IRLS515-011 Information Organization

Updated Mon, 08/24/2009 - 19:00

COURSE NAME, NUMBER AND PREREQUISITES:

This course is a core course for the SIRLS Master degree. [Prerequisite: IRLS 504 or consent of the instructor.] The syllabus is under revision and will not become official until the start of the term.

Instructor: Ramona Holmes

COURSE DESCRIPTION:

Introduction to theories and practices that are used in the organization of information. Overview of national and international standards and practices for access to information in collections.

COURSE OBJECTIVES:

Successful completion of this course will help students achieve the A1, A2, A3, B1, B2, B3, B4, C1, C2 and C3 competencies outlined at [http://sirls.arizona.edu/about/studentCompetencies](http://sirls.arizona.edu/about/studentCompetencies). More specifically, by the end of the semester, students will be able to:

- Understand the existing and new challenges involved in organization of information.
- Define a number of approaches that have been used to organize information in different settings and for different purposes.
- Describe the main theories of information organization in library setting.
- Demonstrate basic skills in controlled vocabularies.
- Demonstrate basic skills in database creation.
- Articulate the similarities and differences between foundational concepts such as a thesaurus, ontology, authority file, subject heading list, and library classification scheme.
- Demonstrate basic knowledge of at least two metadata standards.

REQUIRED COURSE MATERIALS:

- Taylor, Arlene. 2004. The Organization of Information. Englewood, CO: Libraries Unlimited. [This text offers a rather comprehensive coverage on topics related to the organization of information with library school students as the target audience.]
- Other course readings are online. Students will be able to access them without a fee.

COURSE REQUIREMENTS:

Students are expected to complete all reading assignments. A discussion question will be posted each week. Students are expected to participate in each discussion on D2L. The instructor will monitor and contribute to the discussions as it will be the forum for participation.

Students will complete three assignments.

1. Encoding Standards & Metadata Schema
2. Controlled Vocabulary
3. Database

**COURSE, SCHOOL, AND UNIVERSITY POLICIES:**

**Academic Code of Integrity**

Students are expected to abide by The University of Arizona Code of Academic Integrity. 'The guiding principle of academic integrity is that a student's submitted work must be the student's own.' If you have any questions regarding what is acceptable practice under this Code, please ask an Instructor.

**Accommodating Disabilities**

The University has a Disability Resource Center. If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disability Resource Center and request that the DRC send me, the Instructor, official notification of your accommodation needs as soon as possible. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

**Assignment Policies**

*Put your own material for the stuff in red>*

- **How to submit your assignments:** How do you want students to submit assignments? Do you want them to include any particular identifying information on their assignments? Will assignments be returned to them, or will they just see a posted grade? Anything else that they'd need to know?
- **Assignment due dates:** Since the Course Schedule section (above) will spell out specific due dates, this section is used to describe any late penalties and any particulars about exactly when items are due (e.g. "Surface-mailed assignments must be postmarked no later than the stated due date.")
- **Writing style:** Are students supposed to use any particular writing style, such as APA or Chicago Manual? Are there any on-line writing resources that might be helpful to your students as they prepare their assignments? What if English is not their native tongue...is help available to them?
- **Late Policy**

**Incompletes**

The current Catalog reads

The grade of I may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than I must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the term ... If the incomplete is not removed by the instructor within one year the I grade will revert to a failing grade.

**GRADING:**

Grading breakdown:

1. Assignments (60%); each 20%
2. Final Exam: 25%
3. Participation: 15%

**Assignment of Course Grades**

Course grades will be assigned as follows:
A=90+ (Superior Work)
B=80-89 (Very Good)
C=70-79 (Marginally Satisfactory)
F=0-69 (Failed to meet requirements)

**INSTRUCTOR NAME AND CONTACT ADDRESSES:**

Ramona Holmes, Coordinator, Information Organization

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University of Texas @ Arlington Library

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Arlington, TX 76019

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**Courses**

- **Syllabi**
  - Fall 11
  - Summer 2011
  - Spring 11
  - Fall 10
  - Summer 10
  - Winter 10-11
  - Spring 10
  - Winter 09 10
  - Fall 09
  - Summer 09
  - Spring 09
  - Winter 08 09
  - Fall 08
    - IRLS506-001 Research Methods
    - IRLS506-011 Research Methods
    - IRLS515-001/010 Organization of Information
    - IRLS515-011 Information Organization
    - IRLS520-001 Ethics for Library and Information Professionals
    - IRLS520-010 Ethics for Library and Information Professionals
- IRLS521 Children’s and Young Adult Literature in a Multicultural Society
- IRLS524
- IRLS532-001 Online Searching
- IRLS532-010 Online Searching
- IRLS550 Information Environments from Hispanic and Native American Perspectives
- IRLS560
- IRLS561 Academic Libraries Practice and Administration
- IRLS563 Readers' Advisory Services in Public Libraries
- IRLS571 - 001/010
- IRLS572-010 Government Information
- IRLS573-010 Information Technology in Libraries
- IRLS575-791 User Interface and Web Site Design
- IRLS588 Issues in Indigenous Information Services
- IRLS608 Planning and Evaluation of Libraries and Information Centers
- IRLS622-010 Information Quality
- IRLS675 Advanced Digital Collections
- IRLS688: Books and Society: From the Late Middle Ages to Early Cyberspace

- Archive of Old Syllabi
- Schedules
- Core Courses
- Course Delivery Options
- Course Descriptions
- Distributed Electives
- Individual Studies: Internships, Independent Studies & Practica
- Registration
- Required first course: IRLS504
- Suggested Courses by Specialization
- Suggested Out of Department Courses
- Workload

Guided exploration

Click a term to initiate a search.

Audience
- for Students (92)
- for Faculty (28)
- for Alums (24)
- for Staff (17)
- for Prospective Students (7)
- more...

Course
- IRLS417 (2)
- IRLS418 (1)
- IRLS432 (1)
- IRLS470 (2)
- IRLS488 (6)
- more...
People
- Adjunct Faculty (152)
- Faculty (150)
- Staff (17)
- Friends (6)

Semester
- Fall 11 (29)
- Summer 11 (27)
- Spring 11 (30)
- Winter 10 11 (1)
- Fall 10 (20)

Task
- Choosing Courses (27)
- Advising (5)
- Applying (5)
- Registering (2)
- Submitting Final Paperwork (2)

Topic
- Index (33)
- Masters (33)
- Research (20)
- Knowledge River (16)
- News (14)

Related categories

Course: IRLS515
People: Adjunct Faculty » Holmes
Semester: Fall 08

Guided keyword

Search More options

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