INSC 562-001/002 & 003/004: DIGITAL CURATION
SPRING 2021

Instructor: Carolyn Hank, Ph.D., Assistant Professor
School of Information Sciences (SIS)
College of Communication and Information (CCI)
University of Tennessee

Mondays via Zoom (Synchronous)
INSC 562-001/002: 12:40pm-1:55pm Eastern
INSC 562-003/004: 7:55-9:10pm Eastern
[See Course Timeline below for information on asynchronous component]

ZOOM Meeting ID #: 405-315-8783

COURSE OVERVIEW

Instructor: Dr. Carolyn Hank
Office Location: 420B Communications Bldg.
Office Hours: By appointment via Zoom
Email: chank@utk.edu
Office 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 course contains two instruction components: (1) a weekly synchronous meeting via Zoom, either from 12:40-1:55pm Eastern for those registered for INSC 562-001/002, or 7:55-9:10pm Eastern for those registered for INSC 562-003/004; and (2) a weekly asynchronous activity taking approximately 75 minutes to complete. The first synchronous class is January 25th; our last synchronous class is April 26th.

Course Description: Explores the life-cycle, value-added management and maintenance of scholarly and scientific digital content. Examines the 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. Digital curation occurs across an array of professional, disciplinary and organizational contexts. Introduces principles and practices to inform digital curation planning and practice for use in various 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;
- Various 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;
- Key aspects of a "trustworthy" or trusted digital repository;
- The Open Archival Information System (OAIS) Reference Model;
- 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 and viewings, attend all synchronous class sessions, participate in all asynchronous activities, and complete graded assignments. Required readings and viewings to prepare for the synchronous sessions 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.

> Oliver, J., & Harvey, R. (2016). *Digital curation: A how-to-do-it manual* (2nd ed.)*.* New York: Neal-Schuman.
>
> Harvey, R. (2012). *Preserving digital materials* (2nd ed.). Berlin: De Gruyter Saur.

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, that before contacting me: (1) you already contacted a library staff member if 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**, such as by consulting *Information for Graduate Students: Library Services & Resources*.

Any 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 may be provided in both PowerPoint and PDF.

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., contact me to discuss options.*

You may choose to complete any assignments in class, whether from Table 1 or 2, as **an individual or a group** (between 2 to 5 persons). Pairs or groups may consist of students from the same or different course sections (INSC 562-001/002 & 562-003/004). 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 group work.

Objectives, instructions and rubrics for all assignments in Table 1 and 2 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. A discussion thread on Canvas, "*Assignment Planning*," is available if you want to share your assignment selections and/or group members (though you are not required to do so*)*. You are welcome to change your mind on Ala Carte assignments or group members 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)

Digital Curation Journal	Due Date (day/mm/dd/yyyy)	Max. Pts (% Grade)	[1] MSIS Program Outcome #
Digital Curation in Practice: Scenario 1 or 2	Friday 02/12/2021	15 (15%)	--
Digital Curation in Practice: Scenario 3 or 4	Friday 03/05/2021	15 (15%)	--
Digital Curation in Practice: Scenario 5 or 6	Friday 04/09/2021	15 (15%)	--
Funder Identification	Friday 04/16/2021	15 (10%)	--
TOTAL		60 (60%)	

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

Assignment	Due Date (day/mm/dd/yyyy)	Max. Pts (% Grade)	[1] MSIS Program Outcome #
Digital Curation in the News	Friday 02/05/2021	5 (5%)	--
Digital Image Capture	Friday 02/26/2021	30 (30%)	6
Cover Letter (aka Hire Me!)	Friday 03/12/2021	5 (5%)	-
Digital Repository Review	Friday 03/19/2021	10 (10%)	1, 6
Data Curation Profile	Friday 03/26/2021	30 (30%)	1, 6
Data Management Plan	Friday 03/26/2021	30 (30%)	6
[2] Tool Assessment and Demonstration	Monday 04/19/2021	30 (30%)	8
[2] Digital Curation in a Nutshell	Monday 04/19/2021	25 (25%)	1
Position Paper	Friday 04/23/2021	30 (30%)	5
Annotated Bibliography	Friday 04/23/2021	35 (35%)	9
Literature Review	Friday 04/23/2021	40 (40%)	9
Chat Recap	Varies [04/26 last class for recap]	5 (5%)	--
Webinar	Friday 04/30/2021	10 (10%)	--
Crowd Source Transcription	Friday 04/30/2021	10 (10%)	6
SELECT APPROPRIATE MIX OF ASSIGNMENTS TO TOTAL …		40 (40%)	

[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 recorded presentation component.

Final Course Grades

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

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

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 removal of the I, including deadline. If the I isn't removed within one calendar year, the grade will change 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, once a student has initiated the request. 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, **with the exception of student collaborations for completing group assignments**. Per the Hilltopics Student Handbook, an essential feature of the University is a commitment to maintain 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.

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 in whole or in part by a professional service and used without attribution.

Students unsure of the nature of plagiarism should consult a librarian, a guide for academic writing, 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 Diversity & Inclusion Statement (Excerpted)
The School of Information Sciences is committed to diversity, inclusion, and equal opportunity for all. Our commitment to promoting, protecting, and ensuring diversity and inclusion in our community builds on an understanding that a diverse and inclusive society is essential for the free exchange of ideas, debate, research, academic freedom, growth, responsibility, knowledge, integrity, cooperation, and success in the local and global context. Diversity and inclusion are also essential in developing the cultural competencies and effectiveness information professionals must have to serve the needs of increasingly diverse and pluralistic communities. *For the complete statement, see the [Diversity & Inclusion Statement of the School of Information Sciences](#).*

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.

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***. 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. There are exceptions when I may accept a late assignment. If you will be late submitting an assignment, it is your responsibility to contact me **ASAP**, in advance of the assignment due date (when reasonably 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 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. Before beginning the assignment, be sure to read the rubric in addition to the detailed assignment instructions. Questions concerning the grading scale or a specific score you receive should be discussed first with me. If you remain dissatisfied, then 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
Email is the best way to contact me. 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 read and acted upon. I send class-related emails to your UTK email account and via Canvas throughout the semester. Be sure to check your email frequently.

I try to respond to all email **within 48 hours**; however, other activities such as travel or research may delay me. If you have an **urgent problem**, you may also contact me via text message. 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"). I will prioritize responding to urgent messages.

While you are welcome to use the Discussion Board on Canvas for communication, be aware questions for me that need a timely response 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
I do not maintain established office hours as it allows more flexibility in meeting with students. If you have questions, concerns, or other topics to discuss one-on-one or in a small group, such as for group assignments, contact me in class or via email or text message to schedule an appointment. We can meet 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.

You may also attend the other section's synchronous class time for a specific session that conflicts with your regularly scheduled class session. For example, if you are in section -003/004, and need to attend the daytime -001/002 class due to a conflict for a particular date, you may do so (and vice versa). Just inform me via email or text so that I know which class to expect you to attend for that date.

Examples of reasonable absences from class include: 1) illness; 2) family emergencies; 3) special curricular activities or job requirements; 4) participation in official university activities such as music performances; 5) military obligation, 6) religious holidays; and 7) court imposed legal obligations (e.g., 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.

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

Class Cancelling Guidelines
If it is necessary to **cancel a class,** every effort will be taken to do so in advance. Look for e-mail announcements sent by me via Canvas. If UT cancels classes, SIS will cancel classes as well (e.g., bad weather). In the event a class session is cancelled, I will record a makeup class to be attended asynchronously by students. Cancellation of class will not mean fewer classes taught in the semester. For more information on what is to be expected, see the Class Cancelling Guidelines.

Class Evaluation
At SIS, it is our collective responsibility to improve the state of teaching and learning. We revisit course objectives throughout the semester to track progress and for students to share feedback. Additionally, TN Voice, the university's online, end-of-course evaluation system, is coordinated through the Office of Institutional Research and Assessment. 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. See the SIS Course Guidelines and Procedures for additional guidance for addressing concerns about courses.

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 (Synchronous) Meeting, and B: 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 Assignment due dates. 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 2 for the Zoom (Synchronous) Meeting should be read **before** class meets on February 1, 2021.

WEEK 1: COURSE OVERVIEW

Objectives:	• Review syllabus and identify course objectives and expectations. • Review other course materials, including assignments and Canvas site.
1A: Zoom (Synchronous) Meeting	• Date/Time: Monday, January 25, 2021 • No required readings assigned
1B: Asynchronous Activity	• To be completed on/by Friday, January 29, 2021 • 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. • Identify milestones in information and communications technology (ICT) development, and emerging calls for digital curation solutions**.**
2A: Zoom (Synchronous) Meeting	• Date/Time: Monday, February 1, 2021 • See Canvas Module for required and optional readings
2B: Asynchronous Activity	• To be completed on/by February 5, 2021 • See Canvas Module for detailed instructions
Assignment(s)	• [Ala Carte] Digital Curation in the News (due February 5, 2021)

WEEK 3: LIFE CYCLES

Objectives:	• Identify catalysts contributing to call and action for life cycle approaches to managing and maintaining trusted digital content. • Define key aspects of the digital curation life cycle model. • Be familiar with other conceptual life cycle models.
3A: Zoom (Synchronous) Meeting	• Date/Time: Monday, February 8, 2021 • See Canvas Module for required and optional readings
3B: Asynchronous Activity	• To be completed on/by Friday, February 12, 2021 • See Canvas Module for detailed instructions
Assignment(s)	• [Mandatory] Digital Curation in Practice: Scenario 1 or 2 (due Feb. 12, 2021)

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 criteria for appropriate file format and storage media selection.
4A: Zoom (Synchronous) Meeting	• Date/Time: Monday, February 15, 2021 • See Canvas Module for required and optional readings
4B: Asynchronous Activity	• To be completed on/by Friday, February 19, 2021 • 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 22, 2021 • See Canvas Module for required and optional readings
5B: Asynchronous Activity	• To be completed on/by Friday, February 26, 2021 • See Canvas Module for detailed instructions
Assignment(s)	• [Ala Carte] Digital Image Capture (due February 26, 2021)

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, and necessity for continued professional development. • Discuss various data curation roles. • Explore approaches to data management planning for research data.
6A: Zoom (Synchronous) Meeting	• Date/Time: Monday, March 1, 2021 • See Canvas Module for required and optional readings
6B: Asynchronous Activity	• To be completed on/by Friday, March 5, 2021 • See Canvas Module for detailed instructions.
Assignment(s)	• [Mandatory] Digital Curation in Practice: Scenario 3 or 4 (due Mar. 5, 2021)

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.
7A: Zoom (Synchronous) Meeting	• Date/Time: Monday, March 8, 2021 • See Canvas Module for required and optional readings
7B: Asynchronous Activity	• To be completed on/by Friday, March 12, 2021 • See Canvas Module for detailed instructions.
Assignment(s)	• [Ala Carte] Cover Letter (aka Hire Me!) (due March 12, 2021)

WEEK 8: TRUST AND REPOSITORIES

Objectives:	• Identify good practices for developing digital repositories and challenges impacting planning and deployment. • Describe what is meant by "trusted" or "trustworthy" 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.
8A: Zoom (Synchronous) Meeting	• Date/Time: Monday, March 15, 2021 • See Canvas Module for required and optional readings
8B: Asynchronous Activity	• To be completed on/by Friday, March 19, 2021 • See Canvas Module for detailed instructions.
Assignment(s)	• [Ala Carte] Digital Repository Survey (due March 19, 2021)

WEEK 9: SELECTION, APPRAISAL & RISK

Objectives:	• Define key terms in relation to selecting and appraising digital objects. • Identify various notions of "value." • Describe current guidelines for identifying and evaluating risks.
9A: Zoom (Synchronous) Meeting	• Date/Time: Monday, March 22, 2021 • See Canvas Module for required and optional readings
9B: Asynchronous Activity	• To be completed on/by Friday, March 26, 2021 • See Canvas Module for detailed instructions.
Assignment(s)	• [Ala Carte] Data Curation Profile (due March 26, 2021) • [Ala Carte] Data Management Plan (due March 26, 2021)

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.
10A: Zoom (Synchronous) Meeting	• Date/Time: Monday, March 29, 2021 • See Canvas Module for required and optional readings
~~**10B: Asynchronous Activity**~~	• No activity assigned (April 2, 2021 is Spring Recess)
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.
11A: Zoom (Synchronous) Meeting	• Date/Time: Monday, April 5, 2021 • See Canvas Module for required and optional readings
11B: Asynchronous Activity	• To be completed on/by Friday, April 9, 2021 • See Canvas Module for detailed instructions.
Assignment(s)	• [Mandatory] Digital Curation in Practice: Scenario 5 or 6 (due April 9, 2021)

WEEK 12: COSTS OF CURATION

Objectives:	• Understand and discuss costs associated with preservation approaches.
12A: Zoom (Synchronous) Meeting	• Date/Time: Monday, April 12, 2021 • See Canvas Module for required and optional readings
12B: Asynchronous Activity	• To be completed on/by Friday, April 16, 2021 • See Canvas Module for detailed instructions.
Assignment(s)	• [Mandatory] Funder Identification (due April 16, 2021)

WEEK 13: CLASS PRESENTATIONS

Objectives:	• Peer presentations for those completing *Tool Assessment and Demonstration* or *Digital Curation in a Nutshell* assignments.
13A: Zoom (Synchronous) Meeting	• Date/Time: Monday, April 19, 2021 • See Canvas Module for required and optional readings
13B: Asynchronous Activity	• To be completed on/by Friday, April 23, 2021 • See Canvas Module for detailed instructions.
Assignment(s)	• [Ala Carte] Tool Assessment & Demonstration (due April 19, 2021) • [Ala Carte] Digital Curation in a Nutshell (due April 19, 2021) • [Ala Carte] Position Paper (due April 23, 2021) • [Ala Carte] Annotated Bibliography (due April 23, 2021) • [Ala Carte] Literature Review (due April 23, 2021)

WEEK 14: WRAP-UP

Objectives:	• Revisit course outcomes and share key impressions from the course.
14A: Zoom (Synchronous) Meeting	• Date/Time: Monday, April 26, 2021 • See Canvas Module for required and optional readings
~~**14B: Asynchronous Activity**~~	• No activity assigned (classes end Wednesday, April 28, 2021)

Assignment(s)	• Last chance to complete Ala Carte assignment, Chat Recap (April 26, 2021).
	• Be aware of upcoming due dates for the remaining assignments:
	    ○ [Ala Carte] Webinar (due April 30, 2021)
	    ○ [Ala Carte] Crowd Source Transcription (due April 30, 2021)