University of Kentucky
School of Library & Information Science (SLIS)

LIS 602: Information Representation and Access
Fall 2013 (August 28 to December 13)

**Instructor**
Youngseek Kim
Assistant Professor
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Phone: (859) 218 – 2295
Email: youngseek.kim@uky.edu

**Office Hours**
Tuesdays & Thursdays: 10:00 a.m. – 12:00 p.m.
and by appointments
*(Virtual office hours are available during the\r\nregular office hours via Adobe Connect)*

**Course Information**
This is an online course. Please visit [https://elearning.uky.edu/](https://elearning.uky.edu/) (Blackboard) for course homepage.

**COURSE DESCRIPTION**
This course provides an introduction to principles and practices of information description, organization, access and retrieval by examining the representation of information through metadata records, indexes, and abstracts as well as the operations, standards, tools, systems of categorization, bibliographic systems and methods of organizing and retrieving information sources.

**STUDENT LEARNING OUTCOMES**
After successful completion of this course, students will be able to:

1. Demonstrate a clear understanding of the basic principles and practices of information description, organization, access and retrieval
2. Examine and apply subject analysis, indexing, vocabulary control, categorization, and classification in information description and organization
3. Define and explain the nature, attributes, structures, and varieties of information resources and the various tools used to create descriptions and representations
4. Apply methods, techniques, and standards for organizing and retrieving information resources

**COURSE MATERIALS**

*Required Textbook:*

*Additional readings:*
There will be additional readings to the textbook, and they will be made available on the Blackboard course site.

**COURSE CONDUCT**
The course includes online lectures (PPT slides), online discussions and exercises, assignments, and exams. As this is an online course with no set meeting times, the question arises when are assignments
due each week. For the purposes of this class we will treat Monday as the first day of class each week. Also, readings should be completed by at least Wednesday in order to participate in online discussions. I will put up course notes (PPT slides) no later than midnight on Sunday of each week. Regarding the weekly discussion, you need to answer some discussion questions and discuss them (see more information below). The discussion board is asynchronous, meaning that you can join in the discussion whenever it is convenient for you to do so.

**Blackboard as the Main Platform of the Course**

This class uses Blackboard as a required and main part of the course. Teaching materials (syllabus, course notes, discussions, assignments, resources, etc.) will be made available in the Blackboard. All assignments should also be submitted to the Blackboard. Students can check grading status and progress in the Blackboard. Please visit the Blackboard Information Pages at [http://wiki.uky.edu/Blackboard/](http://wiki.uky.edu/Blackboard/) to learn about the Blackboard. For technical support, call the UKIT Service Desk at (859) 218-HELP (4357) or email helpdesk@uky.edu.

**Communications:**

All course related communications (online discussions, queries on assignments, etc.) will occur within the Blackboard. Please post your questions on the Blackboard discussion board because other students may have the same questions and receive the benefits from answers. Important announcements will be made inside the Blackboard. Students thus are required to check Blackboard on a regular basis. Failure to receive such announcements cannot be used as an excuse for not being informed.

I welcome emails sent to my UKY.EDU email account and/or Blackboard Course Messages account. I prefer to use the Blackboard Course Messages in order to keep all course related emails in one place to facilitate communication; however, please feel free to send me any email message to my UKY.EDU email account. Please do not expect an immediate response on your email message. However, in ordinary circumstances, it is expected that the instructor will respond within 24 hours during weekdays. Please expect a delay during weekends and holidays.

**METHODS OF ASSESSMENT**

Your final grade is determined by your performance on the items in the table below. Two assignments (Thesaurus Construction and Metadata Creation) will be assigned as the course continues. There will be two exams at the middle and end of this course. Lastly, we will have a weekly online discussion.

<table>
<thead>
<tr>
<th>Type</th>
<th>Topic</th>
<th>Points</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>Thesaurus Construction</td>
<td>30.0</td>
<td>50.0</td>
</tr>
<tr>
<td></td>
<td>Metadata Creation</td>
<td>20.0</td>
<td></td>
</tr>
<tr>
<td>Exams</td>
<td>First Exam</td>
<td>10.0</td>
<td>20.0</td>
</tr>
<tr>
<td></td>
<td>Second Exam</td>
<td>10.0</td>
<td></td>
</tr>
<tr>
<td>Participation</td>
<td>Online Discussions</td>
<td>30.0</td>
<td>30.0</td>
</tr>
<tr>
<td></td>
<td>(2 points per each week)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>100.0</strong></td>
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**Thesaurus Construction and the Metadata Creation:**

I will grade the thesaurus construction and metadata creation assignments based on the criteria below:

- Substantial content
- Consistent syntax
- Exhaustively
- Insights into the subject/object
- Clarity/focus/organization of writing
**Online Discussions:**
Students are expected to participate in the weekly discussion (or exercise) via the Blackboard Discussions. I will pose several discussion questions (and/or one or two exercises), so you can have the discussions based on the questions (and/or exercises). In addition, there will be a course content discussion thread, where you can talk about each week’s course material.

The discussion will start on Monday morning, and it will end on the following Sunday night. I will leave the discussion forum open later, but I am going to evaluate your postings during the week ONLY. You can earn up to 2.0 points for each week’s discussion (and/or exercises). You can earn up to 0.5 point for any valuable posting regarding the discussion questions which are posed for each week, your own question regarding each week’s course content, answers for the questions posed by other students. This means that you need to post at least 4 posting a week in order to get 2.0 points for that week.

A valuable posting or quality posting includes a substantive and thoughtful contribution to each week’s discussion topics, during that week. No credit will be given for posts that occur after the week. A quality posting is both substantive (in most instances this means at least 100 words) and thoughtful ("I agree with the author" only is not a credit-worthy response). Also, please write each discussion posting concisely (100 to 300 words – 1 or 2 paragraphs). I encourage you to complete your discussion posts and other work in Word and then paste it to Blackboard. If you compose online and there is a technology-related failure, you will likely lose your work.

**Grade Expectations:**
Grades are based on the quality of the submitted work, not upon how well others performed. The following are grade expectations and divisions.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Expectation</th>
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<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>E</td>
<td>0% - 69%</td>
</tr>
</tbody>
</table>

Exceptional Achievement
High Achievement
Average Achievement
Failing

Very often in the assignments and project, you need to offer opinions. Simply stating your opinion does not constitute a complete response. You must support any opinion with arguments and evidence. For example, the question “compare and contrast different organization structures” might be interpreted by a student as follows (note the associated grades A, B, C, or E):

- A: Describe commonly used organization structures, noting where they are similar and different. Identify the important characteristics of an organization structure and systematically evaluate each of the listed organization structures on these dimensions. Suggest situations in which each might be most or least appropriate.
- B: Describe commonly used organization structures, noting where they are similar and different.
- C: Describe commonly used organization structures, one at a time.
- E: Write down anything you can think of about organization structure in no particular order. Avoid giving conclusions, but if you do, be sure they are not supported by anything you have written.

**Late assignment policy:**
Some of the assignments will be discussed in following week’s online discussions after the assignments are due. Most assignments will help build a base for future assignments and the project. Thus all assignments should be turned in on time as specified. An overdue assignment will get a penalty of 20% of
total points for each day late. No assignment and project will be accepted after five days.

RE-GRADING REQUESTS

The grade for each assignment is recorded in the Blackboard before the assignment is returned to the student. It is a student’s responsibility to ask questions or request re-grading of an assignment within five business days from the time the assignment is returned. No re-grading requests will be accepted after the five business day period.

ETHICS & POLICIES

Excused Absences and Verification: Please refer to Student Rights and Responsibilities, Part II, Section 5.2.4.2 (http://www.uky.edu/StudentAffairs/Code/part2.html) for UK’s policy on excused absences. You can request verification for excused absences.

Excused absences include (as defined at the web site above):
- Significant illness of student or serious illness of household member or immediate family
- Death of a household member or immediate family
- Trips for members of student organizations, class excursions or participation in intercollegiate athletic events
- Major religious holidays
- Any other circumstance that the instructor finds reasonable cause for nonattendance

Academic Accommodations: If you have a documented disability that requires academic accommodations, please see me as soon as possible. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, jkarnes@uky.edu) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

Academic Integrity, Cheating and Plagiarism: You are expected to submit your own original work for all assignments in this course. See the home page for the Office of Academic Ombud Services (http://www.uky.edu/Ombud) for a definition of plagiarism, how to avoid plagiarism and UK’s new academic offense policy. Please refer to Student Rights and Responsibilities, Part II, Section 6.3 (http://www.uky.edu/StudentAffairs/Code/part2.html) for UK’s policy on academic integrity.

Classroom Behavior, Decorum and Civility: Please be respectful to others in the class and engage in civil discourse when we discuss topics that have a diversity of perspectives. Please help me maintain the most courteous environment by using a little peer pressure if necessary.

TECHNOLOGY INFORMATION & RESOURCES

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students: https://iweb.uky.edu/MSDownload/.
As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact UKIT.

**Information Technology Customer Service Center (UKIT)**
http://www.uky.edu/UKIT/; 859-218-4357

**Library Services**
**Distance Learning Services**
[http://www.uky.edu/Libraries/DLLS](http://www.uky.edu/Libraries/DLLS)
- Carla Cantagallo, DL Librarian
- Local phone number: (859) 257-0500, ext. 2171; long-distance phone #: (800) 828-0439 (option #6)
- Email: dllservice@email.uky.edu

**GENERAL COURSE POLICIES**

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:

**INTEGRATION OF THE SYLLABUS WITH THE THEMES OF DIVERSITY, ASSESSMENT, AND TECHNOLOGY**

All UK professional education programs address and affirm the value of diversity in education, the use of technology to support all aspects of instructional programming, and the importance of attaining high levels of skill in assessing the outcomes of instruction. This course provides students an opportunity to demonstrate attention to these themes and reflect on the mechanisms that this course has provided to demonstrate improved skills in these areas.
# TENTATIVE CLASS SCHEDULE (AS OF 9/2/2013)

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic &amp; Reading</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/28</td>
<td><strong>Course Introduction</strong>&lt;br&gt;Review syllabus and familiarize yourself with organization of the course in BB</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Reading</td>
</tr>
<tr>
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</table>
| 7    | 10/7 | Topic 4: Systems for Categorization and Classification (I) | Taylor & Joudrey, Chapter 11 (pp. 375-416)  
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading Material</th>
<th>Due</th>
</tr>
</thead>
</table>
| 9 10/21 | Topic 5: Information Representation and Formatting (I) | Taylor & Joudrey, Chapter 4 (pp. 89-128)  
| 10 10/28 | Topic 5: Information Representation and Formatting (II) | Taylor & Joudrey, Chapter 7 (pp. 199-220)  
| 11 11/4 | Topic 6: Encoding Standards for Document Representation | Taylor & Joudrey, Chapter 5 (pp. 129-146)  
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading Material</th>
</tr>
</thead>
</table>
| 12    | Topic 7: Name Access Points & Name Authority Control | Taylor & Joudrey, Chapter 8 (pp. 245-285)  
| 13    | Topic 8: Information Systems | Taylor & Joudrey, Chapter 6 (pp. 159-198)  
Metadata assignment is due at 11:59 p.m., Sunday, Nov. 24. |
| 14    | Thanksgiving – Enjoy! | |
The second exam review sheet will be provided. |
<table>
<thead>
<tr>
<th>Topic 10: Current Issues in Information Representation and Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Database Basics. Available: <a href="http://dotatmac.mcmaster.ca/db_basics/db_01_home.htm">http://dotatmac.mcmaster.ca/db_basics/db_01_home.htm</a></td>
</tr>
</tbody>
</table>

An asterisk (*) is placed by those optional but recommended readings.

The second exam must be taken between 9:00 a.m., Friday, Dec. 13 and 11:59 p.m., Sunday, Dec. 15. (Review Taylor & Joudrey, Chapters: 4, 5, 6, 7, & 8)