IRLS 675 Advanced Digital Collections (Fall 2010)

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COURSE NAME, NUMBER AND PREREQUISITES:

IRLS 675 Advanced Digital Collections
Instructors: Bruce Fulton, Peter Botticelli

DRAFT version 3/18/2010 - Subject to revision

The prerequisite for this course is IRLS 672 (Introduction to Applied Technology). Master's level students must also have completed IRLS 504.

COURSE DESCRIPTION:

This three-credit course is one of six required for completion of the Certificate in Digital Information Management (DigIn). It is also available as a distributed elective in the SIRLS Master's program.

This course will provide an in-depth look at the processes involved in building and managing digital collections and institutional repositories. The course will have a strong hands-on component in which students will apply advanced resource description methods to a collection, and then build a prototype repository along with a basic access system. Students will also analyze and discuss case examples of digital collections, focusing on technology management issues and organizational strategies for building digital collections.

COURSE OBJECTIVES:
This is a two-part course. One part, taught by Bruce Fulton, involves a series of hands-on technology labs that will give students an introduction to some of the applications and technologies that are being used to create and manage digital resources today. The other part, taught by Peter Botticelli, focuses on management and policy issues related to digital collections, giving students a broad look at the current state of the art in technology and organizational practices for managing digital information.

REQUIRED COURSE MATERIALS:

All readings for the case assignments will be freely available on the Web, through the UA Library e-journals collections or in the content section of D2L.

We will use virtualization software to conduct hands-on assignments. Student licenses for the required virtualization software may be made available at no cost during the first week of class thanks to a vendor-sponsored academic program, however students should be prepared to purchase a student license should terms of our participation in the vendor-sponsored academic program change. In any case, the cost of any necessary software will not exceed amounts typically spent on textbooks. Additional details will be provided during the first week of class. Check with the instructor before making any software purchases.

The primary computer you use for the course must be either a Windows machine (Windows XP or Vista or Windows 7) or an Intel-based Mac (OS-X v10.3 or higher). Older versions of the Mac running the PowerPC chip will not work nor will older versions of the Windows operating system. The software we will use won’t run on older versions of these platforms. This computer must be reliable. We will install virtualization and remote desktop client software on it that will allow you to create one or more virtual computers running the Linux operating system, so you must have administrator rights on your computer. You should already have or be able to install plug-ins such as Flash and Java. You’ll also need recent versions of Internet Explorer, Firefox or Safari as your web browser.

You should also have adequate RAM to run multiple programs. You will need a minimum of 1GB RAM for Mac and Windows XP systems, and 2GB RAM for Windows Vista/7 systems. Depending on individual configurations, you may need to install more than these minimums.

Because many of the resources we will use are large (up to 1GB downloads, and more in some cases), you MUST HAVE reliable BROADBAND connectivity to your Internet service provider. Most cable or DSL connections will be adequate. Download speeds of one megabit or more are preferred. Slower connections will lengthen the time it takes to acquire the necessary files. Standard telephone-based modem connectivity will not be a practical way to acquire the necessary files.

You will need adequate disk space to install some new software and virtual machines you create on your computer. In IRLS672, you created one 4GB virtual machine, however in IRLS675, you will create four to five additional virtual machines at approximately 4GB per virtual machine. If you don’t have at least 20GB of free disk space, you may need to consider acquiring a second hard drive, either internal or USB external, or a USB flash drive of at least 20GB capacity.

Because several different application configurations will be explored over the semester with differing requirements, use of the optional demo system acquired in IRLS 672 may not be practical, and all students should count on completing the assignments using virtual machine technology. However, students with demo systems are encouraged to continue experimenting with them, and optionally, using them to develop a personal repository.

COURSE REQUIREMENTS:

This is an online virtual course that uses the D2L learning management system plus some external applications such as a student-selected blog platform.

The course is taught asynchronously, so you are not required to log in at any specific time. But this is not a self-paced course, so students are expected to keep up with the weekly discussions and assignments. Students should plan to log in to D2L several times each week and check their email regularly.

In the hands-on technology portion of the course, students will be guided through a set of exercises involving the building of a repository, metadata creation, and the building of access systems for digital collections.

The management portion of the course will involve one or more case examplea per week of a working digital collection and other readings as assigned. As a graded assignment, students will be expected to read and discuss the case with the
class in a discussion forum.

For both portions of the course, content for each unit will be uploaded by Monday of each week, with all assignments due the following Tuesday by 11:00pm.

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 the Instructor official notification of your accommodation needs as soon as possible. Please plan to discuss accommodations in advance of the course start including how course requirements and activities may impact your ability to fully participate.

Assignment Policies

All weekly assignments for both the Management and Technology portions of the course, posted on Mondays, will be due each following Tuesday by 11:00pm or otherwise as announced. All assignments are due on the day and time indicated. Late assignments will not be accepted without a grade penalty except in documented extreme cases involving circumstances beyond the student's control. Late assignments may be penalized one or more letter grades at the instructor's discretion.

Incompletes

This course and the previous course, Introduction to Applied Technology, are the foundation for success in the DigIn program, so it is definitely in your best interest to complete the course on schedule. Incompletes will not be given except in documented extreme cases involving circumstances beyond the student’s control.

Incompletes are strongly discouraged and are generally not available, due to the hands-on nature of the lab work and the importance of shared group experience.

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.

Workload

All DigIn certificate courses are required to meet or exceed the Arizona Board of Regents (ABOR) guidelines for hours of expected work. ABOR requires a minimum of 135 hours of work for a 3-credit course. As a rule of thumb, students should expect to spend a minimum of 9-10 hours per week over the duration of this course. Most students report needing to spend a greater amount of time on this course compared to other master's level courses they have taken.

GRADING:
Technology exercises

Weekly exercises - All assignments completed on time. Where applicable, the writing is clear, concise and relatively free of grammatical and spelling errors. Evidence is provided that the hands-on portions of the assignment were completed and documented.

Class participation - The student blog is updated at least weekly. Blog entries are responsive, articulate, topical and on time. Weekly posts on assigned discussion topics and responses are frequent, well articulated, timely and responsive.

Project paper – The paper is responsive to the assignment and addresses required points of discussion. The paper conforms to norms of graduate level writing and is free of grammar and spelling errors.

Case exercises

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/](http://web.arizona.edu/~uawc/). The following Web sites offer excellent advice as well:

The OWL at Purdue University: [http://owl.english.purdue.edu/](http://owl.english.purdue.edu/)

Chuck Guilford, Paradigm Online Writing Assistant: [http://www.powa.org/](http://www.powa.org/)

Grading Scale

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

Weekly case assignment: 300 points total
(12 assignments worth 25 points each.)

Technology exercises: 700 points total
200 points – Class participation including timely discussion, blog and other course components as assigned
200 points – Satisfactory and timely completion of hands-on technology assignments, usually weekly
300 points – Final project

Course Total: 1000 points

Grade Scale:
900-1000 points = A
800-900 points = B
700-800 points = C
600-700 points = D

INSTRUCTOR NAME AND CONTACT ADDRESSES:

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 either 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 the instructors’ discussion and activity forums in D2L. For more specific questions or to discuss matters that are personal in any way, please use our UA email accounts:
Also, if 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...

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