Teaching Script for Unit 8: Documentation and Metadata (Online Event)

Components	Content (working method)	Duration (slides)	Step	Objective	Instructions	Breathing (voices chime)
1. Documentation Data	1. Data Structure Table (Search for tips)	2 min (8.1-2)	1/3 WL preparation BR	Participants learn how to improve the informational content of data	Task: - Briefly present the data table. - Divide participants into 2 groups. -"Look at the data table. Imagine bringing this to a consultation. - Please collect ideas on how the data structure could be improved." - Group time: 15 minutes - Presentation of results after group time by 1 participant from each group in plenary, maximum 4 minutes per group.	in (no)
...	...	15 min (8.3)	2/3 Participants group work BR	Participants learn how to improve the informational content of data	Participants: Group work in BR	out (yes)
...	...	12 min (8.4)	3/3 Participants present	Participants learn how to improve the informational content of data	Moderation: - 1 participant from each group presents results. - Time: approximately 4 minutes per group	out (yes)
...	2. Data documentation (ideas out loud)	4 min (8.5)	Participants provide input	Participants become aware of the benefits of data documentation	Task: - Call-out without notes - "Why is data documentation important?" - Please just call out your answers	out (yes)
...	Alternative 02a. Why documentation (Talk)	1 min (na)	WL speaks	Participants become aware of the benefits of data documentation	Talk: Introduction explaining the importance of documentation	in (no)
...	3. Content of documentation (Talk)	2 min (8.6)	WL speaks	Participants learn about the contents of data documentation	Talk: Basic contents of documentation are presented	in (no)
...	4. Types of documentation (Talk)	4 min (8.7-9)	WL speaks	Participants learn about various forms of documentation	Talk: presentation of various documentation formats	in (no)

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2. Metadata and Metadata Schemas	1. Content vs. technical metadata (Talk)	2 min (8.10)	WL speaks	Participants learn about the concept of metadata	Talk: Metadata, Differences between Content and Technical Metadata	in (no)
3. Metadata standards	2. Authority Data, controlled vocabulary (Talk)	5 min (8.11-12)	WL speaks	Participants understand the benefits of standards. They learn the terms Thesaurus, Authority Data, and Controlled Vocabulary	Talk: Authority Data, Controlled Vocabulary, Classification, Thesaurus	in (no)
...	Alternative 03a. Metadata assignment (Exercise)	2 min (na)	1/3 WL Preparation	Participants apply their knowledge of metadata standards	Task: - A photo including its source is provided via a link. - "Please describe this photo using the Dublin Core metadata standard." - A template for Dublin Core in the form of a form or in XML format can be provided	in (no)
...	Alternative ...	5 min (na)	2/3 Participants work	Participants apply their knowledge of metadata standards	Participants: individual work	out (no)
...	Alternative ...	5 min (na)	3/3 Participants provide input	Participants apply their knowledge of metadata standards	Moderation: - Show the solution - Ask Participants to show their own solutions - Discuss any difficulties	out (yes)
4. Domain-specific metadata standards	1. Metadata standards (Talk)	4 min (8.13)	WL speaks	Participants learn where they can search for interdisciplinary and discipline-specific metadata standards	Talk: Examples of Metadata Standards (interdisciplinary, discipline-specific)	in (no)

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...	Alternative 01a. Metadata (Mini exercise)	1 min (na)	1/3 WL Preparation	Participants engage with the topic of discipline-specific metadata	Task: - Prepare a collaborative board (Conceptboard, Padlet, etc.). - "Please collectively create a list of metadata that occur (or could occur) in your field of expertise. You can create your own categories/lists for your disciplines." - "Participants from central units can work on general metadata."	in (no)
...	Alternative ...	5 min (na)	2/3 Participants work	Participants engage with the topic of discipline-specific metadata	Participants: Individual work on the shared board	out (no)
...	Alternative ...	5 min (na)	3/3 Participants exchange ideas	Participants engage with the topic of discipline-specific metadata	Moderation: - Discussion of results	out (yes)
...	Alternative 01b. Metadata standards (Mini exercise)	1 min (na)	1/3 WL Preparation	Participants learn about https://rdamsc.bath.ac.uk/	Task: - "Please search https://rdamsc.bath.ac.uk/ for discipline-specific metadata standards for your discipline." - "If you are currently not working with data, think about your last thesis or the last project you advised on."	in (no)
...	Alternative ...	5 min (na)	2/3 Participants work	Participants learn about https://rdamsc.bath.ac.uk/	Participants: Individual work	out (no)
...	Alternative ...	5 min (na)	3/3 Participants provide input	Participants learn about https://rdamsc.bath.ac.uk/	Moderation: - Discussion of results	out (yes)

Duration of unit: 50 minutes.