INSC 562-001/002: DIGITAL CURATION
SPRING 2020
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 #: 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 appointment
Email: chank@utk.edu
Phone: 865-974-4049  
Text: 865-242-7170
SIS Location/Contact info
420B Communications Bldg.
1345 Circle Park Drive
Knoxville, TN 37996-0341
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 weekly asynchronous activity(ies) taking approximately 75 minutes to complete. The first synchronous class is January 13th; our last synchronous class is April 20th. You are welcome to log in to Zoom up to 20 minutes before class (12:20), but I may be unavailable 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 shared in Zoom synchronous meetings or asynchronous recorded lectures are made available in the Module section on Canvas. Materials are organized by week and theme. Because of the diversity of preferences for making use of information and differences in format support for preservation purposes, 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 course grade *(see Table 1 below)*. Additionally, to accommodate varied individual interests and student-driven learning goals, a variety of other assignments are provided for an “ala carte” approach. **Table 2** lists the other assignments from which to choose, accounting for the remaining 40% of your final course 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.

Objectives, instructions and rubrics for all Table 1 and 2 assignments are provided in the Assignments section of Canvas. Review these early in the semester. You are responsible for selecting and completing assignments. I will not “police” your progress. You may provide me with a list 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, titled “Assignment Planning,” 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 to avoid missing point opportunities later.

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Max. Pts (Grade)</th>
<th>MSIS Program Outcome #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Curation Journal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Curation in the News</td>
<td>Friday 01/31/2020</td>
<td>5 (5%)</td>
<td>--</td>
</tr>
<tr>
<td>Digital Curation in Practice: Scenario 1 or 2</td>
<td>Friday 02/14/2020</td>
<td>15 (15%)</td>
<td>--</td>
</tr>
<tr>
<td>Digital Curation in Practice: Scenario 3 or 4</td>
<td>Friday 03/06/2020</td>
<td>15 (15%)</td>
<td>--</td>
</tr>
<tr>
<td>Digital Curation in Practice: Scenario 5 or 6</td>
<td>Friday 04/03/2020</td>
<td>15 (15%)</td>
<td>--</td>
</tr>
<tr>
<td>Funder Identification</td>
<td>Friday 04/17/2020</td>
<td>10 (10%)</td>
<td>--</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>60 (60%)</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Max. Pts (Grade)</th>
<th>MSIS Program Outcome #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Image Capture</td>
<td>Friday 02/21/2020</td>
<td>30 (30%)</td>
<td>6</td>
</tr>
<tr>
<td>Data Curation Profile</td>
<td>Friday 03/13/2020</td>
<td>30 (30%)</td>
<td>1, 6</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td>Friday 03/13/2020</td>
<td>30 (30%)</td>
<td>6</td>
</tr>
<tr>
<td>Digital Repository Survey</td>
<td>Friday 03/27/2020</td>
<td>10 (10%)</td>
<td>1, 6</td>
</tr>
<tr>
<td>2 Tool Assessment and Demonstration</td>
<td>Monday 04/13/2020</td>
<td>30 (30%)</td>
<td>8</td>
</tr>
<tr>
<td>2 Digital Curation in a Nutshell</td>
<td>Monday 04/13/2020</td>
<td>25 (25%)</td>
<td>1</td>
</tr>
<tr>
<td>Chat Recap</td>
<td>Varies [04/20 last class for recap]</td>
<td>5 (5%)</td>
<td>--</td>
</tr>
<tr>
<td>Position Paper</td>
<td>Friday 04/24/2020</td>
<td>30 (30%)</td>
<td>5</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>Friday 04/24/2020</td>
<td>35 (35%)</td>
<td>9</td>
</tr>
<tr>
<td>Literature Review</td>
<td>Friday 04/24/2020</td>
<td>40 (40%)</td>
<td>9</td>
</tr>
<tr>
<td>Webinar</td>
<td>Friday 05/01/2020</td>
<td>5 (5%)</td>
<td>--</td>
</tr>
<tr>
<td>Crowd Source Transcription</td>
<td>Friday 05/01/2020</td>
<td>10 (10%)</td>
<td>6</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 MSIS Exit requirement. For more information, see: https://sis.utk.edu/exit-requirements-msis-degree

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>Superior performance (4 quality points per semester hour)</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99</td>
<td>Intermediate grade performance (3.7 quality points per semester hour)</td>
</tr>
<tr>
<td>B+</td>
<td>88-89.99</td>
<td>Better than satisfactory performance (3.5 quality points per semester hour)</td>
</tr>
<tr>
<td>B</td>
<td>83-87.99</td>
<td>Satisfactory performance (3 quality points per semester hour)</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
<td>Intermediate grade performance (2.7 quality points per semester hour)</td>
</tr>
<tr>
<td>C+</td>
<td>78-79.99</td>
<td>Less than satisfactory performance (2.5 quality points per semester hour)</td>
</tr>
<tr>
<td>C</td>
<td>70-77.99</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</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</td>
<td>Extremely unsatisfactory performance and cannot be used to satisfy degree requirements (0 quality points per semester hour)</td>
</tr>
</tbody>
</table>

Incompletes

An I (Incomplete) is 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.

An incomplete is reserved for emergencies that prevent students from completing the course on time. They are granted only under "the most unusual of circumstances," and solely at the discretion of the instructor. Plan your semester’s course of study to ensure sufficient time to complete the required work. All assignment instructions are provided at the start of the semester to help you in managing your workload. For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

University, CCI and SIS Policy Statements

In addition to policies and guidelines detailed below, you may also refer to the Campus Syllabus. Prepared by the University Provost, it provides a summary of key policy statements and related links. The Campus Syllabus is provided on Canvas in the “Modules” section.

Honor Statement

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 group assignments or collaborations. Per the Hilltopics Student Handbook, an essential feature of the University is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As such, the University utilizes an Honor Statement that reads, “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.” The Honor Statement prohibits cheating, plagiarism or any other type of academic dishonesty.¹

¹ For more academic policies and procedures, see the Hilltopics Student Handbook at: https://hilltopics.utk.edu/student-code-of-conduct/
**Plagiarism**

Plagiarism in any of its forms is intolerable. Appropriate and accurate citation in written work is 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 or content is available for use without attribution, such as images distributed via Pixabay);
4. Collaborating on a graded assignment without the instructor’s approval; and
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, a guide for writing research reports, your academic advisor or this instructor. 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.

**Disability Services**

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

**University Civility Statement**

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.

**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.

**SIS Computing Requirements**

You must have adequate computing skills, including but not limited to use of word processing and presentation software, Web browsers, email, Canvas, and Zoom. The Office of Information Technology (OIT) provides help and training classes in using various technologies for students at no charge (see: https://oit.utk.edu/training/).
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.

Class Conduct, Policies and Procedures
Assignments and Evaluation
The words or ideas of others must be properly cited. For in-text citations and reference lists for submitted work, students should adopt the style conventions of the Publication Manual of the American Psychological Association (APA), 6th Edition or 7th Edition (published October 2019). You may request to use a style with which you are more familiar (e.g., Chicago, Blue Book). Contact me with your request via email before, not on, the assignment due date. Requests will be granted on a case-by-case basis. Be aware: making a request does not guarantee it will be honored.

Submit assignments on time as directed in assignment instructions. There are limited exceptions when I may agree to receive a late assignment; this is determined on a case-by-case basis, and not a given. If you will be late submitting an assignment, it is your responsibility to contact me ASAP, in advance of the date the assignment is due (when possible). I reserve the right to dock points for any late assignments.

If you will miss a class when you will be presenting as part of a group, you must inform your group and me ASAP, in advance of the date the of the scheduled presentation (when possible). I reserve the right to dock points for missed presentations (for the individual only, not the group as a whole).

All assignment instructions come with a scoring rubric. Be sure to review the rubric in addition to the detailed assignment instructions. Any questions concerning the grading scale or any specific grade you receive should be discussed first with me. If you remain dissatisfied, then you may refer to the Grade Appeal Procedures in the SIS Student Handbook and/or Graduate School Catalog.

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 my evaluation to be completed. Your scores and feedback for assignments are posted to Canvas.

Communicating via Email and Other Channels
In line with University policy, any official email sent to students will be addressed to their UTK email address. It is the student’s responsibility to ensure that any time critical email is accessed, read, and acted upon. Be advised I send class-related emails to your UTK email account and via Canvas throughout the semester. Please be sure to check your email frequently. I do work from my campus office, but also from my home office, coffee shops, etc. Be aware I may be away from my office phone at times. You are welcome to contact me via text message instead.

I try to respond to all email, phone and text messages within 48 hours. But be aware other activities, such as travel or research, may delay me. If you have an urgent problem, the best way to get in touch is via text message or email; if email, be emphatic in the subject line that it is an urgent message. You are welcome to flag the message (e.g., red flag for “urgent”).
While you are welcome to use the Discussion Board on Canvas for communication, be aware questions for me should be communicated via email or text (or during/after class). I read the Discussion Board, but less frequently than my emails and text messages.

**Office Hours**
If you have questions, concerns, or other topics to discuss, contact me in class or via email or text to schedule an appointment. We can meet in my office, if local to Knoxville, via Zoom, or over the phone.

**Class Attendance and Participation 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 participation is a valued aspect of this course. Discussions on class-related materials and business, whether they take place in the class or outside of class (e.g., via the discussion board on Canvas), should be conducted in a respectful manner, in line with the University Civility Statement. Be considerate of your classmates by arriving to class on time; completing the required readings and viewings; and be an active participant in class-related activities and discussions.

**Class Cancelling Guidelines**

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

- If UT cancels classes, SIS will cancel classes as well. (UT generally cancels classes due to bad weather; this impacts students, faculty and DE support).
- If a class is delayed because of weather or software issues, students will not be expected to wait more than 60 minutes. So, if the class has not started after 60 minutes from the class start time, the class is automatically canceled and the students should not be expected to join class after 60 minutes. After 60 minutes, instructors should send out an email to students informing them that the class is canceled.
- When a class is cancelled due to any of the reasons mentioned above, the instructor should record a makeup class that can be attended asynchronously by students. Cancellation of class should not mean a smaller number of classes will be taught in the semester.

**Class Evaluation**

At SIS, it is our collective responsibility to improve the state of teaching and learning. During the semester, you may be requested to assess aspects of this course either during class or at the completion of the class. You are encouraged to respond to these various forms of assessment as a means of continuing to improve the quality of the SIS learning experience.

**Disclaimer**

Please be aware revisions may be made to this syllabus over the course of the semester, and as such, the content contained within is subject to change.
COURSE OVERVIEW

GUIDANCE FOR USING COURSE OUTLINE:
The course outline is organized by week and topical theme (e.g., Fundamental Concepts), and further organized by session type (A: Zoom, or synchronous meeting, and B: Not Zoom, or asynchronous activity). 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 in the Canvas Module folder for Week 3 for the Zoom (Synchronous) Meeting should be read before January 27, 2020.

WEEK 1: COURSE OVERVIEW

<table>
<thead>
<tr>
<th>Objectives:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Review syllabus and identify course objectives and expectations.</td>
<td></td>
</tr>
<tr>
<td>• Review other course materials, including course assignments and Canvas</td>
<td></td>
</tr>
<tr>
<td>site.</td>
<td></td>
</tr>
<tr>
<td>• Explore framework for course, based on the Matrix of Digital Curation</td>
<td></td>
</tr>
<tr>
<td>Knowledge &amp; Competencies [see: <a href="http://ils.unc.edu/digccurr/digccurr-">http://ils.unc.edu/digccurr/digccurr-</a></td>
<td></td>
</tr>
<tr>
<td>matrix.html]</td>
<td></td>
</tr>
</tbody>
</table>

| 1A: Zoom (Synchronous) Meeting                                             |                                                                 |
| • Date/Time: Monday, January 13, 2020 from 12:40-1:55pm EST                |                                                                 |
| • No required readings assigned                                            |                                                                 |

| 1B: Asynchronous Activity                                                  |                                                                 |
| • To be completed on/by Friday, January 17, 2020                          |                                                                 |
| • See Canvas Module for detailed instructions                             |                                                                 |

Assignment(s)                                                              |                                                                 |
--------------------------------------------------------------------------|------------------------------------------------------------------|
• No assignment due                                                        |                                                                 |

WEEK 2: FUNDAMENTAL CONCEPTS

<table>
<thead>
<tr>
<th>Objectives:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Define key digital curation terminology and identify fundamental</td>
<td></td>
</tr>
<tr>
<td>concepts, with a focus on the notion of “permanence.”</td>
<td></td>
</tr>
<tr>
<td>• Identify milestones in information and communications technology (ICT)</td>
<td></td>
</tr>
<tr>
<td>development, and emerging calls for digital curation solutions.</td>
<td></td>
</tr>
</tbody>
</table>

| 2A: Zoom (Synchronous) Meeting                                             |                                                                 |
| • No Class January 20, 2020 (Dr. MLK Jr. Holiday)                         |                                                                 |
| • No required readings assigned                                            |                                                                 |

| 2B: Asynchronous Activity                                                  |                                                                 |
| • To be completed on/by Friday, January 24, 2020                          |                                                                 |
| • See Canvas Module for detailed instructions                             |                                                                 |

Assignment(s)                                                              |                                                                 |
--------------------------------------------------------------------------|------------------------------------------------------------------|
• No assignment due                                                        |                                                                 |

WEEK 3: DIGITAL CURATION LIFE CYCLE

<table>
<thead>
<tr>
<th>Objectives:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify important works on the historical impetus for programmatic</td>
<td></td>
</tr>
<tr>
<td>digital preservation and curation approaches.</td>
<td></td>
</tr>
<tr>
<td>• Describe contemporary issues and challenges of digital preservation.</td>
<td></td>
</tr>
<tr>
<td>• Identify and define key aspects of the digital curation life cycle</td>
<td></td>
</tr>
<tr>
<td>model and other conceptual models.</td>
<td></td>
</tr>
</tbody>
</table>

Assignment(s)                                                              |                                                                 |
--------------------------------------------------------------------------|------------------------------------------------------------------|
• No assignment due                                                        |                                                                 |
WEEK 3:

3A: Zoom (Synchronous) Meeting
• Date/Time: Monday, January 27, 2020 from 12:40-1:55pm EST
• See Canvas Module for required and optional readings

3B: Asynchronous Activity
• To be completed on/by Friday, January 31, 2020
• See Canvas Module for detailed instructions

Assignment(s)
• [Mandatory] Digital Curation in the News (due 01/31/2020)

WEEK 4: DATA, FILE FORMATS & STORAGE MEDIA

Objectives:
• Describe the various ways “data” is defined in a digital curation context.
• Identify attributes for creating and describing durable digital objects.
• Identify and apply criteria for selecting appropriate file formats and storage media.

4A: Zoom (Synchronous) Meeting
• Date/Time: Monday, February 3, 2020 from 12:40-1:55pm EST
• See Canvas Module for required and optional readings

4B: Asynchronous Activity
• To be completed on/by Friday, February 7, 2020
• See Canvas Module for detailed instructions

Assignment(s)
• No assignment due

WEEK 5: OAIS, PAIMAS & METADATA

Objectives:
• Identify functional components and stakeholder roles in the OAIS Reference Model; specifically, describe key considerations to be negotiated at the ingest stage.
• Discuss criteria for assessing storage requirements for digital curation programs.
• Identity widely adopted digital repository platforms.
• Define preservation metadata.

5A: Zoom (Synchronous) Meeting
• Date/Time: Monday, February 10, 2020 from 12:40-1:55pm EST
• See Canvas Module for required and optional readings

5B: Asynchronous Activity
• To be completed on/by Friday, February 14, 2020
• See Canvas Module for detailed instructions

Assignment(s)
• [Mandatory] Digital Curation in Practice: Scenario 1 or 2 (due 02/14/2020)

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.

6A: Zoom (Synchronous) Meeting
• Date/Time: Monday, February 17, 2020 from 12:40-1:55pm EST
• See Canvas Module for required and optional readings

6B: Asynchronous Activity
• To be completed on/by Friday, February 21, 2020
• See Canvas Module for detailed instructions.

Assignment(s)
• [Ala Carte] Digital Image Capture (due 02/21/2020)
# WEEK 7: DIGITAL PRESERVATION APPROACHES

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

<table>
<thead>
<tr>
<th>7A: Zoom (Synchronous) Meeting</th>
<th>Date/Time: Monday, February 24, 2020 from 12:40-1:55pm EST</th>
<th>See Canvas Module for required and optional readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>7B: Asynchronous Activity</td>
<td>To be completed on/by Friday, February 28, 2020</td>
<td>See Canvas Module for detailed instructions.</td>
</tr>
</tbody>
</table>

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

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# 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 repository programs.

<table>
<thead>
<tr>
<th>8A: Zoom (Synchronous) Meeting</th>
<th>Date/Time: Monday, March 2, 2020 from 12:40-1:55pm EST</th>
<th>See Canvas Module for required and optional readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>8B: Asynchronous Activity</td>
<td>To be completed on/by Friday, March 6, 2020</td>
<td>See Canvas Module for detailed instructions.</td>
</tr>
</tbody>
</table>

**Assignment(s)**
- [Mandatory] Digital Curation in Practice: Scenario 3 or 4 (due 03/06/2020)

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# WEEK 9: SELECTION, APPRAISAL & RISK

**Objectives:**
- Define key terms in relation to selecting and appraising digital objects.
- 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.

<table>
<thead>
<tr>
<th>9A: Zoom (Synchronous) Meeting</th>
<th>Date/Time: Monday, March 9, 2020 from 12:40-1:55pm EDT</th>
<th>See Canvas Module for required and optional readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>9B: Asynchronous Activity</td>
<td>To be completed on/by Friday, March 13, 2020</td>
<td>See Canvas Module for detailed instructions.</td>
</tr>
</tbody>
</table>

**Assignment(s)**
- [Ala Carte] Data Curation Profile (due 03/13/2020)
- [Ala Carte] Data Management Plan (due 03/13/2020)

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# SPRING BREAK: MARCH 16-20, 2020

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# 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.

<table>
<thead>
<tr>
<th>10A: Zoom (Synchronous) Meeting</th>
<th>Date/Time: Monday, March 23, 2020 from 12:40-1:55pm EDT</th>
<th>See Canvas Module for required and optional readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>10B: Asynchronous Activity</td>
<td>To be completed on/by Friday, March 27, 2020</td>
<td>See Canvas Module for detailed instructions.</td>
</tr>
</tbody>
</table>

**Assignment(s)**
- [Ala Carte] Digital Repository Survey (due 03/27/2020)
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.

11A: Zoom (Synchronous) Meeting
- Date/Time: Monday, March 30, 2020 from 12:40-1:55pm EDT
- See Canvas Module for required and optional readings

11B: Asynchronous Activity
- To be completed on/by Friday, April 3, 2020
- See Canvas Module for detailed instructions.

Assignment(s)
- [Mandatory] Digital Curation in Practice: Scenario 5 or 6 (due 04/03/2020)

WEEK 12: COSTS OF CURATION

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

12A: Zoom (Synchronous) Meeting
- Date/Time: Monday, April 6, 2020 from 12:40-1:55pm EDT
- See Canvas Module for required and optional readings

12B: Asynchronous Activity
- No activity this week since No Class Day April 9th and Spring Recess April 10th.

Assignment(s)
- No assignment due

WEEK 13: CLASS PRESENTATIONS

Objectives:
- Peer presentations for those completing Tool Assessment and Demonstration or Digital Curation in a Nutshell assignment.

13A: Zoom (Synchronous) Meeting
- Date/Time: Monday, April 13, 2020 from 12:40-1:55pm EDT
- See Canvas Module for required and optional readings

13B: Asynchronous Activity
- To be completed on/by Friday, April 17, 2020
- See Canvas Module for detailed instructions.

Assignment(s)
- [Ala Carte] Tool Assessment & Demonstration (due 04/13/2020)
- [Ala Carte] Digital Curation in a Nutshell (due 04/13/2020)
- [Mandatory] Funder Identification (due 04/17/2020)

WEEK 14: WRAP-UP

Objectives:
- Revisit course student outcomes and share key impressions from the course.

14A: Zoom (Synchronous) Meeting
- Date/Time: Monday, April 20, 2020 from 12:40-1:55pm EDT
- See Canvas Module for required and optional readings

14B: Asynchronous Activity
- To be completed on/by April 24, 2020
- See Canvas Module for detailed instructions.

Assignment(s)
- [Ala Carte] Position Paper (due 04/24/2020)
- [Ala Carte] Annotated Bibliography (due 04/24/2020)
- [Ala Carte] Literature Review (due 04/24/2020)
- Last chance to complete the Ala Carte assignment, Chat Recap.
- Be aware of upcoming due dates for the remaining assignments:
  - [Ala Carte] Webinar (due 05/01/2020)
  - [Ala Carte] Crowd Source Transcription (due 05/01/2020)