Course Description

This is an introductory course examining the theories, concepts, and principles of information, information presentation and representation, organization, record structures, description, and classification. Topics to be covered in this course include the methods and strategies to develop systems for storage, organization, and retrieval of information in a variety of organizational and institutional settings, as well as policy, ethical, and social implications of these systems.

Learning Outcomes

Upon completion of the course, students will be able to:

- Describe and evaluate information organization systems
- Select/compare suitable information organization systems, tools, and practices for specific contexts
- Identify, critically analyze, and discuss:
  - Formal information representations, structures, and their properties
  - Applications of classification principles and other standards for knowledge representation in information systems
  - Social and ethical aspects of classification and policies governing information organization
- Demonstrate ability to translate key concepts and practices across contexts
- Develop basic familiarity with key standards and tools for information organization

Required Resources

Course website: [www.elms.umd.edu](http://www.elms.umd.edu)

The Discipline of Organizing, 4th ed.: Core Concepts Edition
Glushko, Robert J. (Ed.)
ISBN 978-1-491-97063-8 ([retail PDF ebook](http://example.com))

Campus Policies

Instructor
Dr. Katy Lawley
[katyn@umd.edu](mailto:katyn@umd.edu)

Lawley Office Hours
Hornbake #4111H
Mon & Wed 3:00-4:00pm
and by appointment

Assistant Instructor
Karen Boyd
[klboyd@umd.edu](mailto:klboyd@umd.edu)

Boyd Office Hours
Hornbake #4120J
Wed & Fri 1:00-2:00pm
and by appointment

Class Meets
Mon. & Wed. & Fri.
2:00pm – 2:50pm
Hornbake #0115

Prerequisites
Pre-req/co-req INST 201 or INST 301

Course Communication
- Please communicate with the instructors via the email addresses above, and include ‘INST 303’ in the subject of your email. Do not use the messaging feature in ELMS to contact the instructors.
- Announcements to the whole class will be made during class time or using the Announcements feature in ELMS.
It is our shared responsibility to know and abide by the University of Maryland’s policies that relate to all courses, which include topics like:

- Academic integrity
- Student and instructor conduct
- Accessibility and accommodations
- Attendance and excused absences
- Grades and appeals
- Copyright and intellectual property

Please visit www.ugst.umd.edu/courserelatedpolicies.html for the Office of Undergraduate Studies’ full list of campus-wide policies and follow up with the instructors if you have questions.

**Activities, Learning Assessments, & Expectations for Students**

- Students are encouraged to bring laptops to class and to use them responsibly to take notes and engage with course-related material.
- Use of cell phones is **strictly prohibited** during class.
- Mondays and Wednesdays will be mostly lecture days. On Fridays, we will, as often as possible, have activities and discussions in your groups (each student will be assigned to a 5-person group) so that you can further experience, unpack, and tease apart the concepts we have covered during the week.
- In each week’s Reading Memo, which will be posted in that week’s ELMS module, you will see required readings and enrichment readings. You must complete all assigned readings by class time on Wednesday (you’ll probably have a better learning experience if you complete them before Monday’s class). You must also read at least one enrichment reading before a designated “Discussion Friday.”
- Attendance is a component of your course grade, and we will take attendance each day. We adhere to the University’s definitions of excused absences; you will never be penalized for an excused absence as long as you give prior notification to the instructor.

**Policy on late work:**

- There will be six individual out-of-class assignments this semester (five homework and one project reflection). Each student may choose to take advantage of a 48-hour grace period, with no questions asked, as long as you give prior notification to the instructor.
- If both grace periods have been used, or if a student submits a late assignment without prior notification, the assignment grade will be docked 5 points per 24-hour period, beginning one minute after the due date/time.
- Group assignments must be handed in on time. Late group assignments will be docked 5 points per 24-hour period, beginning one minute after the due date/time.

- Quizzes will be taken and submitted in ELMS. It is ok to use external resources during a quiz, but all answers must be in your own words, and it is forbidden to consult with any other humans.
- Midterm and Final exams will be taken in class. It is ok to use external resources during an exam, but all answers must be in your own words, and it is forbidden to consult with any other humans.

**Get Some Help!**
You are expected to take personal responsibility for your own learning. This includes acknowledging when your performance does not match your goals and doing something about it. Everyone can benefit from some expert guidance on time management, note taking, and exam preparation, so we encourage you to consider visiting [http://ter.ps/learn](http://ter.ps/learn) and scheduling an appointment with an academic coach. Sharpen your communication skills (and improve your grade) by visiting [http://ter.ps/writing](http://ter.ps/writing) and schedule an appointment with the campus Writing Center. Find guidance and counseling about your career and personal life at the campus Counseling Center, [http://www.counseling.umd.edu](http://www.counseling.umd.edu).

Everything is free because you have already paid for it, and **everyone needs help**… all you have to do is ask for it.

**Grades**

Grades are not given, but earned. Your grade is determined by your performance on the learning assessments in the course and is assigned individually (not curved). If earning a particular grade is important to you, please speak with us at the beginning of the semester so that we can offer some helpful suggestions for achieving your goal.

All scores and feedback will be posted on the course ELMS page. If you would like to review any of your grades (including the exams), or have questions about how something was scored, please email us to schedule a time to meet and discuss. It’s important that you feel as though you are treated fairly in this course, and there will never be a negative consequence to you for opening a conversation.

<table>
<thead>
<tr>
<th>Learning Assessments</th>
<th>#</th>
<th>Points Each</th>
<th>Category Total</th>
<th>Category Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quizzes</strong>: mid-week quizzes on reading &amp; lecture; taken on ELMS</td>
<td>5</td>
<td>100</td>
<td>500</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Homework</strong>: hands-on assignments related to in-class topics</td>
<td>5</td>
<td>100</td>
<td>500</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Group Discussion Notes</strong>: summaries and observations based on in-class group discussions</td>
<td>3</td>
<td>100</td>
<td>300</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Group Project</strong>: develop metadata scheme and practices for a specific collection of information and context</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Individual Reflection on Group Project</strong>**: short paper describing lessons learned and personal observations from the group project experience</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Midterm Exam</strong>: assessment of understanding of course concepts from Session 1 – Midterm</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Final Exam</strong>: assessment of understanding of course concepts from entire semester, with emphasis on Midterm – Final class</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Attendance &amp; Participation in Group</strong>: raw score calculated by averaging group participations scores; unexcused absences will decrease the raw score</td>
<td>NA</td>
<td>100</td>
<td></td>
<td>10%</td>
</tr>
</tbody>
</table>

Final letter grades are assigned based on the percentage of total assessment points earned. To be fair to everyone I have to establish clear standards and apply them consistently, so please understand that being close to a cutoff is not...
the same this as making the cut (89.99 ≠ 90.00). It would be unethical to make exceptions for some and not others.

<table>
<thead>
<tr>
<th>Final Grade Cutoffs</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ 98.00% + 88.00% + 78.00% + 68.00%</td>
</tr>
<tr>
<td>A 94.00% B 84.00% C 74.00% D 64.00% F &lt;60.0%</td>
</tr>
<tr>
<td>- 90.00% - 80.00% - 70.00% - 60.00%</td>
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