INSC 562-001/002 & 003/004: DIGITAL CURATION
SPRING 2022

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

INSC 562-001/002: Partially Synchronous
Meets via Zoom Mondays, 12:40pm-1:55pm Eastern

INSC 562-003/004: Completely Asynchronous

[See Course Timeline below for information on all synchronous and asynchronous components]

ZOOM Meeting ID #: 405-315-8783

COURSE OVERVIEW

Instructor: Dr. Carolyn Hank
Office Location: 420B Communications Bldg.
Office Hours: By appointment (just email me)
Email: chank@utk.edu
Text: 865-242-7170
Office #: 865-974-4049 (though I prefer text)

SIS Location/Contact info
444 Communications Bldg.
1345 Circle Park Drive
Knoxville, TN 37996-0341
SIS Office: 865-974-2148
Fax (SIS): 865-974-4667

Course Modality:

Those registered for 562-001/002: This course contains two instruction components: (1) a weekly synchronous meeting via Zoom on Mondays from 12:40-1:55pm Eastern, and (2) a weekly asynchronous activity to be completed via Canvas on/by 11:59 pm EST on Fridays that takes approximately 75 minutes to complete. The first synchronous class is January 24th; our last synchronous class is May 2nd.

Those registered for 562-003/004: This course contains two asynchronous instruction components: (1) a weekly asynchronous recorded lecture available by 5pm each Monday, and posted to the Canvas class site; and (2) a weekly asynchronous activity to be completed via Canvas on/by each Friday that takes approximately 75 minutes to complete. The recorded lecture must be watched before completing the weekly asynchronous activity. For the first week of class, both instruction components must be completed on/by 11:59 pm EST on Friday, January 28th.

For everyone: Are you in INSC 562-001/002, and need to miss a synchronous class session? Great! Just let me know via email, and you can complete the 562-003/004 recorded lecture. Are you in INSC 562-003/004, but have a free Monday and want to partake in the weekly synchronous class meeting for 562-001/002? Great ... just send me an email and let me know you are joining us on Zoom. All class meetings/recordings, asynchronous activities and graded assignments are the same, whether you are in 562-001/002 or 562-003/004. Only the modality is different. We also share the same Canvas site, so you can collaborate with any of your classmates regardless if registered for -001/002 or -003/004.
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 Outcomes:
Students who complete this course will be capable of demonstrating 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: (1) complete all required readings and viewings; (2) attend all synchronous class meetings or watch all asynchronous recorded lectures; (3) compete all asynchronous activities, and (4) complete graded assignments. Required readings and viewings to prepare for the synchronous sessions and recorded lectures, as well as instructions for asynchronous 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.


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 the Web using 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 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, class slide decks may be provided in both PowerPoint and PDF. I have two dogs, named Sam and Charlie; also, I am just putting this in here to see if you are actually reading this syllabus line-for-line, word-for-word :) 

Assignments:
All assignments are due on Mondays or Fridays. Mandatory asynchronous assignments 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 count for more than 40% of your final grade. Also, be aware several assignments in Table 2 have flexible due dates (meaning, you may do these at any time up until the final submit/completion date). If you have questions about choosing 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 micromanage your progress. A discussion thread on Canvas, “Assignment Planning,” is available if you want to (1) share your assignment selections with me (and I can provide feedback), though you are not required to do so, and/or (2) recruit group members for completing assignments. 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)

<table>
<thead>
<tr>
<th>Digital Curation Journal</th>
<th>Due Date (day/mm/dd/yyyy)</th>
<th>Max. Pts (% Grade)</th>
<th>1 MSIS Program Outcome #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Curation in Practice: Scenario 1 or 2</td>
<td>Friday 02/18/2022</td>
<td>20 (20%)</td>
<td>--</td>
</tr>
<tr>
<td>Digital Curation in Practice: Scenario 3 or 4</td>
<td>Friday 03/11/2022</td>
<td>20 (20%)</td>
<td>--</td>
</tr>
<tr>
<td>Digital Curation in Practice: Scenario 5 or 6</td>
<td>Friday 04/22/2022</td>
<td>20 (20%)</td>
<td>--</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>60 (60%)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date (day/mm/dd/yyyy)</th>
<th>Max. Pts (% Grade)</th>
<th>1 MSIS Program Outcome #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Curation in the News</td>
<td>Friday 02/11/2022</td>
<td>5 (5%)</td>
<td>--</td>
</tr>
<tr>
<td>Cover Letter (aka Hire Me!)</td>
<td>Monday 03/07/2022</td>
<td>5 (5%)</td>
<td>--</td>
</tr>
</tbody>
</table>
Digital Image Capture | Friday 02/28/2022 | 30 (30%) | 6
Digital Repository Review | Friday 03/25/2022 | 10 (10%) | --
Data Curation Profile | Friday 04/01/2022 | 30 (30%) | 1, 6
Data Management Plan | Friday 04/01/2022 | 30 (30%) | 6
Coffee with Carolyn | Flexible (Must meet on/by 04/08/22) | 5 (5%) | --
1 Tool Assessment and Demo | Monday 04/25/2022 | 30 (30%) | 8
2 Digital Curation in a Nutshell | Monday 04/25/2022 | 25 (25%) | 1
Funder Identification | Friday 04/29/2022 | 15 (15%) | --
Position Paper | Monday 05/02/2022 | 30 (30%) | 5
Annotated Bibliography | Monday 05/02/2022 | 35 (35%) | 9
Literature Review | Monday 05/02/2022 | 40 (40%) | 9
Webinar | Flexible (Must submit by 05/09/22) | 10 (10%) | --
Crowd Source Transcription | Flexible (Must submit by 05/09/22) | 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:

<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 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](http://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.

Are you still reading this syllabus? This is me letting you know I am more flexible on deadlines than the preceding paragraph implies. I can be flexible ... never hesitate to ask if you need more time on an assignment.

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
e-mail 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 for
those I see on Mondays in INSC 562-001/002). 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 to schedule an appointment. We can meet via Zoom, over the phone or in my
office (for students located in/around Knoxville).

**Class Attendance and Participation Policy:**

**Synchronous Classes for INSC 562-001/002**

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 562-003/004 recorded lecture. You
may also contact classmates to receive additional guidance on the missed content.

**Recorded Lectures for INSC 562-003/004**

Watching recorded lectures is required and necessary. And traceable (I will know if you did or did not
watch a lecture through Canvas magic).

**Everyone: Asynchronous Activities**

You are also required to complete all Asynchronous class activities. Failure to do so may result in point
and/or final letter grade reduction if a pattern emerges (and patterns ... yikes, who needs them? Again,
just checking to see if you are reading this syllabus by a bad attempt at humor).

**But What if I can’t attend live or complete a recorded lecture or asynchronous activity?**

Things happen (like, I don’t know, a pandemic!). 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).
Active Engagement
Class participation is a valued aspect of this course. Whether discussions take place in class (for 001-002’ers) 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. For those in INSC 562-001/002, be considerate of your classmates by arriving to class on time; and for everyone, complete the required readings and viewings, and be an active participant in class-related activities and discussions on Canvas.

Class Cancelling Guidelines
For those in INSC 562-001/002, if it is necessary to cancel a synchronous Monday class session, every effort will be taken to do so in advance. Look for e-mail announcements sent by me via Canvas. If UT cancels classes, such as for bad weather, SIS will cancel classes as well, even though we meet online. In the event a Monday class session is cancelled, you should watch the recorded lecture made for INSC 562-003/004. 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. Still reading??? Onward to the COURSE OVERVIEW (begins on the next page).
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: Lecture, either via Zoom (Synchronous) for INSC 562-001/002 or recorded (Asynchronous) for INSC 562-003/004; and B: Asynchronous Activity (for everyone). The Asynchronous Activity (B) should be completed after the respective week’s Lecture (A). The recorded lecture for INSC 562-003/004 will be posted on/by 5pm on Mondays.

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 readings and asynchronous activity. 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 (which may also take the form of “viewings” for multimedia materials) are posted to the respective week’s Canvas Module. 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 lecture should be read before you attend class (for those in 562-001/002), or before you watch the recorded lecture (for those in 562-003/004).

WEEK 1: COURSE OVERVIEW

Objectives:
• Review syllabus and identify course objectives and expectations.
• Review other course materials, including assignments and Canvas site.

1A: Lecture
• Date/Time: Monday, January 24, 2022
• No required readings assigned

1B: Asynchronous Activity
• To be completed on/by Friday, January 28, 2022 (11:59 pm EST)
• 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 development of information and communications technology (ICT), and emerging calls for digital curation solutions.

2A: Lecture
• Date/Time: Monday, January 31, 2022
• See Canvas Module for required and optional readings

2B: Asynchronous Activity
• To be completed on/by February 4, 2022 (11:59 pm EST)
• See Canvas Module for detailed instructions

Assignment(s)
• No assignment due

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: Lecture
• Date/Time: Monday, February 7, 2022
• See Canvas Module for required and optional readings

3B: Asynchronous Activity
• To be completed on/by Friday, February 11, 2022 (11:59 pm EST)
Assignment(s) • [Ala Carte] Digital Curation in the News (due Friday, February 11, 2022 - 11:59 pm EST)

WEEK 4: DATA, FILE FORMATS & STORAGE MEDIA

Objectives: • Describe 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: Lecture • Date/Time: Monday, February 14, 2022
• See Canvas Module for required and optional readings

4B: Asynchronous Activity • To be completed on/by Friday, February 18, 2022 (11:59 pm EST)
• See Canvas Module for detailed instructions

Assignment(s) • [Mandatory] Digital Curation in Practice: Scenario 1 or 2 (due Friday, February 18, 2022 - 11:59 pm EST)

WEEK 5: OAIS, PAIMAS & METADATA

Objectives: • Identify functional components and stakeholder roles in the OAIS Reference Model; specifically, describe key issues to be negotiated at the ingest stage.
• Identity widely adopted digital repository platforms.
• Define preservation metadata.

5A: Lecture • Date/Time: Monday, February 21, 2022
• See Canvas Module for required and optional readings

5B: Asynchronous Activity • To be completed on/by Friday, February 25, 2022 (11:59 pm EST)
• See Canvas Module for detailed instructions

Assignment(s) • No assignment due

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: Lecture • Date/Time: Monday, February 28, 2022
• See Canvas Module for required and optional readings

6B: Asynchronous Activity • To be completed on/by Friday, March 4, 2022 (11:59 pm EST)
• See Canvas Module for detailed instructions.

Assignment(s) • [Ala Carte] Digital Image Capture (due Monday, February 28, 2022 - 11:59 pm EST)

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: Lecture | • Date/Time: Monday, March 7, 2022  
• See Canvas Module for required and optional readings |
| --- | --- |
| 7B: Asynchronous Activity | • To be completed on/by Friday, March 11, 2022 (11:59 pm EST)  
• See Canvas Module for detailed instructions. |
| Assignment(s) | • [Ala Carte] Cover Letter (aka Hire Me!) (due Monday, March 7, 2022 - 11:59 pm EST)  
• [Mandatory] Digital Curation in Practice: Scenario 3 or 4 (due Friday, March 11, 2022 - 11:59 pm EST) |

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**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: Lecture | • Date/Time: Monday, March 21, 2022  
• See Canvas Module for required and optional readings |
| --- | --- |
| 8B: Asynchronous Activity | • To be completed on/by Friday, March 25, 2022 (11:59 pm EDT)  
• See Canvas Module for detailed instructions. |
| Assignment(s) | • [Ala Carte] Digital Repository Survey (due Friday, March 25, 2022 - 11:59 pm EDT) |

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**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: Lecture | • Date/Time: Monday, March 28, 2022  
• See Canvas Module for required and optional readings |
| --- | --- |
| 9B: Asynchronous Activity | • To be completed on/by Friday, April 1, 2022 (11:59 pm EDT)  
• See Canvas Module for detailed instructions. |
| Assignment(s) | • [Ala Carte] Data Curation Profile (due Friday, April 1, 2022 - 11:59 pm EDT)  
• [Ala Carte] Data Management Plan (due Friday, April 1, 2022 - 11:59 pm EDT) |

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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.

| 10A: Lecture | • Date/Time: Monday, April 4, 2022  
• See Canvas Module for required and optional readings |
| --- | --- |
| 10B: Asynchronous Activity | • To be completed on/by Friday, April 8, 2022 (11:59 pm EDT)  
• See Canvas Module for detailed instructions. |
Assignment(s) • Last chance to complete Ala Carte assignment, Coffee With Carolyn on/by Friday, April 8, 2022 (4:59 pm EDT).

### 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: Lecture**
- Date/Time: Monday, April 11, 2022
- See Canvas Module for required and optional readings

**11B: Asynchronous Activity**
- No activity assigned (April 14-15, 2022 is No Class Day/Spring Recess)

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

### WEEK 12: COSTS OF CURATION

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

**12A: Lecture**
- Date/Time: Monday, April 18, 2022
- See Canvas Module for required and optional readings

**12B: Asynchronous Activity**
- To be completed on/by Friday, April 22, 2022 (11:59 pm EDT)
- See Canvas Module for detailed instructions.

**Assignment(s)**
- [Mandatory] Digital Curation in Practice: Scenario 5 or 6 (due Friday, April 22, 2022 - 11:59 pm EDT)

### WEEK 13: CLASS PRESENTATIONS

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

**13A: Lecture**
- Date/Time: Monday, April 25, 2022
- See Canvas Module for required and optional readings

**13B: Asynchronous Activity**
- To be completed on/by Friday, April 29, 2022 (11:59 pm EDT)
- See Canvas Module for detailed instructions.

**Assignment(s)**
- [Ala Carte] Tool Assessment & Demonstration (due Monday, April 25, 2022 - 9:00 am EDT)
- [Ala Carte] Digital Curation in a Nutshell (due Monday, April 25, 2022 - 9:00 am EDT)
- [Mandatory] Funder Identification (due Friday, April 29, 2022 - 11:59 pm EDT)

### WEEK 14: WRAP-UP

**Objectives:**
- Revisit course outcomes and share key impressions from the course.
- Continue peer presentations for those completing Tool Assessment and Demonstration or Digital Curation in a Nutshell assignments, as needed.
- Did you read the syllabus all the way through, word for word? If so, great! You get an extra credit point (just email me on/by January 31st with subject line Shady, and tell me the names of my two dogs in the message (these were shared earlier in the course overview portion of the syllabus).

**14A: Lecture**
- Date/Time: Monday, May 2, 2022
- See Canvas Module for required and optional readings
### 14B: Asynchronous Activity
- To be completed on/by Friday, May 6, 2022 (11:59 pm EDT)
- See Canvas Module for detailed instructions.

### Assignment(s)
- [Ala Carte] Position Paper (due Monday, May 2, 2022 - 11:59 pm EDT)
- [Ala Carte] Annotated Bibliography (due Monday, May 2, 2022 - 11:59 pm EDT)
- [Ala Carte] Literature Review (due Monday, May 2, 2022 - 11:59 pm EDT)

### WEEK 15: NO CLASS, BUT ...

#### Objectives:
- The last day of classes for the semester is Tuesday, May 10, 2022.
- We will NOT meet that Monday (May 9, 2022).
- Instead, use the time to complete any outstanding assignments.

#### 14A: Lecture
- N/A

#### 14B: Asynchronous Activity
- N/A

#### Assignment(s)
- Last Chance to submit:
  - [Ala Carte] Webinar (due Mon. day, May 9, 2022 - 11:59 pm EDT)
  - [Ala Carte] Crowd Source Transcription (due Monday, May 9, 2022 - 11:59 pm EDT)