INSC 562 Digital Curation

COURSE INFORMATION

INSC 562, Digital Curation, Spring 2020
University of Tennessee, Knoxville
Class Meetings: Wednesdays, 6:30-9:10 PM EST on ZOOM
ZOOM Course ID/Link: Join URL: https://tennessee.zoom.us/j/401860681

Faculty Contact Information
• Natalie Hansen
  • nhansen1@utk.edu
  • No office location; appointments via ZOOM.
  • 217-819-9028
  • Office hours by appointment via ZOOM.

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

COURSE INFORMATION

Catalog 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 Learning 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
The course adopts an active learning approach. Students are required to complete all required readings, attend all synchronous class sessions, participate in all activities, and complete all graded assignments. Required readings for the synchronous sessions are listed on the course outline on the syllabus and will be listed in the Module section of Canvas.

Required Texts
There are no required textbooks for this course. 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/

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.


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. Due to the nature of my work, I will only be able to check my email only once around 11AM EST and after 6PM EST, so please be aware I might not respond immediately to emails.

Instructor Availability
I am available generally by appointment and I will make every effort to schedule appointments as promptly as possible.

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
Course resources will generally be listed in the Modules section of Canvas.

COURSE ATTENDANCE AND PARTICIPATION POLICIES

Learner Expectations
I expect that all students should:
- Be prepared for all classes.
- Be respectful of others.
- Actively contribute to the learning activities in class.
- Abide by the UT Honor Code.
Instructor Expectations
Students should expect me to be:
- Be prepared for all classes.
- Evaluate all fairly and equitably.
- Be respectful of all students.
- Create and facilitate meaningful learning activities.
- Behave according to University codes of conduct.

Attendance and Participation
Class attendance is expected. Please contact me as soon as reasonably possible if you cannot attend class. Not attending class on a date an assignment is due does not excuse you from submitting the assignment on time. If you do miss a class, please review any materials posted to the class session folder on the Canvas site.

Examples of acceptable reasons for missing 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; (7) court and legal obligations (i.e. jury duty, subpoena). While unexcused class absences or excessive excused absences are not a factor in determining your final grade, I reserve the right to reconsider attendance as a factor if a pattern of irregular attendance occurs.

The school has explicit class cancellation policies. If UT cancels classes, SIS cancels classes, including classes delivered over ZOOM. UT generally cancels classes due to bad weather, this impacts students, faculty, and DE support.

If class is delayed because of weather or software issues, students will not be expected to wait in the ZOOM classroom longer than 60 minutes. So, if the class has not started after 60 minutes from the class start time at 6:30PM, the class is automatically canceled. After 60 minutes, instructors should send out an email to students informing them that the class is cancelled.

When class is canceled for any of the reasons listed above, I will record a make-up class session that students may attend asynchronously. Cancellation of class should not mean a smaller number of classes will be taught in the semester.

Class participation is a valued aspect of this course. Discussions on class-related materials and business, whether they take place in the class via Zoom or outside of class (e.g., via the discussion board on Blackboard), should be conducted in a respectful manner, in line with the University Civility Statement. Specifically:
- Be considerate of your classmates by arriving to class on time.
- Be considerate of your classmates by participating fully in class-related activities.
- Be prepared for each class by completing the assigned reading(s)/viewing(s),
• Enabling you to ask questions and participate in class discussions and activities.
• Be an active and positive participant in class discussions.

**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](http://utk.edu). SIS will cancel classes when UT is closed. Please check the SIS student listserv ([UTKSIS-L@LISTSERV.UTK.EDU](mailto: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/](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
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

To accommodate varied individual interests and student-driven learning goals, a variety of assignments are provided on which your final grade will be based, allowing flexibility in choosing amongst assignments (an “a la carte” approach). One series of assignments is mandatory (see Table 1 below). These assignments account for 45% of your final grade. Table 2 lists the other assignments from which to choose, accounting for the remaining 55%. 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 55% of your final grade. If you have any questions about selecting assignments from Table 2, please contact the instructor as soon as possible.

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). Be aware: For 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 your group work.

Descriptions, instructions, and rubrics for all Table 1 and 2 assignments are provided in the Assignments section of Canvas. Review this documentation ASAP at the start of the semester. You are responsible for selecting and completing assignments. The instructor will not “police” your progress, except for general reminders made to the class as a whole (during class or via email) about upcoming due dates. However, I will ask you to provide a list of Ala Carte assignments you anticipate completing for this course, as well, if applicable, who you will be completing these assignments with if a pair or small group. This does not obligate you to complete those particular assignments (you are welcome to change your mind as the semester progresses and due date, etc. allow), but it will be very beneficial for you to make such determinations early on in the course so you do not miss point opportunities later on. AGAIN: Be sure to review assignment documentation on Canvas for more detailed information.

When submitting completed assignments, please note the following:

- Whenever you use the words or ideas of others, these should be properly quoted and cited. I have no preference which citation style is used, as long as it is used consistently throughout the assignment.
- Submit assignments to the “assignments” area of Canvas.
- Assignments are due (officially) at 11:59 p.m. EST on the due date listed on the course schedule (below). I only download assignments once the next morning.
- **Be sure to turn in an assignment on time.** Assignments may be turned in late in very limited circumstances on a case-by case basis, however, I generally cannot accept late assignments. If you will be late to submit an assignment or if you miss a class session where you will be presenting as part of an assignment, it is your responsibility to contact me in advance of the due date (if at all possible). I reserve
the right to dock students points for any marked assignments for which they may be given permission to submit late, though such an opportunity is again, not guaranteed.

- Please note that any questions concerning the grading scale or any specific grade you receive should be discussed first with the instructor. I will not discuss grades via email. Please make an appointment to speak to me via phone or ZOOM to discuss grading. If you remain dissatisfied, then you may refer to the Grade Appeal Procedures (see the SIS Student Handbook or the Graduate School Catalog).
- After receiving your assignments, I make every effort to return your graded assignments within two weeks, though this is not a guarantee. Be aware that it may take three or more weeks for grades to be completed.
- Your grades for each assignment will be posted to Canvas.

**Preparation of Written Work**

All assignments should be word-processed and include the student’s name, the date, and the class number. All sources must be cited, quotations must be formatted 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**

Due dates are listed in the Course Schedule below. Assignments should be submitted to the “assignments” area of Canvas and are due (officially) at 11:59 p.m. EST on the due date listed on the syllabus. I will download the submissions from Canvas early the next morning. And I will only download assignments once. Again, I generally cannot accept late assignments.

**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**

You can expect me to assign grades fairly and without capriciousness. Please note that I do not assign letter grades for individual assignments, but will mark your paper 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 scale (below) 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>Range</th>
<th>Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93≤</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99</td>
<td>(3.7)</td>
</tr>
<tr>
<td>B+</td>
<td>88-89.99</td>
<td>(3.5)</td>
</tr>
<tr>
<td>B</td>
<td>83-87.99</td>
<td>(3)</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
<td>(2.7)</td>
</tr>
<tr>
<td>C+</td>
<td>78-79.99</td>
<td>(2.5)</td>
</tr>
<tr>
<td>C</td>
<td>70-77.99</td>
<td>(2)</td>
</tr>
<tr>
<td>D</td>
<td>60-69.99</td>
<td>(1)</td>
</tr>
<tr>
<td>F</td>
<td>59.99≥</td>
<td>(no)</td>
</tr>
<tr>
<td>I</td>
<td>no grade</td>
<td>(a temporary grade)</td>
</tr>
<tr>
<td>S/NC</td>
<td>no grade</td>
<td>(carries credit hours, but no quality points)</td>
</tr>
<tr>
<td>P/NP</td>
<td>no grade</td>
<td>(carries credit hours, but no quality points)</td>
</tr>
<tr>
<td>W</td>
<td>no grade</td>
<td>(carries no credit hours or quality points)</td>
</tr>
</tbody>
</table>

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>Digital Repository Survey</td>
<td>1, 6</td>
</tr>
<tr>
<td>Digital Image Capture</td>
<td>6</td>
</tr>
<tr>
<td>Data Curation Profile</td>
<td>1, 6</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td>6</td>
</tr>
<tr>
<td>Position Paper</td>
<td>5</td>
</tr>
<tr>
<td>Tool Assessment Demonstration</td>
<td>8</td>
</tr>
<tr>
<td>Digital Curation in a Nutshell</td>
<td>1</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>9</td>
</tr>
<tr>
<td>Literature Review</td>
<td>9</td>
</tr>
<tr>
<td>Crowd Source Transcription</td>
<td>6</td>
</tr>
</tbody>
</table>

This table provides a brief summary of assignment names, due dates, and grade distribution. A fuller description of each assignment can be found under the “Assignments” tab on Canvas. Complete the three mandatory assignments and then please choose “a la carte” assignments you will complete based on point value.

<table>
<thead>
<tr>
<th>Mandatory Assignments</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Curation in Practice: Scenario 1 or 2</td>
<td>15 points, 15%</td>
<td>1/29/2020</td>
</tr>
<tr>
<td>Digital Curation in Practice: Scenario 3 or 4</td>
<td>15 points, 15%</td>
<td>2/12/2020</td>
</tr>
</tbody>
</table>
## Mandatory Assignments

<table>
<thead>
<tr>
<th>Mandatory Assignments</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Curation in Practice: Scenario 5 or 6</td>
<td>15 points, 15%</td>
<td>3/11/2020</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>45 points, 45%</strong></td>
<td></td>
</tr>
</tbody>
</table>

## A la carte Assignments

<table>
<thead>
<tr>
<th>A la carte Assignments</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Image Capture</td>
<td>15 points, 15%</td>
<td>2/5/2020</td>
</tr>
<tr>
<td>Data Curation Profile</td>
<td>25 points, 25%</td>
<td>2/19/2020</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td>20 points, 20%</td>
<td>2/19/2020</td>
</tr>
<tr>
<td>Digital Repository Ingest Survey</td>
<td>20 points, 20%</td>
<td>3/4/2020</td>
</tr>
<tr>
<td>Position Paper</td>
<td>20 points, 20%</td>
<td>3/25/2020</td>
</tr>
<tr>
<td>Tool Assessment and Demonstration</td>
<td>25 points, 25%</td>
<td>4/15 or 4/22</td>
</tr>
<tr>
<td>Digital Curation in a Nutshell</td>
<td>25 points, 25%</td>
<td>4/15 or 4/22</td>
</tr>
<tr>
<td>Funder Identification</td>
<td>15 points, 15%</td>
<td>4/15 or 4/22</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>35 points, 35%</td>
<td>4/19/2020</td>
</tr>
<tr>
<td>Literature Review</td>
<td>40 points, 45%</td>
<td>4/19/2020</td>
</tr>
<tr>
<td>Webinar</td>
<td>10 points, 10%</td>
<td>4/19/2020</td>
</tr>
<tr>
<td>Crowd Source Transcription</td>
<td>10 points, 10%</td>
<td>4/19/2020</td>
</tr>
<tr>
<td>Digital Curation in the News</td>
<td>5 to 10 points, 5-10%</td>
<td>3/25/2020</td>
</tr>
<tr>
<td>Chat Recap</td>
<td>5 points, 5%</td>
<td>3/25/2020</td>
</tr>
<tr>
<td>Flipboard Magazine</td>
<td>5 points, 5%</td>
<td>Begin 1/22</td>
</tr>
</tbody>
</table>

### 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.