INSC 562: Digital Curation, Spring 2023

University of Tennessee, Knoxville

Syllabus subject to change. Most current version always available on Moodle.

Meeting Time and Place:
Lecture/Discussion: Tuesday, 6:30 - 7:45 via Zoom
Lab: Thursday/asynchronous
Sections: All sections
Course Credit Hours: 3 credit hours

Faculty Contact Information
- Instructor Name: Rebecca Frank
- Email: rfrank7@utk.edu
- Drop-In Hours: Thursdays 1:30-2:30 via Zoom (link in Canvas)
- Meetings By Appointment: https://calendly.com/rebecca-frank/office-hours

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

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COURSE INFORMATION

Course Description
Value-added, lifecycle management of born and reborn digital objects and databases. Content creation, digitization, selection, appraisal, ingest, storage, preservation, access, use and re-use. Digital and data repository standards, policies, and management.

Student Learning Objectives
Students who complete this course will be capable of demonstrating an 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;
• The Digital Curation Lifecycle 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.

Required Text(s)

All required and recommended course materials will be provided via Canvas.

COURSE COMMUNICATIONS

Email Policy

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 email to your preferred address. I will also regularly post announcements via Canvas.

Instructor Availability

I will try to answer emails within 48 hours of receiving them, on weekdays; however, if you have extensive questions about an assignment, please come to drop-in hours or make an individual appointment to meet: https://calendly.com/rebecca-frank/office-hours. I cannot guarantee a prompt response to last minute, just-before-the-deadline emails about assignments, so I strongly recommend that you try to work ahead.

While I am happy to answer questions about assignments and look over small sections of what you’re working on, I usually can't look over complete drafts of assignments. If you need referrals to copy editing services, please contact the The Judith Anderson Herbert Writing Center or the UTK Libraries.

Key Campus Resources for Students

Other resources that you may want to consult include:

• Center for Career Development and Academic Exploration (Career counseling and resources; Handshake job search system)
• Course Catalogs (Listing of academic programs, courses, and policies)
• Hilltopics (Campus and academic policies, procedures and standards of conduct)
• OIT HelpDesk (865) 974-9900
• Schedule of Classes/Timetable
• Student Health Center (visit the site for a list of services)
• Academic Success Center (Academic support resources)
COURSE POLICIES

Course Attendance and Participation

Learner Expectations

- Be prepared for all classes
- Attend and participate in all classes
- Be respectful of others
- Actively contribute to the learning activities in class
- Abide by the UT Honor Code

Instructor Expectations

- Be prepared for all classes
- Evaluate all work fairly and equitably
- Provide timely feedback
- Be respectful of all students
- Be responsive to student emails and requests for meetings
- Create and facilitate meaningful learning activities
- Behave according to University codes of conduct

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, it applies to all classes (whether on-campus or online). The information is distributed to the campus community, shared with local media, and posted on the University homepage at http://utk.edu.

Missing Class, etc.

If you must miss a class, please reach out to me ASAP. 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).

Please do not come to class if you are sick.

Class Canceling Guidelines

If it is necessary to cancel a synchronous class session, every effort will be taken to do so in advance. Look for email announcements sent by me via Canvas. If UT cancels classes, such as for bad weather, SIS will cancel classes as well. In the event a class session is canceled, I will make a video recording of the week’s lecture available so that students do not miss any course content. Cancellation of class will not mean fewer classes taught in the semester. For more information on what is to be expected, see the Class Canceling Guidelines.
Disability Statement

The University of Tennessee, Knoxville, is committed to providing an inclusive learning environment for all students. If you anticipate or experience a barrier in this course due to a chronic health condition, a learning, hearing, neurological, mental health, vision, physical, or other kind of disability, or a temporary injury, you are encouraged to contact Student Disability Services (SDS) at 865-974-6087 or sds@utk.edu. An SDS Coordinator will meet with you to develop a plan to ensure you have equitable access to this course. If you are already registered with SDS, please contact your instructor to discuss implementing accommodations included in your course access letter.

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. For more information, see the UT Principles of Civility and Community.

Civil Discourse

A true university education is one in which students hear, study, and discuss ideas that challenge their thinking and encourage them to consider points of view different from their own. Students should expect to hear ideas that make them uncomfortable, should be able to explain and master concepts they disagree with, and should feel free to take opposing views as part of civil academic discourse. We remind all members of the campus community that the Campus Free Speech Protection Act—signed into state law in 2017—applies to everyone. The act endorses the fundamental responsibility of the university by defining what we are not to do: “It is not the proper role of an institution to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.” These principles are recognized in the Board of Trustees Policy Affirming Principles of Free Speech for Students and Faculty (BT0021).

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 with the Hilltopics Student Handbook, and comply with all academic policies. This includes the University of Tennessee Honor Statement and the Academic Integrity Policy.

The Honor Statement reads: “An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. ‘As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.’” For more information, see the Honor Statement on the Academic Policies and Procedures page of the current catalog for student and faculty responsibilities.

The Academic Integrity policy reads: “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.” For additional information, see the Student Code of Conduct.

Plagiarism

Plagiarism in any of its 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.

Some specific examples of plagiarism are:

- Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source.
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge).
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge).
- Collaborating on a graded assignment without the instructor’s approval.
• 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. Resources are available through the University Libraries, including a Citing Sources guide.

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

Assignments

This table provides a brief summary of assignment by name, due date, point value and percentage of final grade. A full description of the assignments can be found in Canvas.

All assignments will be submitted and graded in Canvas.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
<th>Percentage of Final Grade</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini-Critique</td>
<td>10</td>
<td>10</td>
<td>Week 5</td>
</tr>
<tr>
<td>A1: Policy Framework</td>
<td>20</td>
<td>20</td>
<td>Week 8</td>
</tr>
<tr>
<td>A2: Curation Grant Proposal</td>
<td>30</td>
<td>30</td>
<td>Week 14</td>
</tr>
<tr>
<td>Weekly Labs</td>
<td>40</td>
<td>40</td>
<td>ongoing</td>
</tr>
<tr>
<td>Course Evaluation*</td>
<td>2</td>
<td>*</td>
<td>-</td>
</tr>
</tbody>
</table>

*If 90% of the students in class complete the course evaluation at the end of the semester, I will add up to 2 points to everyone’s final grade as a bonus.

Scores and Feedback on Assignments

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 will be posted to Canvas.

Extension Policy

All assignments are to be completed by the due date. While it may not always be possible, exceptions and/or extensions may be granted with the permission of the instructor in advance of the due date for the assignment. I am happy to grant a reasonable extension on assignments, no questions asked. You do not need to share personal, family, medical, etc. information with me in order to request more time for an assignment. However, if an extension has not been granted before the deadline, I will deduct 2 points per day that the assignment is late. After 5 days, I will no longer accept late assignments.

I will not provide additional or alternative assignments for students who fail to complete the course requirements, nor will I grant extensions retroactively, so please plan your semester accordingly.
Assigning Grades
Semester grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>Superior performance (4 quality points)</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99</td>
<td>Intermediate superior performance (3.7 quality points)</td>
</tr>
<tr>
<td>B+</td>
<td>88-89.99</td>
<td>Very good performance (3.3 quality points)</td>
</tr>
<tr>
<td>B</td>
<td>83-87.99</td>
<td>Good performance (3.0 quality points)</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
<td>Intermediate good performance (2.7 quality points)</td>
</tr>
<tr>
<td>C+</td>
<td>78-79.99</td>
<td>Fair performance (2.3 quality points)</td>
</tr>
<tr>
<td>C</td>
<td>73-77.99</td>
<td>Satisfactory performance (2.0 quality points)</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.99</td>
<td>Unsatisfactory performance (1.7 quality points)</td>
</tr>
<tr>
<td>D+</td>
<td>68-69.99</td>
<td>Unsatisfactory performance (1.3 quality points)</td>
</tr>
<tr>
<td>D</td>
<td>63-67.99</td>
<td>Unsatisfactory performance (1.0 quality points)</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.99</td>
<td>Unsatisfactory performance (0.7 quality points)</td>
</tr>
<tr>
<td>F</td>
<td>0-59.99</td>
<td>Failure performance (0.0 quality points)</td>
</tr>
<tr>
<td>S</td>
<td>73-77.99</td>
<td>Satisfactory; only assigned for C or better work when a course is taken on a S/NC grading basis. Carries no point value.</td>
</tr>
<tr>
<td>NC</td>
<td></td>
<td>No Credit; indicates failure to complete a course satisfactorily, and is only assigned for C- or worse work when a course is taken on a S/NC grading basis. Carries no point value.</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Under extraordinary circumstances and at the discretion of the instructor, the grade of I (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course but cannot complete the course for reasons beyond their control. An I carries no quality points. If the I grade is not removed within one calendar year or upon graduation, it shall be changed to an F and count as a failure in the computation of the grade point average.</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Indicates student has officially withdrawn from the course or the university. Carries no point value.</td>
</tr>
</tbody>
</table>

Incompletes
Based on adopted University of Tennessee-Knoxville 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 ensure 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.

Course Outline

The instructor reserves the right to revise, alter or amend this syllabus as necessary. Students will be notified in writing / email of any such changes.

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Date</th>
<th>Lecture</th>
<th>Lab Date**</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/24</td>
<td>Introductions</td>
<td>1/26</td>
<td>Professional Bio</td>
</tr>
<tr>
<td>2</td>
<td>1/31</td>
<td>Foundations, Definitions, &amp; Lifecycle Models</td>
<td>2/2</td>
<td>Climate Change &amp; Digital Curation Models</td>
</tr>
</tbody>
</table>
**Labs are asynchronous.**

### Week 1: Introductions

#### Required Resources


  - read chapters 1-3 (pp. 5-38)

#### Recommended Resources

  - read chapter 1 (pp. 3-18)


Week 2: Foundations, Definitions, & Lifecycle Models

Required Resources

  ○ read chapter 3 (pp. 31-44)

Recommended Resources

  ○ read chapter 7 (pp. 93-130)

Week 3: File Formats, Data

Required Resources

- [video] CBS Sunday Morning: David Pogue on Data Rot (8 minutes) https://youtu.be/q-2v7Y6Rww
  ○ read chapter 4 (pp. 45-52)
  ○ read chapter 4 (pp. 39-49)
  ○ read Introduction, and Formats, Evaluation Factors, and Relationships; skim the rest of the site

**Recommended Resources**

  ○ e-book version at UTK Libraries: https://utk.primo.exlibrisgroup.com/permalink/01UTN_KNOXVILLE/bcmt7h/alma926009151802311

**Week 4: OAIS, What is a Repository**

**Required Resources**

  ○ read chapter 4 (pp.54-63)

**Recommended Resources**

  o chapter 9 (pp. 147-157)

**Week 5: Curation Roles & Responsibilities**

**Required Resources**

  o chapter 3 (pp. 45-53)

  o e-book version at UTK Libraries: [https://utk.primo.exlibrisgroup.com/permalink/01UTN_KNOXVILLE/bcmt7h/alma9926003269102311](https://utk.primo.exlibrisgroup.com/permalink/01UTN_KNOXVILLE/bcmt7h/alma9926003269102311)
  o read chapter 5 (pp. 55-64)


**Recommended Resources**

**Week 6: Digital Preservation**

**Required Resources**

  o read the introduction, skim the requirements

  o e-book version at UTK Libraries: [https://utk.primo.exlibrisgroup.com/permalink/01UTN_KNOXVILLE/bcmt7h/alma9926003269102311](https://utk.primo.exlibrisgroup.com/permalink/01UTN_KNOXVILLE/bcmt7h/alma9926003269102311)
  o read chapter 7 (pp. 83-92)

Recommended Resources


Week 7: Risk & Threat Assessments

Required Resources

  - e-book version at UTK libraries: https://utk.primo.exlibrisgroup.com/permalink/01UTN_KNOXVILLE/bcmt7h/alma925989306202311
  - read chapter 1 (pp. 1-23)

Recommended Resources

  - e-book version at UTK libraries: https://utk.primo.exlibrisgroup.com/permalink/01UTN_KNOXVILLE/bcmt7h/alma925989306202311
  - chapters 2-6 (the rest of the book)
Week 8: Trust & Trustworthiness

Required Resources

  - chapter 10 (pp. 158-176)

Recommended Resources


Week 9: Selection, Appraisal, & Ingest

Required Resources

  - read chapters 9-12 (pp. 105-158)

Recommended Resources

  - read chapter 5 (pp. 81-102)
Week 10: A2 Peer Review Session

Required Resources

- none

Recommended Resources


Week 11: Storage, Use, & Reuse

Required Resources


  - read chapters 14-15 (pp. 177-214)


Recommended Resources


  ○ read chapter 8 (pp. 159-186)


**Week 12: Privacy, Saying no to preservation/curation**

**Required Resources**


  ○ read pgs. 1-7, 14-34, & 47-49 // skim the rest

Recommended Resources

**Week 13: Sustainability**

**Required Resources**

  - chapter 8 (pp. 117-146)


  - read Executive Summary & Chapter 5 // skim the rest


**Recommended Resources**


- **Tillman, R. (2023).** Indispensable, Interdependent, and Invisible: A Qualitative Inquiry into Library Systems Maintenance. College & Research Libraries, 84(1). [https://doi.org/10.5860/crl.84.1.121](https://doi.org/10.5860/crl.84.1.121)


**Week 14: Presentations**

**Required Resources**

- Choose one of the following to read:

Recommended Resources

Week 15: Presentations & Wrap-Up

Required Resources

- Feminist Data Manifest-No: https://www.manifestno.com/

Recommended Resources
The Campus Syllabus

Dear Student,

The purpose of this Campus Syllabus is to provide you with important information that applies to all UTK courses. Please observe the following policies and familiarize yourself with the university resources listed below. At UT, we are committed to providing you with a high-quality learning experience. I want to wish you the best for a successful and productive semester.

–Dr. John Zomchick, Provost and Senior Vice Chancellor

Academic Integrity

Each student is responsible for their personal integrity in academic life and for adhering to UT’s Honor Statement. The Honor Statement reads: “An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”

Your Role In Improving The Course Through Assessment

At UT, 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, and through the TNVoice course evaluation. Please take the few moments needed to respond to these requests as they are used by instructors, department heads, deans and others to improve the quality of your UT learning experience.

Students With Disabilities – http://sds.utk.edu

The University of Tennessee, Knoxville, is committed to providing an inclusive learning environment for all students. If you anticipate or experience a barrier in this course due to a chronic health condition, a learning, hearing, neurological, mental health, vision, physical, or other kind of disability, or a temporary injury, you are encouraged to contact Student Disability Services (SDS) at 865-974-6087 or sds@utk.edu. An SDS Coordinator will meet with you to develop a plan to ensure you have equitable access to this course. If you are already registered with SDS, please contact your instructor to discuss implementing accommodations included in your course access letter.

Accessibility Policy And Training – http://accessibility.utk.edu

The University of Tennessee, Knoxville, provides reasonable accommodations for individual students with disabilities through its office of Student Disability Services. The university is also committed to making information and materials accessible, when possible. Resources and assistance to support these efforts can be found at http://accessibility.utk.edu/.

The Center for Health Education and Wellness empowers all Volunteers to thrive by cultivating personal and community well-being. The Center can answer questions about general wellness, substance use, sexual health, healthy relationships, and sexual assault prevention. The Student Counseling Center is the university’s primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services.

Any student who has difficulty affording hygiene products, groceries, or accessing sufficient food to eat every day is urged to contact the Big Orange Pantry for support. The Big Orange Pantry, located in Greve Hall, is a free resource for all students, faculty, and staff, no matter how great or small their need is. Students who need emergency financial assistance can also request funding from the Student Emergency Fund.

Students who are experiencing non-academic difficulty or distress and need assistance should call 974-HELP or submit an online referral. The 974-HELP team specializes in aligning resources and support to students experiencing mental health distress.


The University of Tennessee is committed to providing a safe environment to learn and work. When you are alerted to an emergency, please take appropriate action. Learn more about what to do in an emergency and sign up for UT Alerts. Check the emergency posters near exits and elevators for building specific information. In the event of an emergency, the course schedule and assignments may be subject to change. If changes to graded activities are required, reasonable adjustments will be made, and you will be responsible for meeting revised deadlines.

COVID-19 Guidelines

CDC guidance recognizes the changing dynamics of living in a world with COVID-19. It rates COVID-19 community levels as low, medium, and high, with recommendations at each level about the use of masks and other precautions. At all levels of community spread, staying up-to-date with vaccination is the best way to protect yourself from serious illness and to limit the spread of COVID-19. Wearing a mask is always an option for any individual who chooses to do so, and the CDC recommends that those with high risk of severe illness talk with their health care providers. If you are sick, please stay in, avoid being around others as much as possible, and contact your health care provider for any symptoms that are worsening, moderate to severe, or concerning to you. For more information about vaccination or to self-report an illness and receive support, visit [http://studenthealth.utk.edu/CommunityHealth](http://studenthealth.utk.edu/CommunityHealth). For more information about COVID-19, visit [http://studenthealth.utk.edu/covid-19](http://studenthealth.utk.edu/covid-19).