

ICT 320-201 – FALL 2021

Information Architecture

Instructor: Dr. Will Silberman

Office Address: Virtual!

Zoom Office Space: <https://uky.zoom.us/j/84105582005>

Email: will.silberman@uky.edu

Office hours: Appointment only

Preferred method of contact: E-mail: I usually respond to questions within 48 hours.

Course Description

This course is an introduction to Information Architecture (IA), an area concerned with the design, evaluation, and implementation of interactive Web systems in terms of organization, labeling, navigation, and search. It aims to acquaint students with principles and process of information architecture for usercentered design of Web systems such as websites and mobile applications. It also provides students the opportunity to develop practical skills related to the design of information organization and navigation systems. The course prepares students for the companion technical course of “content management systems” where they will apply the theories and techniques studied in this course to the implementation of a fully functional website.

Prerequisites

None

Student Learning Outcomes

After successful completion of this course, students will be able to:

- (1) Identify principles of Information Architecture for Web systems
- (2) Use research methods to better understand user needs and behaviors
- (3) Develop organization, labeling, navigation, and search systems for websites
- (4) Create personas and scenarios describing the key aspects of a website as well as the interactions between the user and the functional modules in the solution
- (5) Create design details (i.e., blueprints and wireframes) depicting elements on the main page and other Web pages of a website
- (6) Evaluate a website’s design from an Information Architecture perspective (7) Create a report describing or making recommendations for a website design.

Required Materials

Rosenfeld, L., Morville, P., and Arango, J. (2016). *Information Architecture: For the Web and Beyond*. 4th edition. O'Reilly. (ISBN: 1491911689) (**Note: Third edition can be used at your own risk. I only have access to the 4th edition, so the lectures will be constructed around that.**)

Additional readings will be uploaded to Canvas.

SUMMARY DESCRIPTION OF ACTIVITIES AND ASSIGNMENTS

Class Participation

This course is conducted online through Canvas. No onsite meetings are required. This course applies reading and discussion-based learning approaches, as well as investigative learning approaches, to information policy. The readings, activities, and discussions presented in the modules provide opportunities to apply abstract theories and concepts to real-world information policy challenges. Each week you will be asked to reflect on the course readings/resources for that week through online activities. I will provide clear expectations for each weekly activity on Canvas. Please plan to reflect using course materials, your own experiences, and applicable outside resources when completing activities. Activities will vary in nature and may include Canvas discussions, Canvas surveys, Google Drive activities/collaborations, and other instructional technologies.

Classroom Behavior Policies

To help facilitate a positive and productive learning atmosphere for everyone in class, I encourage you to participate in classroom discussions. There may be situations in the class where you disagree about the kinds of policies that should exist. Constructive discussion about the merits of different approaches is an important part of the policy making process. Remember, however, to ensure you are always respectful of your peers as you contribute.

Written Assignment Guidelines

Written assignments are to be submitted as a Word, Google Doc, or PDF format if not submitted as a text entry. Papers are to be double-spaced using a 12-point kerned font such as Times New Roman with 1 to 1.25 inch margins. *You may not resubmit work that has already been used in fulfillment of the requirement of this or any other course.* Rules of academic conduct require that you not use the work of others without clearly indicating it as such. **Academic misconduct may result in a lowered grade, no credit for a given assignment, or removal from the course.**

It is expected students will both consult and appropriately cite the academic and primary source literature where needed. It is imperative that students employ a variety of scholarly and primary sources on which to build their arguments. As such, you should search bibliographies in the material we are reading, use library databases, and conduct library searches to identify material on their chosen topic. Please rely on a commonly used style manual for your

submissions (e.g. APA, MLA or Chicago). These are available in the Library or may be purchased through online book vendors. If you are uncertain about how to cite electronic sources, consult one of the many electronic guides to citing electronic sources available on the net. Minimal reference content includes: author (if known), date (if given), title, URL, and date accessed.

Final Exam

The final exam is 10% of your final grade. More details about the final will be made available in class.

Course Grading

Course Activities and Assignments: **100 pts**

- Class Participation – 30% (details can be found in Canvas) (30pts; 15 @ 2pts each)
- Assignments – 25% (5, 10, and 10pts)
- Building Block Projects – 35% (10, 10, and 15pts)
- Final Exam – 10% (10 pts)

***Your instructor (Will!) will enter final grades. Percentage cutoffs for the final grades are listed below. The class will not be curved, but I reserve the right to adjust this scale in the students' favor. **Do not ask me to round.**

Grading Scale

90% – 100% = A

80% – 89% = B

70% – 79% = C

60% – 69% = D

Below 60% = E

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/calendar>).

Submission of Assignments

Assignments are to be submitted online on Canvas. I will accept **unexcused** late work within 48 hours of the deadline for a small penalty. If you submit a piece of coursework after the deadline but within 24 hours of the deadline, your grade will be reduced by 10 percent. If you submit a piece of course work more than 24 hours after the deadline, but less than 48 hours, your grade will be reduced by 20 percent. **Assignments submitted 48 hours after the deadline will receive a score of zero.**

This course adheres to the excused absence and make-up work policies set forth by the University of Kentucky (see pg. 9 of this syllabus). The TL;DR of this policy is as follows: Should you have an absence that UK classifies as an “excused absence,” you **must** reach out to me within one week of that absence. Then, I will request you to **forward** me documentation verifying that absence. Finally, you will have a **timed extension** to submit the assignment or assignments that were due **for no penalty**. Failure to submit within that timed extension will result in a score of zero.

COURSEWORK MUST BE SUBMITTED THROUGH CANVAS (unless otherwise noted).

Discussing Grades

Students who have grade or exam concerns must request an appointment with the instructor. Questions related to individual grades should not be posed through Canvas.

Students who wish to discuss grades or scores earned have one week from the date grades are posted to do so. Grades will not be addressed after this time period has expired. Students need to contact the professor for an appointment to discuss the issue. Students must provide a written explanation of their dispute when requesting the appointment. If the matter is unresolved after meeting with the instructor, students need to contact the director of School of Information Science. Students that do not fulfill these requirements will not be addressed and the original grades will be final.

IMPORTANT NOTES

1. Be sure to complete readings prior to the completing assignments and participation activities.
2. You are responsible for all information, announcements, and changes addressed in classes and/or Canvas.
3. The instructor reserves the right to alter the syllabus during the semester, if necessary.

PARTICIPATION POLICY

This class is a community whose success depends on *everyone's* participation. It is vital, particularly for an online class, for you to participate in order to be successful. In the event that you are unable to submit an assignment due to an emergency, you will be asked to provide official written documentation for excused absences in order for your absence to be excused and receive a makeup assignment. For any emergency situation that arises, email your instructor as soon as you know about the situation when possible. Students are generally given one week to complete makeup assignments due to an excused absence upon their return without penalty.

If you know ahead of time that you will be unable to participate in the weekly requirements, please discuss this with your instructor and arrange to turn in any assignments or approved alternative assignments ahead of time. Excuses for university-sponsored activities must be made prior to such absences.

Excused Absences

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor. Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable,

but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737,

http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.

Students are strongly encouraged to withdraw from the class if more than 20% of the scheduled classes for the semester are missed per university policy. Please reference the definition of excused absences in the current edition of *Student Rights and Responsibilities* or on the web at

<https://www.uky.edu/universitysenate/acadpolicy>

ACADEMIC INTEGRITY, ACADEMIC OFFENSES, AND PLAGIARISM/CHEATING

As of Fall 2021, the full rules for academic integrity can be found here:

<https://www.uky.edu/universitysenate/ao>

Plagiarism: Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty.

Senate Rule 6.3.1 states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be, except under specific circumstances (e.g. Writing Center review, peer review) allowed by the Instructor of Record or that person's designee. Plagiarism may also include double submission, self-plagiarism, or unauthorized resubmission of one's own work, as defined by the instructor.

Students may discuss assignments among themselves or with an instructor or tutor, except where prohibited by the Instructor of Record (e.g. individual take-home exams). However, the actual work must be done by the student, and the student alone, unless collaboration is allowed by the Instructor of Record (e.g. group projects).

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board.

Accommodations due to disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

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

<https://ci.uky.edu/sis/sites/default/files/policies.pdf>

TECHNOLOGY REQUIREMENTS

1. Go to this site provided by Distance Learning to check the minimum hardware, software, and browser requirements: <http://www.uky.edu/ukonline/technical-requirements-0>

2. Distance learning recommends having access to multiple browsers for quick troubleshooting.
3. You will need **Flash, Adobe Acrobat Reader, QuickTime movie player, and Java**. Go to <http://www.uky.edu/ukonline/technical-requirements-0> for current links.
4. You will need **Microsoft Word** for all written work and **Microsoft PowerPoint** for all oral presentations. You can download this software through <http://download.uky.edu>
5. You will need access to the Zoom conferencing platform. Zoom's web-based conferencing uses video and audio and is accessible on MacOS, Windows, iOS and Android mobile devices. You will need both a webcam and microphone to participate in Zoom meetings for class. See link for Zoom information and technical support: <https://uky.zoom.us/>
6. You are responsible for checking your UK email account frequently and consistently (at least once per day) to remain current with university-and class-related information. Be sure that you carefully manage your email storage quota to ensure that your mailboxes are able to receive new messages. I will make every effort to respond to email messages within 24 hours during the week and within 48 hours during the weekend.

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: <http://download.uky.edu/>.

Please make sure your @g.uky.edu account is activated since some activities will require the use of Google. To activate your @g.uky.edu account visit this site to learn more: <https://www.uky.edu/celt/instructional-resources/teaching-technology/google-apps>.

For technology problems please contact UK ITS. **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>

- 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
 - DL Interlibrary Loan Service:

http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16 For more resources about online classes and student resources, visit <http://www.uky.edu/ukonline/>

The School of Information Science has a page with a comprehensive list of technology resources here: <http://ci.uky.edu/sis/students/techtips>

Military Members and Veterans

We recognize the complexities of being a member of the military community and also a student. If you are a member of the military or a military veteran or dependent, please inform your instructor if you are in need of special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are aware of a complication, we will work with you and put you in contact with university staff members who are trained to assist you. Please contact the Coordinator of the University of Kentucky Veterans Resource Center at (859) 257-1148 for additional assistance. Visit <http://www.uky.edu/veterans> for more available resources.

Diversity, Equity, and Inclusion

This course will strictly adhere to the University of Kentucky's commitment to diversity, equity, and inclusion (DEI) initiative. This initiative can be found at the following URL: <https://www.uky.edu/universitysenate/syllabus-dei>

Excused Absences, Prep Week, Accommodations, and Title IX

This course will strictly adhere to the University of Kentucky's academic policies covering absences, make-up work, Prep Week, accommodations, and Title IX. These policies can be found at the following URL: <https://www.uky.edu/universitysenate/acadpolicy>

Additional Resources for Students

The University of Kentucky provides a myriad of resources available to its students. For more information about these resources, visit the following URL: <https://www.uky.edu/universitysenate/student-resources>

COURSE POLICIES, UNIVERSITY POLICIES, AND RESOURCES

General Expectations

It is my expectation that you will:

1. **Keep up to date** with the course by reading the syllabus, checking Canvas *at least* once per week, and watching the videos I upload to Canvas.
2. **Be prepared** for class by reading all assigned material BEFORE watching the video in which I discuss that material.
3. **Pay attention** to instructions when turning in assignments. Failure to understand instructions is never a valid excuse for missing an assignment.
4. **Communicate early and often** with me when emergencies or unexpected circumstances arise (i.e. email with an explanation and strategy for getting caught up in the class). The more informed we are, the more understanding we'll be.

Canvas

We will be using Canvas in this course throughout the semester. Please check it frequently as I often post updates and announcements on Canvas. All syllabus updates, lecture notes, assignment updates/information, study guides for the exams, discussions, and course announcements will be posted in Canvas. This course should show up in your Canvas shell. If you do not have a Canvas account or are having problems accessing your account, please call or visit the UK help desk online (<http://www.uky.edu/ukat/help>).

Zoom & Office Hours

I use **Zoom** for Office Hours. If you are unsure about how to use Zoom, please call the help desk at 859-218-4357 or email them at helpdesk@uky.edu.

We all enjoy meeting with students via Zoom during office hours! Office hours provide an opportunity for you to have one-on-one time with me to discuss issues and questions that you may have regarding the course. **Please use Office Hours!** Furthermore, appointments and meetings are a privilege that should not be abused, please come prepared with materials and questions to ask prior to meeting with me.

Seeing as this is an asynchronous course, and everyone enrolled in this course assuredly has vastly different school, work, and life schedules, I am strictly adhering to an Office Hour policy where I make **myself** available to you all (within reason, of course). This means that there is no strict "weekly office hour" set aside for this course. **Instead, I am more than willing to work WITH your schedule and find a time and day for us to meet** via Zoom. That being said, if you have a question and would like to check in or meet with me during a virtual Office Hour type of setting, then please **please** email me so I can make time for you. I love making time for students, so please **reach out to me** sooner rather than later!

Online Lectures

This course is classified as an **asynchronous online course**, meaning that we do not "meet" doing a regularly schedule time as you would in-person or in a hybrid instruction situation. **Instead**, I will post lectures for you all to watch/listen to at your leisure. These lectures should

supplement your online learning. Expect to watch/listen to **no more than three** lectures per week, with at least one lecture being dedicated for class updates, assignment details, and overall feedback. It is **your responsibility** to watch these videos and complete the textbook readings/Canvas readings on your own time.

Due Dates, Weekly Assignments, and Scheduling


I have structured this course to unlock on a weekly basis as the semester progresses. This means that this course is to be interacted with and completed on a **weekly** basis. To prevent having something due every single day, I have instead opted into having our assignments, quizzes, and activities due on the same day at the end of the “class week” to give you time to complete them throughout your week. **All new lectures and assignments will unlock on Monday mornings, 12:01am; assignments for that week will be due the upcoming Sunday. Unless otherwise noted on Canvas, all weekly assignments, exams, and activities are due on Sunday evenings, no later than 11:59pm.**

Email Communication and Canvas Announcements

During the semester, I frequently send out announcements using the email tool built into Canvas. This tool is maintained by the university and utilizes your UK email address. **Therefore, you must regularly check this email.** It is your responsibility to get your email forwarded to your UK account. Failure to check your university email might mean that you miss important class updates and information. You are responsible for information in these emails. Coming to me at the end of the semester and saying that you have not been receiving my emails/Canvas Announcements is NOT an acceptable excuse for missing important due dates and class information.

My email is at the top of this syllabus, but I am **also** reachable via Canvas. If you’re less comfortable sending an email, then you’re welcome to contact me via Canvas and I will reply just as quickly.

Policy

I have created the assignment descriptions and rubrics, syllabus, and videos for **your benefit**, and I expect you to read/understand these policies. I have also created these materials in response to common questions I have received since I began teaching this class. That being said, if you email me a question that is **already answered** on the assignment rubrics/descriptions, the syllabus, or the videos, I have the right to respond with a . Please, please, **please** read/watch the materials I have created for you. (This is also known as the “smiley face policy.”)

Reading, Lecture Notes, and Class Announcements

Readings are to be completed on a weekly basis. My expectation is that you have read whatever is assigned before interacting with the course content on Canvas. I may post additional readings and other content on Canvas on a rolling basis throughout the semester. You are expected to be checking for the notes/additional readings frequently. Students will benefit from taking notes during lectures. I will update Canvas frequently throughout the

semester so you should never have any doubt as to where you can access information that is related to our class discussion and the course syllabus.

Extra Credit

I reserve the right to provide additional, optional, and easily-completed assignment opportunities throughout the semester. These opportunities, to be known as **Extra Credit Assignments**, will be set at **zero** points on Canvas. Upon completion of these assignments, points will be added to that grade (e.g., 2/0), meaning that these opportunities can **only improve your grade** (because a 0/0 does not deduct points from your final grade). These assignments will be graded on a complete/incomplete basis, where a “complete” rewards you with full credit, and incomplete yields a 0. Partial credit will not be awarded. These assignments are constructed to be completed in no more than an hour.

COURSE ASSIGNMENTS and TESTS

Participation (2pts/week, 15** weeks, 30 points total)

You will earn a portion of your grade in the class based on your participation during the semester. Unless otherwise noted, these participation assignments will most likely manifest in the form of discussion board exercises. Students will post their thoughts on weekly questions given. Expect to see several questions per week that represents each week's materials. For each question, students must give specific and well-thought through answers. Students will also be expected to reply to **two** (2) other students. Vague, unspecific, generalized, and/or incomplete answers will be met with heartbreak, a sad face, and a point deduction. **Rubric can be found at the end of the syllabus.**

***Please note, if you miss participation and you have an "excused" absence (see course policies), you should email your instructor about a make-up assignment within one week of being cleared to return to work/classes. Your instructor will then assign you a separate assignment that will be due within a set amount of time.

Assignments (25 points total; points will vary depending on the assignment)

There will be three individual assignments that will ask you to demonstrate your knowledge of the concepts covered in this course as well as examine your ability to apply that knowledge to concepts outside of this course. While I will be providing more detailed explanations on Canvas as the semester progresses, a brief summary of these three assignments can be found below.

Assignment 1: Topical Presentation (5pts)

Students will be given the opportunity to give a presentation/small lecture on the course material. Signups will occur in Week 1, the schedule will be announced on Week 2, and presentations will begin in Week 3. No more than three students can sign up for the same week. These presentations should be no longer than 15 minutes.

Assignment 2: IA Awareness (10pts)

Students will be asked to write a 3-5page paper (single spaced) on an information service website. You will be asked to describe the website overall, its intended purpose, your personal experience navigating and using the website (positive and negative), and offer suggestions for how to improve the website. This is an individual paper.

Assignment 3: IA Critique (10pts)

Students will be assigned a website. Similar to Assignment 2, students will be asked to write a 4-5page paper (single spaced) on the website they were assigned. You will be asked to comprehensively critique the site's organizational scheme, structure, labelling, navigation and search systems, metadata and indexing, and its adherence to standards. You will also be asked

to critique this website and offer suggestions for how to resolve the concerns you identify. This is an individual paper.

Building Block Project (35 points total; points will vary depending on the assignment)

This Building Block Project will operate as a semester-long capstone project where students will be asked to submit three separate assignments that build off each other. **This is an individual project.** Think of this assignment like a project proposal, where the first step would involve describing an idea, the second step would be designing ideas, and the final step would be providing a final prototype. For the first and second building blocks, I will be giving you feedback and suggestions I want you to consider applying in your next building block. While I will be providing more detailed explanations on Canvas as the semester progresses, a brief summary of these three assignments can be found below.

Building Block 1: Project Selection and Analysis (10pts)

Students will choose an informational website that they want to redesign throughout the semester, and then they will conduct context, content, and user analyses for the website. Students will be asked to write up a 3 page (single-spaced) preliminary analysis (1200-1400 words) for this building block. I will be providing students with a template of what to include on this analysis.

Building Block 2: Design and Documentation (10pts)

After receiving feedback from Building Block 1, students will be asked to apply the feedback and create blueprints AND wireframes with your proposed changes in mind. Students will be asked to write up a report that does not exceed 10 pages (**2 pages** of single-spaced text maximum, 800-900 words). I will be providing students with a template of what to include on this analysis.

Building Block 3: Final Prototype and IA Strategy (15pts)

After receiving feedback from Building Block 2, students will be asked to create a final prototype of the website that chose for Building Block 1. In addition, you will be asked to provide an IA strategy plan where you discuss how your redesign will support findability, usability, comprehensibility, and more. Finally, you will be asked to reflect on this building block process and give me insight into how you approached this project. This report will be four pages single-spaced (1500-1700 words).

Important: Although these papers have set due dates (as outlined above, as well as the end of the syllabus), you are free to submit these papers on Canvas earlier than the deadlines. I cannot guarantee that I will grade them immediately if you submit early, but I most certainly will try. I also cannot guarantee that I will be able to provide detailed feedback until I grade these assignments. **Therefore, if a document is submitted to me early, I will assume that your document is a final draft and will grade it accordingly. I cannot offer make-up opportunities for these assignments for unexcused reasons. If you have questions about your news briefs,**


you are free to email me as well as visit me during my office hours. Please send me questions if you have them. 😊

Final Exam (10pts total)

We will have exactly one exam in this course: The Final Exam. This exam will consist of multiple choice and true/false style questions. The exam will be timed: upon beginning the exam, you will have 120 minutes to complete it.

Weekly Course Calendar

Additional Readings will be made available on Canvas under the "Modules" section.

Date	Topic	Reading (4 th Ed)	Reading (3 rd Ed)
Week 1 (Aug 23 - 29)	Class Overview	SYLLABUS!	
Week 2 (Aug 30 - Sept 5)	Introduction to IA	1, 2	1, 2
Week 3 (Sept 6 - 12)	Basics of IA	3, 4	3
Week 4 (Sept 13 - 19)	The Anatomy of IA	5	4
Assignment #2 Due Sunday, Sept 19, 2021 before 11:59pm			
Week 5 (Sept 20 - 26)	Organization Systems	6	5
Week 6 (Sept 27 - Oct 3)	Labelling Systems	7	6
Week 7 (Oct 4 - 10)	Navigation Systems	8	7
Building Block 1 Due Sunday, Oct. 10, 2021 before 11:59 pm			
Week 8 (Oct 11 - 17)	Search Systems	9	8
Week 9 (Oct 18 - 24)	Metadata	10	9
Week 10 (Oct 25 - 31)	Research	11	10
Assignment #3 Due Sunday, Oct. 24, 2021 before 11:59pm			
Week 11 (Nov 1 - 7)	Design and Documentation	13	12
Week 12 (Nov 8 - 14)	Strategy	12	11
Week 13 (Nov 15 - 21)	IA in Practice	TBA	
Building Block 2 Due Sunday, Nov 21, 2021 before 11:59 pm			
Week 14 (Nov 22 – Dec 5)	Enterprise IA Strategy	TBA	
Week 15 (Dec 6 – 12)	PREP WEEK: STUDY AND FINISH PROJECT!	TBA	
Building Block 3 Due Sunday, Dec 14, 2021 before 11:59pm			
Finals Week (Dec 13 - 16)	Comprehensive Final Exam		

RUBRICS

Participation I: Discussion Board Rubric – 2pts/week

Criteria	1 point	0.5 points	0 points
<p>Response Completeness</p> <p>How complete was your response? How thorough, thoughtful, accurate, and complete were your replies in relation to the topic and course content?</p>	<p>Answers to this week's questions are thoughtful, thorough, accurate, and complete. Excellent work!</p>	<p>Some answers to this week's questions lack thought, are incomplete, unrelated to the prompt, and/or vague. Consider being more explicit and thorough on the next discussion board assignment.</p>	<p>Most or all answers to this week's questions lack thought, clarity, are incomplete, unrelated to the prompt, and/or outright missing. Consider spending some more time discussing the course content and reading up on the lectures.</p>
<p>Classmate Interaction</p> <p>How did you interact with other classmates' responses? How many students did you interact with?</p>	<p>You responded to two or more students this week! Thank you for being so engaged!</p>	<p>You responded to one student. Please respond to at least two students on the next discussion board assignment!</p>	<p>You did not respond to any other student on this week's discussion board assignment. Please respond to at least two students on the next discussion board assignment!</p>

Exam Rubric

More information will be posted to Canvas that will outline how many questions the exam will contain, as well as how many points each question is worth. Expect the exam to contain Multiple Choice (MC) and True/False (T/F) questions.