InfoSt 511 Organization of Information (3 credits)
Section 201

Instructor: Dr. Hur-Li Lee
Office hours: by appointment
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Catalog Description:
Introduces basic concepts, historical background, and theoretical, practical, and technological aspects of information organization.

Prerequisites:
Junior standing.
Basic computer literacy as outlined in the SOIS policy is required:
http://www4.uwm.edu/sois/programs/graduate/mlis/complitreq.cfm;
also see SOIS “Online Education Technology Requirements”:
http://www4.uwm.edu/sois/online/requirements/index.cfm

Objectives:
Upon completion of this course, you should:
1. be able to explain the fundamental concepts behind rules and systems that provide bibliographic and intellectual access to documents;
2. have an elementary understanding of the major traditions in information organization, including cataloging, classification, indexing and abstracting, and bibliography;
3. be able to critically analyze the advantages and disadvantages of each type of bibliographic system;
4. be able to design a simple tool for organizing a small collection; and,
5. be aware of current issues in information organization.

Textbooks and Readings:
Required:
- Must be this new edition

Other readings are made available for specific units under Content in D2L or available online.
Assignments:

A. Readings are specified in “Weekly Schedule and Topics” and should be done before you participate in the “Discussions” and start working on the assignments. On the surface, required readings for this class seem few. But they are not your bedtime stories. You should really study the important concepts covered, especially those in readings assigned after Week 1. Look for a file titled “Reading questions” to help you study.

B. Exercises: must be submitted by the respective due dates via Dropbox in D2L. 50% of credit will be automatically taken off if an exercise is submitted one day late; no credit will be given after that. Grading criteria are specified in the instructions for each exercise. All submissions must be in RTF or MS Word. For all exercises, use at least a 12-point font (like the one used here). No need to include a cover page, but give your name on top.

There will be four exercises, each worth between 10 and 15 points, totaling 50 points. Check “Weekly Schedule and Topics” for their exact due dates. Individual exercise directions will be made available under Content in D2L approximately 2 weeks before their due dates.

Participation:

You earn these points by participating in Discussions. In this class, there are two types of discussions: (1) **14 points** are for general discussions in Weeks 1-8 and 10-15. Each student is randomly assigned to one of the groups for this activity. (2) **6 points** are for 4 short in-class exercises; students will form groups to work on these.

Look for another file “Participation Guidelines” for more details. Keep in mind that you will not pass the class without any participation.

Quizzes:

The purpose of the quizzes is to help you learn the essential concepts and principles in information organization that are covered in readings, lectures, and in-class discussions. There are two closed-book quizzes (15 points each). Quiz 1 covers topics learned in Weeks 1-8; Quiz 2 covers Weeks 10-15. You have 60 minutes to complete each quiz. See “Weekly Schedule and Topics” for the dates. More info will be available on the quiz format and availability later.

Quizzes will be posted as MS Word files under Content. In my experience, we can never rely on internet access completely. So the quizzes are done offline and YOU will time it (60 minutes each) for yourself. Submit it via Dropbox once you are done just like how you submit the other exercises.

Final Grade:

There are 100 points in total. Your final grade will be:

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<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>95 or higher</td>
<td>A</td>
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<tr>
<td>91 – 94.9</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 90.9</td>
<td>B+</td>
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<tr>
<td>70 – 73.9</td>
<td>C</td>
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<tr>
<td>Below 70</td>
<td>F</td>
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Grade Requirement for a Core Course: (very important)

If you are pursuing a MLIS degree, you need to earn at least a B to pass the course. See the policy at: [http://www4.uwm.edu/sois/programs/graduate/mlis/degreereq.cfm](http://www4.uwm.edu/sois/programs/graduate/mlis/degreereq.cfm)

Academic Policies:

The following link contains university policies affecting all SOIS students: [http://www4.uwm.edu/secu/SyllabusLinks.pdf](http://www4.uwm.edu/secu/SyllabusLinks.pdf). For graduate students, there are additional guidelines from the Graduate School ([http://www.graduateschool.uwm.edu/students/policies/](http://www.graduateschool.uwm.edu/students/policies/)).

Notes:

If you are a student with special needs, you should have a VISA form sent to me by the end of the first week. Please do not wait until you are in trouble!