completed on/by March 15, 2019
- See Canvas Module for detailed instructions.

### Assignment(s)
- [Ala Carte] Data Curation Profile (due 03/11)
- [Ala Carte] Data Management Plan (due 03/11)

### SPRING BREAK: MARCH 18-22, 2019

### WEEK 10: STORAGE, USE & RE-USE

**Objectives:**
- Discuss strategic approaches to enabling current and future use and re-use.
- Describe the implications of copyright and other information policies for digital preservation and access, now and into the future.

**Zoom (Synchronous) Meeting**
- Date/Time: Monday, March 25, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings

**Asynchronous Activity**
- To be begun on/by March 31, 2019
- See Canvas Module for detailed instructions.

**Assignment(s)**
- No assignment due

### WEEK 11: CURATION READINESS & PROJECT PLANNING

**Objectives:**
- Identify and describe critical steps in digital curation project planning.
- Identify and describe good practices in designing project workflows and developing policy.
- Identify functional competencies to initiate, plan, implement, and manage these programs.

**Zoom (Synchronous) Meeting**
- Date/Time: Monday, April 1, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings

**Asynchronous Activity**
- Continue from previous week and complete on/by April 7, 2019
- See Canvas Module for detailed instructions.

**Assignment(s)**
- [Mandatory] Digital Curation in Practice: Scenario 5 or 6 (due 04/07)

### WEEK 12: COSTS OF CURATION

**Objectives:**
- Understand and discuss costs associated with preservation approaches.

**Zoom (Synchronous) Meeting**
- Date/Time: Monday, April 8, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings

**Asynchronous Activity**
- To be completed on/by April 14, 2019
- See Canvas Module for detailed instructions.

**Assignment(s)**
- [Mandatory] Funder Identification (due 04/14)
- Also, be aware today is the last session to complete the Ala Carte assignment, Chat Recap.

### WEEK 13: CLASS PRESENTATIONS – TOOL ASSESSMENT AND DEMONSTRATION

**Objectives:**
- N/A

**Zoom (Synchronous) Meeting**
- Date/Time: Monday, April 15, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings
Asynchronous Activity

- None assigned; instead use time to work on any outstanding assignments.

Assignment(s)

- [Ala Carte] Position Paper (due 04/15)
- [Ala Carte] Tool Assessment & Demonstration (due 04/15)

WEEK 14: WRAP-UP & CLASS PRESENTATIONS – DIGITAL CURATION IN A NUTSHELL

Objectives:

- N/A

Zoom (Synchronous) Meeting

- Date/Time: Monday, April 22, 2019 from 12:40-1:55pm EST
- See Canvas Module for required and optional readings

Asynchronous Activity

- Continue from previous week and complete on/by April 7, 2019
- See Canvas Module for detailed instructions.

Assignment(s)

- [Ala Carte] Digital Curation in a Nutshell (due 04/22)
- Be aware of due dates to submit the other remaining Ala Carter Assignments:
  - Annotated Bibliography (due 04/29)
  - Literature Review (due 04/29)
  - Webinar (due 04/29)
  - Crowd Source Transcription (due 04/29)