Course Syllabus
LI884XI

Advanced Metadata Applications
Fall Semester 2013

Faculty: Melissa Messina
E-mail: mmessina@emporia.edu
Primary Phone: (816) 785-3013
Online Course Login: https://elearning.emporia.edu
Credit Hours: 2
Meetings: Internet, 10/14-12/06 (BLOCK TWO: BEGINS OCT. 14th)

Important Dates for Fall 2013 (Block II)

10/14 First Day of Class 10/18 Last Day to Add/Drop 11/11 Veteran’s Day (ESU closed)
11/18 Last Day to Withdraw 11/27-12/1 Thanksgiving (ESU closed) 12/6 Last Day of Class
12/14 Commencement 12/17 Final Grades Due

Program Outcomes

The goal of the SLIM Master of Library Science program is to prepare creative problem solvers who will provide proactive client-centered services in information agencies.
Catalog Description

An examination of the theory, practice, and current issues in the application of metadata in information agencies. Course topics include approaches to creating metadata schemas and application profiles, designing and documenting metadata and encoding schemas, and learning associated metadata tools and technologies. Students will explore current issues in metadata application. Prerequisite: LI883 or concurrent enrollment.

Course Learning Outcomes

By the end of the semester, students will be able to…

- Analyze and apply different approaches to metadata creation, storage, management, and dissemination within different information communities for different purposes.
- Discuss current issues and initiatives in metadata interoperability, standardization, encoding.
- Design and document metadata and encoding schemes and application profiles to meet the functional requirements of specific collections, projects, organizations, and communities.
- Use one or more metadata creation tools and associated technologies.
- Articulate and apply syntactical standards and semantic models to support mapping and interoperability across metadata schemes.
- Apply basic metadata quality metrics to evaluate the quality, interoperability, and shareability of different types of metadata.
- Discuss current issues and initiatives in metadata interoperability, standardization, encoding.

Course Overview

Advanced Metadata Applications examines the theory and practice of metadata as it is applied to the digital collections of cultural heritage institutions such as libraries, museums, and archives. Course coverage includes metadata terminology, element sets, vocabularies, and encoding schemes as well as different approaches to metadata creation, storage, management, and publication. The course will provide students with extensive hands-on experience in descriptive metadata creation using specific structure, content, value, and encoding standards.
and will give students the opportunity to design and document a custom metadata scheme. The course will also explore current issues in metadata such as OAI harvesting, XML encoding, and Linked Data/Semantic Web structures.

Instructor Contact Information

Melissa Messina  
Email: mmessina@emporia.edu  
Cell: 816-785-3013 (no texts, please)

Required Readings


The Miller text is available from the ESU Bookstore and most online retailers. This book is popular so please allow 2-4 weeks for shipping.

Additional required course readings are available on Blackboard.

Recommended Readings


Learning Activities

Assignments  
The course is structured around three multi-part assignments for which students will apply knowledge and skills gained from the readings, technical documents, and discussion. Detailed assignment instructions are available on Blackboard.
• **Assignment 1: Local Metadata Scheme for Educational Portfolio (individual)**
  Students create a custom metadata scheme and records for digital artifacts in their educational portfolios, map the local scheme to the Dublin Core standard, and critically evaluate the process.

• **Assignment 2: Original MODS Record in XML (individual)**
  Students create an original MODS record in XML and a mapping between MODS and Dublin Core, and critically evaluate the process.

• **Assignment 3: Metadata Application Profile Design (group)**
  Students are randomly assigned into teams of 3-4 members. Each team develops an original metadata application scenario and creates a local scheme, data dictionary, and records for the collection.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1: Local Metadata Scheme for Educational Portfolio</td>
<td>10/27</td>
<td>20</td>
</tr>
<tr>
<td>Assignment 2: Original MODS Record in XML</td>
<td>11/10</td>
<td>20</td>
</tr>
<tr>
<td>Assignment 3: Metadata Application Profile Design</td>
<td>12/6</td>
<td>40</td>
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<tr>
<td>Participation</td>
<td>Throughout</td>
<td>20</td>
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</tbody>
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**Tentative Course Outline**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topics</th>
<th>Readings</th>
<th>Due Dates</th>
</tr>
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<tbody>
<tr>
<td>Unit 1: 10/14-10/20</td>
<td>• Metadata for Digital Collections</td>
<td>Please see Blackboard Course Content for readings and videos.</td>
<td>10/20 - BB discussion posts</td>
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<tr>
<td></td>
<td>• Resource Description and Dublin Core</td>
<td></td>
<td>10/20 - Assignment 1: Local Metadata Scheme for Educational Portfolio</td>
</tr>
<tr>
<td>Unit 2: 10/21-10/27</td>
<td>• Resource Identification and Responsibility Elements</td>
<td></td>
<td>10/27 - BB discussion post</td>
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<tr>
<td></td>
<td>• Resource Content and Relationship Elements</td>
<td></td>
<td>10/27 - Assignment 1: Local Metadata Scheme for Educational Portfolio</td>
</tr>
<tr>
<td>Unit 3: 10/28-11/3</td>
<td>• Controlled Vocabularies</td>
<td></td>
<td>11/03 - BB discussion posts</td>
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<tr>
<td></td>
<td>• XML-Encoded Metadata</td>
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<tr>
<td>Unit</td>
<td>Topics</td>
<td>Readings</td>
<td>Due Dates</td>
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| Unit 4: 11/4-11/10 | • MODS  
• VRA Core                                                   |                                                                         | 11/10 - BB discussion posts  
11/10 - Assignment 2: Original MODS Record in XML                          |
| Unit 5: 11/11-11/17 | Metadata Interoperability,  
Shareability, and Quality                                            |                                                                         | 11/17 - BB discussion posts  
11/17 – Assignment 3 Step 1                                               |
| Unit 6: 11/18-11/24 | Designing and Documenting a Metadata Scheme /  
Metadata Application Profile (MAP)                                      |                                                                         | 11/24 - BB discussion posts  
11/24 – Assignment 3 Step 2                                               |
| Unit 7: 11/25-12/1  | Linked Data/the Semantic Web                                            |                                                                         | 12/1 - BB discussion posts  
12/1 – Assignment 3 Step 3                                                |
| Unit 8: 12/2-12/6  | • Readings and discussion  
• MAP project                                                          |                                                                         | 12/6 – BB discussion post  
12/6 - Final MAP project files                                            |

**Grading Criteria**

Detailed instructions and grading rubrics are provided for each assignment but in general, students earn points for an assignment based on the following considerations:

**Intellectual quality of the assignment.** Factors include graduate-level composition quality showing maturity, clarity, and good organization; support of arguments and discussion with adequate examples; support of arguments and discussion with the work of other scholars.

**Meeting both the goals and the tasks of the assignment.** Compliance with assignment instructions for content, format, and submission.

**Mechanical quality.** The use of good English rhetoric, compliance with APA reference and style formats, and proper attention to the mechanics of sentence structure, punctuation, and spelling.
**Attribution.** Use of another’s work as your own results in zero points and possibly other consequences. Work of others must always be given proper credit. Often there is a fine line between copying, paraphrasing, borrowing ideas, and using common knowledge. The first three require citations, but the last does not.

**Timeliness.** Late assignments are awarded zero points unless an extension is obtained before the due date.

**Participation.** Weekly posts to the discussion board are required. Your contributions will be assessed for quality as well as quantity.

**Grading Rubrics**
Rubrics for grading each of the assignments are available in the Assignments section of BlackBoard. These rubrics identify all the elements required and the degree of achievement necessary to secure particular scores. Please consult the rubrics to understand exactly what is expected of you in each evaluation.

<table>
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<tr>
<th>SLIM Grading Scale</th>
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<tbody>
<tr>
<td>96 -100 A</td>
</tr>
<tr>
<td>90 - 95 A-</td>
</tr>
<tr>
<td>87 - 89 B+</td>
</tr>
<tr>
<td>84 - 86 B</td>
</tr>
<tr>
<td>80 - 83 B-</td>
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**SLIM Attendance Policy**
Students must attend all face-to-face classes. Class hours for weekend face-to-face meetings are 6pm-9pm on Friday and 9am-5pm on Saturday.

In cases of emergency, go to the following URL for more information:
SLIM GRADE POLICY

All graduate courses required in the university-approved curricula of SLIM’s master’s programs, certificate programs, academic concentrations, and doctoral program—or their approved substitutions—must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM’s required classes, then the student will be given an academic warning and the student will be notified by SLIM administration that he or she must retake that course or those courses.

When a student has been given an academic warning, an administrative hold will be placed on the student’s record to block future enrollment. Before enrollment can be done, the student is required to meet with the student’s academic advisor with the goal of developing an academic improvement plan. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean. The administrative hold will be released once the student completes their next semester course(s) with a B- or above.

If a student has a semester GPA of less than 3.0 for two semesters or has been given an academic warning for two semesters, then the student’s academic progress will be reviewed in light of the academic improvement plan by the student’s program director and the SLIM dean, and a decision will be made regarding whether the student should be academically dismissed from the SLIM’s graduate program.

This SLIM Grade Policy applies to all students in SLIM’s master’s degree programs, certificate programs, doctoral program, and academic concentrations. It will also apply to all those who have passed into MLS or doctoral degree candidacy.

SLIM Incomplete Grade Policy

SLIM’s Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: http://www.emporia.edu/grad/docs/policyhandbook2.pdf).

SLIM’s Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then
documentation must be submitted to the SLIM dean’s office before the final grade change is made.

If a SLIM student’s request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then an administrative hold will be placed on the student’s record to block future enrollment until all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar’s Office.

**Faculty-Initiated Student Withdrawal Procedure**

Students should be aware that your instructor follows the university’s policy of faculty-initiated student withdrawal. It reads as follows: “If a student’s absences from class or disruptive behavior become detrimental to the student’s progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence.

[Policy and Procedures Manual 43.11]

**Academic Dishonesty**

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one’s own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.
Disabilities Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

Contact information for the Office of Disability Services:

Office of Disability Services
211 S Morse Hall
Emporia State University
1200 Commercial Street / Box 23
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu