IRLS671 Introduction to Digital Collections

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

COURSE NAME, NUMBER AND PREREQUISITES:

IRLS 671 Introduction to Digital Collections

For M.A. students taking this course as an elective, IRLS 504 is the sole prerequisite for this course. For DigIn students, there is no prerequisite. Students with advanced computer skills are welcome, but the course content assumes that students are aiming to be advanced users and consumers of library technology and not programmers or system administrators.

Instructor: Peter Botticelli

COURSE DESCRIPTION:

This course is part of the Evaluation distribution for SIRLS M.A. electives, and is intended for all M.A. students with an interest in new, emerging types of digital collections within libraries, archives and museums. For the DigIn certificate program, this course serves as a foundation for understanding the impact of technology on the contents and uses of collections across many professional and cultural domains. 671 also serves as an introduction to the emerging field of digital curation, which is concerned with collecting, providing access to, and preserving all forms of digital information having long-term value as archives, research data, or cultural heritage.

COURSE OBJECTIVES:

The course focuses on basic management problems and policy issues faced by information professions as they seek to build and add value to digital collections across the document lifecycle, from creation to access to long-term preservation.

REQUIRED COURSE MATERIALS:

All readings for this course are available online. The majority can be accessed openly on the Web, or through D2L. Others can be accessed through the UA Library e-journal databases.

COURSE REQUIREMENTS:

The course is taught entirely online, using the D2L platform. It is also taught asynchronously, so students are not be required to log in at any specific time. But this is not a self-paced course. Students are expected to keep up with the
weekly schedule listed in the syllabus. Also, students should plan to log in to D2L more than once a week, and to check their email regularly, especially as minor adjustments are likely to be made to the syllabus during the semester.

The course content is divided into 14 units, with each unit lasting one week, starting on Monday. At the start of each unit, the instructor will post a lecture on that week's topic along with notes giving feedback and updated information about the course. As a guideline, the lecture and accompanying readings for each unit should be read within four days, giving you three days to complete each week's mandatory discussion assignment.

The weekly discussion assignment involves class participation through a D2L forum that will be set up for each unit. Each week the instructor will post one or more questions as a starting point for class discussion, and students are free to respond to these questions or to pose their own reflections on the course content each week.

Finally, students will be asked to complete a semester project, working individually or as part of a group, the contents of which will be announced and discussed early in the semester.

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 Instructions and Deadlines

The weekly discussion assignment will all have a specific due date; this means that each student's posting should be available in the appropriate discussion forum by the stated deadline, and the submission date recorded by D2L must be no later the deadline. This semester, each weekly unit will begin on Tuesday. Therefore, all assignments for the previous unit will be due on Monday.

Late assignments will carry a penalty of 1 point per day, with a maximum penalty of three points. Since D2L is subject to periodic outages, I will not count an assignment as late unless it is time stamped for later than 12 noon on Tuesday.

Exceptions to the deadline policy will be made if (a) a legitimate emergency arises—and which must be documented, or (b) if you email me before the deadline (that is, before the assignment is late) and ask for an extension. I consider these requests on a case-by-case basis, though I generally approve one or two extensions per student per semester.

Normally, I will not approve an extension if it is not requested in advance of the due date. This is because I regard planning to be an essential factor in online learning—including planning for those times when your schedule is likely to make it difficult to keep up with the syllabus. As we move forward through the semester I strongly urge you to contact me as soon as possible if you find yourself falling behind for any reason. I am very willing to consider adjustments to the weekly schedule to accommodate students’ individual needs, if I am informed of the need for such changes in a timely manner.

Communicating Online

Given the importance of text in online learning, all assignments for this course will be graded not only on intellectual
content but also on writing style and presentation. Thus, norms of graduate level writing, including appropriate organization, standard grammar and spelling, and citation of resources, are expected in this class. Problems will be indicated in returned assignments, but the instructor will not edit students’ work. For advice on improving writing style, students should make an appointment to consult the instructor.

Extra help in improving writing is available through the Writing Center http://web.arizona.edu/~uawc/. The following Web sites offer excellent advice as well: The OWL at Purdue University (owl.english.purdue.edu) and Paradigm Online Writing Assistant (www.powa.org).

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:

The final grade for the course will be based on the following elements:

Weekly quizzes: 300 points  
(13 quizzes worth 25 points each, with the lowest score dropped.)

Class participation: 300 points  
(25 points per 13 weeks, with lowest score dropped.)

Note: For both the quizzes and class participation, you will be required to complete assignments for all 13 weeks, even though the lowest scores will be dropped. Thus, if you fail to turn in one quiz, that one will count as zero and your second lowest quiz score will be dropped.

Semester Project: 600 points  
(Details on grading will be forthcoming.)

Semester Total: 1200 points

INSTRUCTOR NAME AND CONTACT ADDRESSES:

Contacting the Instructor

Teaching is more than presenting information. It includes guiding the learning process, and helping students acquire skills as well as knowledge. Students should never hesitate to contact the instructor whenever they have concerns about how well they are doing. Not only will this help the students get assistance they need, it will also provide valuable feedback as to how the course can be improved.

For questions that may be of general interest to the class, please use my instructor’s discussion forum in D2L. For more specific questions about the class, or to discuss matters that are personal in any way, please use my D2L email account:

peter.botticelli@d2l.arizona.edu

If for some reason D2L isn’t working, you may also use my UA email account:

pkb@email.arizona.edu
Also, if at any time you are in Tucson, feel free to make an appointment for a face-to-face meeting.
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)
  more...