



LIS 5043: ORGANIZATION OF INFORMATION

FALL 2024

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Course Delivery: The LIS 5043 course will be delivered online supported by the course Canvas (canvas.ou.edu/) site.

Instructor Bio: **Dr. Manika Lamba** is an Assistant Professor at the School of Library and Information Studies, University of Oklahoma. Previously, she was a Postdoctoral Research Associate at the School of Information Sciences, University of Illinois Urbana-Champaign. She earned her PhD, MPhil, and Masters in Library and Information Science from the University of Delhi, India. She also holds an MS in Plant Biotechnology and a BS (H) in Biochemistry. Her research broadly falls under computational social science and digital humanities where she primarily focuses on using computational methods (*like NLP, text mining, and machine learning*) to provide better solutions for information retrieval and organization of digital libraries.

***Please feel free to email me with any questions or concerns you have about this course!*

1 Course Description

Course Description from OU Course Catalog: Organization of internal and external sources of information; information services and tools; basic concepts of information storage and retrieval systems; design and structure of information systems; identification and organization of knowledge resources such as expertise, skills and competencies; knowledge organization methods such as classification, cataloging, taxonomies and metadata; search strategies and information retrieval.

Course Objectives: To provide students the opportunity to:

1. To acquire a comprehensive understanding of the principles, methodologies, and practices fundamental to information organization; and
2. To become familiar with issues, trends, and key people in information organization and knowledge representation.

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

1. Describe the need for and identification and organization of information
2. Analyze the need for organizing and representing information in a variety of institutional settings.
3. Analyze search tools, websites, and other information/knowledge management products.
4. Describe, compare, and contrast major information description techniques, methods, and tools.
5. Understand the human, social, and policy issues inherent in organization of information and knowledge resources.
6. Evaluate several types of information packages and retrieval sources.

The objectives of LIS 5043 will be accomplished through the following:

- Weekly lectures and discussions
- Readings about information organization, review of tools and online systems
- Evaluation of application exercises
- Development of an information organization system for a specific collection chosen by student
- Participation in online activities and class and group discussions

Methodologies used to provide learning opportunities in this class will include, but are not limited to, lectures, required readings, online discussion, written reports, and exercises and learning activities.

Exercises and written reports provide opportunities to blend theory and general principles with practice. Students are required to complete assigned readings and other assigned activities that may include additional resources selected by the student. Exercises also help students learn and practice new terms and concepts, and engage in and demonstrate, a process of analysis, synthesis, and evaluation (principles of critical thinking).

Readings and resources are intended to transmit substantive content, to introduce and clarify technical terms and concepts, to raise the human, social, and policy issues related to the topics, and to guide student study and critical analysis of the course material.

Online class and group discussions provide opportunities for students to examine attitudes, test positions, explore ideas, and to develop a sharpened sense of inquiry as they interact with their peers.

Participation: Participation is a very important component of the learning experience. As such you should plan to sign on to the CANVAS site at least daily to read postings from the instructor, your group, or the class required postings.

You are expected to view the presentations and complete readings for a topic area at the beginning of each class week. Students are expected to actively participate in the online discussions conducted in small groups and on the class discussion boards. The discussions have as one major purpose the opportunity to examine attitudes, test positions, and explore ideas, as a means of facilitating development of a personal professional philosophy.

All participants are expected to welcome open expression of opinions, attitudes, and beliefs and to accept the legitimacy and value of dissent, whether the dissenting opinion is considered valid or not. In discussion conducted electronically, whether in the course website discussion area or in email, participation is expected to reflect the tenor of a professional discussion among colleagues, just as is the case in discussion within a physical classroom. Also bear in mind that the conversations posted to the class general discussion boards are viewable to all members of the class, but not to the general public.

2 Requirements

Textbook and Readings: Readings are required in the assigned readings from the professional and scholarly literature. All readings complement and supplement class lectures and discussion.

Class lectures are not specific to the readings but rather build on and synthesize the content of the readings. Although readings may be listed in connection with specific topics, several readings relate to more than one topic. Students should read the assigned materials before the appropriate class week.

Required text: Joudrey, D.N. & Taylor, A.G. (2018). *The organization of information*, (4th ed). Santa Barbara, CA: Libraries Unlimited. ISBN: 978-1-59884-858-8

Readings: Readings are assigned for each module. Each week's readings are listed on the Schedule and in the related Module. The instructor may also assign new additional readings of relevance throughout the semester.

Style Manual: In written reports, students are required to cite sources according to the format rules in the **7th edition of the Publication Manual of the American Psychological Association (APA)**. **Students will use the Reference List style with in text citations, not footnotes or endnotes, in all applicable assignments.**

Assignments: The grade earned for this course will be based on the following assignments:

1. **Application Exercises (40 percent of grade):** A series of exercises will be assigned throughout the semester that will help students learn more about the concepts, tools, and processes of organizing information and knowledge resources.
2. **Online participation (25 percent of grade):** Students will engage in a series of online discussions over the course of the semester. Each discussion is designed to give students an opportunity to explore and develop their understanding of how information and knowledge is organized and to engage in conversations with other students on relevant topics posed by the instructor each week.

Weekly discussion posts. Each week, starting with the second week of class, we will have small group discussions about the week's topic. I will post the topic to discuss Monday morning of the week. You will be changing groups every four weeks, so that you have the opportunity to meet and engage in discussions with different members of the class.

Discussion posts will be made by **no later than Wed. of each week by 11:59 p.m.** with no extensions unless the CANVAS site or your local Internet connection goes down. In which case, please let the instructor and your group members know about your late posting asap. Failure to comply with the Wed. posting schedule will result in a loss of the week's credit for the discussion. After your first post, you should monitor the board,

read the other group members' postings and post at least one or more (as outlined in the week discussion prompt) substantial comment to the group members' postings. You are welcome to post more comments if you like. Also, if someone posts a comment to you, be sure to go back and respond. Don't leave them hanging. All posts for the week should conclude **by Sunday night at 11:59 p.m.**

Discussion posts are worth 25% of your course grade. Each initial post is worth 1 point, with the assigned comments for the week equaling an additional 1 point unless otherwise noted on the weekly prompt for the discussion.

3. **Organization System Design (35 percent of grade):** Students will work in teams of two (three with permission) to design an organization system for a collection and user group of their choosing. Please refer to "Organization System" assignment on the Assignments module for further details.

3 Related Policies

Submission of assignments: Students are required to submit all assignments electronically using the course website. To submit a file:

1. Click on the link for the applicable assignment on the Assignments page of the course CANVAS site.
2. Click on the Submit Assignment button on the upper right side of the page.
3. You will be using the File Upload option. Browse to locate the appropriate folder on your computer for the assignment and upload the file to Canvas.

You will also use a **file naming convention** to name ALL files submitted to the Inbox. This convention is: LastnameAssignmentAbbreviatedDatesubmitted. For example, "LambaSurveyJan42019".

There are **no extensions for assignments**. To facilitate timely grading, all assignments must be submitted on time. Assignments are expected to be turned in by **11:59 pm** on the due date. One-half grade will be deducted for each day an assignment is late. An exception **may** be made if a student absolutely cannot meet the deadline and notifies the instructor before the deadline. It is better to submit an assignment late than not to submit one at all.

Class Attendance: This class is delivered online, supported by the class CANVAS course site. Students are expected to log in to the CANVAS site every day to review the weekly lectures, completed assigned activities, and participate in the class and group discussions.

4 Grading

Grades indicate the degree to which a student completes assignments according to stated requirements. Grades are determined as follows:

Grading Distribution: Combined scores for the assignments will total 100%. The student's final grade for the course will be based on the following:

A = 90-100 percent

B = 80-89 percent

C = 70-79 percent

D = 60-69 percent

F = 59 percent and below

Requirements	% of grade
Application exercises	40%
Participation	25%
Organization System	35%

The grade of A signifies superior work beyond basic requirements of the course, B signifies adequate work in response to the requirements, and C or lower signifies that work does not meet the basic requirements.

Grading Criteria

Participation: Since both small group and class discussion is a part of this course, active participation is expected. To effectively participate in this course, the website of the course should be visited daily to check for updates and announcements, and postings in your small group or class discussions. Student participation in the course through use of the course website will be monitored through the course management system.

Students are expected to read assigned materials prior to the week a topic begins, contribute to group discussions, participate in class discussion activities, follow instructions for assignments, and meet deadlines. It is the responsibility of the student to notify the instructor as soon as possible if they are having problems that will preclude them from completing discussions and assignments on time. It is also the student's responsibility to communicate these same concerns/issues to their group members.

Criteria for evaluating your individual posts to small group and class discussions are the

following: (1) evidence of critical thinking, (2) clarity of identification of the issues, (3) understanding of the problems, and (4) ability to propose and evaluate solutions. It is expected that discussion will reflect readings related to the topic and give evidence of incremental progress in meeting course objectives through critical comments offered, questions asked, synthesis and understanding of issues demonstrated. Postings are not personal opinions or platforms for students to post their views on a topic but rather should demonstrate comprehension and synthesis of course readings, lectures, and prior discussions.

Written papers: Both the substantive content of the report and the quality of the writing will be considered.

Substantive content includes: completeness and adherence to the assignment, knowledge of appropriate concepts, strong supporting material, and reasonable conclusions or solutions supported by readings and/or independent research conducted by the student.

Quality of writing includes: organization and clarity of expression, appropriate use of references and citation styles within text and in reference list, adherence to the format prescribed by the assignment, and correct grammar, punctuation, and spelling.

References must be made using the SLIS approved style manual, *The Publication Manual of the APA* using the reference style (see above). Up to **one-half grade** will be deducted for inaccurate references.

Students should be mindful of what constitutes plagiarism and giving appropriate attribution to resources and authors when writing the report. See below for information regarding LIS and OU policy on academic integrity.

Extra Credit: No assignments for extra credit will be made under any circumstances. A student who is having trouble with regular assignments is strongly encouraged to contact the instructor as early as possible for personal advising.

Grade Option - Incomplete: The University of Oklahoma has strict conditions under which a student is given an incomplete in a regularly scheduled, letter-graded course. A grade of Incomplete (I) will be given only for a justifiable reason (due to unavoidable circumstances, not lack of planning on the student's part) and only if the student is passing the course. It is the responsibility of the student to request a grade of I and to meet with the instructor as early as possible to determine the requirements for completing the course. Any incomplete granted must be removed by the deadline specified by the instructor. The time limit set for removal of an incomplete will take into account the circumstances of the situation but may not exceed one calendar year.

Student Evaluation of Course and Instruction: At the end of the semester, each student will be asked to complete a standard online evaluation form that elicits opinions about the quality and relevance of course content and the quality of instruction. The instructor will not see course evaluations until well after grades have been turned in to the registrar's office. This student input is used by the instructor for improvement of teaching and by the School for annual assessment and tenure and promotion decisions. It is important that you be careful and accurate. This evaluation is administered online by the College of Arts and Sciences Online Learning Programs Office.

In addition, each student will be asked to complete a course-specific evaluation that asks for assessment of topics and sequencing, usefulness of assignments, and suggestions for additions/deletions to the readings. As with the online standardized form, this evaluation is not seen by the instructor until after grades have been submitted to the registrar. The evaluations are used to alter course design, make revisions in assignments, and otherwise assist in improving the course.

5 Course Communication

I encourage regular communication from students. You may reach me via email at any time. You may also schedule a meeting with me via Zoom.

The course website also has a Discussions Board for class discussions. If you have a question about class, the readings, the assignments, etc. you may post it to the Discussions Board as well. Remember, any message posted to the Discussion Board can be read by ALL of your classmates, so do not post private email messages on the forums.

6 Policies

Class Conduct: Instructor and students are expected to be prepared for weekly discussion and activities each week. The instructor will be available for student consultation during office hours, by appointment, via email, and Zoom. Students are asked to contact the instructor if they expect to submit work late or intend to withdraw from the course.

Students participating in class discussions and group assignments are expected to develop positive interaction skills that demonstrate mutual respect for other ideas and approaches. Failure to comply may result in loss of participation points. Use this opportunity to further develop proper in-person and online etiquette and communication skills. You will be expected to have well-developed online skills as well as offline skills as a librarian or information professional.

Student responsibility for learning: *As noted in the OU SLIS Graduate Student Handbook:* Fundamentally, responsibility for education at the graduate level belongs to the individual student. Faculty provide the basic frame in which the study is undertaken, offer assistance in setting the parameters of study, and serve as facilitators and mentors. This approach to the learning environment is particularly necessary as a conceptual framework for the development of information professionals who must exercise critical thinking, analyze problems, and design solutions as a daily part of their work life, who must be independent and lifelong learners who also function effectively as team members in a diverse and dynamic information environment.

Note on Text generation (Large Language Model Chatbots, ChatGPT, etc.): You are welcome to use these tools to aid with your written work as long as they are properly cited. Please include a footnote/endnote that gives your prompt and a summary of changes you made to the output.

Rationale & further: We assign you things to write because we want to hear your perspectives, experiences, and thoughts. Written assignments are meant to help you reflect on and connect with the course material. We aren't testing to see if you can produce some mythical perfect piece of text we have secretly stashed away. Using your own voice allows us to give feedback about your learning, which helps you learn more and retain it longer. Each writing assignment has a rubric you can use to understand my expectations. We do expect you've proofread your work to make it clear to read).

Text generation tools can be useful when you're facing a blank screen and aren't quite sure where to start. Appropriate use involves heavily altering whatever the tool produces.

Note if you used it for and what you did to change the text.

For instance, if you do want to use large language models, test specific prompts. Not, "Please write a 1000 word essay on ..."? Instead, asking for example outlines, how to clarify something, etc. Use them as tools to aid the process, not to replace your own thinking.

Be mindful that these tools will often generate fictional connections, results, and citations. Dr. Lamba have a particular concern, from her research, with hallucinated citations: please do not rely on any tool to generate your citations (or even to format them!) without checking them.

Religious Holidays: It is the policy of the University to excuse the absences of students that result from religious observances and to reschedule examinations and additional required classwork that may fall on religious holidays, without penalty. [\[See Faculty Handbook 3.15.2\]](#)

Reasonable Accommodations: The University of Oklahoma (OU) is committed to the goal of achieving equal educational opportunity and full educational participation for students with disabilities. If you have already established reasonable accommodations with the Accessibility

and Disability Resource Center (ADRC), please [submit your semester accommodation request through the ADRC](#) as soon as possible and contact me privately, so that we have adequate time to arrange your approved academic accommodations.

If you have not yet established services through ADRC, but have a documented disability and require accommodations, please complete [to](#) begin the registration process. ADRC facilitates the interactive process that establishes reasonable accommodations for students at OU. For more information on ADRC registration procedures, please review their [Register with the ADRC](#) web page. You may also contact them at (405)325-3852 or adrc@ou.edu, or visit <http://www.ou.edu/adrc> for more information.

Note: disabilities may include, but are not limited to, mental health, chronic health, physical, vision, hearing, learning and attention disabilities, pregnancy-related. ADRC can also support students experiencing temporary medical conditions.

Mental Health Support Services: Support is available for any student experiencing mental health issues that are impacting their academic success. Students can either be seen at the University Counseling Center (UCC) located on the second floor of Goddard Health Center or receive 24/7/365 crisis support from a licensed mental health provider through [TELUS Health](#). To schedule an appointment or receive more information about mental health resources at OU please call the UCC at 405-325-2911 or visit [University Counseling Center](#). The UCC is located at 620 Elm Ave., Room 201, Norman, OK 73019.

Title IX Resources and Reporting Requirement: The University of Oklahoma faculty are committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX. There are resources available to those impacted, including: speaking with someone confidentially about your options, medical attention, counseling, reporting, academic support, and safety plans. If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and wish to speak with someone confidentially, please contact [OU Advocates](#) (available 24/7 at 405-615-0013) or [University Counseling Center](#) (M-F 8 a.m. to 5 p.m. at 405-325-2911).

Because the University of Oklahoma is committed to the safety of you and other students, and because of our Title IX obligations, I, as well as other faculty, Graduate Assistants, and Teaching Assistants, are mandatory reporters. This means that we are obligated to report gender-based violence that has been disclosed to us to the Institutional Equity Office. This means that we are obligated to report gender-based violence that has been disclosed to us to the Institutional Equity Office. This includes disclosures that occur in: class discussion, writing assignments, discussion boards, emails and during Student/Office Hours. You may also choose to report directly to the Institutional Equity Office. After a report is filed, the Title IX

Coordinator will reach out to provide resources, support, and information and the reported information will remain private. For more information regarding the University's Title IX Grievance procedures, reporting, or support measures, please visit [Institutional Equity Office](#) at 405-325-3546.

Adjustments for Pregnancy/Childbirth Related Issues: Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact the Accessibility and Disability Resource Center at 405/325-3852 and/or the Institutional Equity Office at 405/325-3546 as soon as possible. Also, see the Institutional Equity Office [FAQ on Pregnant and Parenting Students' Rights](#) for answers to commonly asked questions.

Codes and policies of behavior: To protect its faculty and students, the School fully subscribes to the University's codes, policies, and procedures involving academic misconduct; grievances; sexual, racial, and ethnic harassment; and discrimination based on disability. You should acquaint yourself with both your responsibilities and your protections. Links are available from <http://www.ou.edu/integrity>.

Final Exam Preparation Period: Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week. For specific provisions of the policy please refer to OU's [Final Exam Preparation Period policy](#).

Useful links: Students should review expectations for the academic integrity of work by reading and reviewing the items posted at the URLs listed below.

1. Academic Integrity: <http://integrity.ou.edu/>
2. Plagiarism...and how to avoid it: <https://guides.ou.edu/plagiarism>

Diversity and Inclusion Policy: Diversity is one of the strengths of our society as well as one of the hallmarks of a great university. The University supports diversity and is committed to maintaining employment, educational, and health care settings that are multicultural, multiracial, multiethnic, and all-inclusive. Respecting differences is one of the University's missions. See the full diversity and inclusion policy at this link: <https://www.ou.edu/diversity>

Writing Center

Norman Campus (but available to all campuses)

If students would like some help documenting research materials or organizing thoughts for their writing, they can make appointments for FREE, 30-minute conference sessions with writing consultants at the OU Writing Center on the Norman campus, located in 280 Wagner Hall (1005 Asp Avenue), Room 280. Appointments can be made by phone (405-325-2936) or in person or online. IM (instant messaging) contact is available. It is also possible to submit a

paper for online consultation. For more information, see: <http://www.ou.edu/writingcenter/>

Emergency Protocol: During an emergency, there are official university [procedures](#) that will maximize your safety. **Severe Weather:** If you receive an OU Alert to seek refuge or hear a tornado siren that signals severe weather.

1. Look for severe weather refuge location maps located inside most OU buildings near the entrances.
2. Seek refuge inside a building. Do not leave one building to seek shelter in another building that you deem safer. If outside, get into the nearest building.
3. Go to the building's severe weather refuge location. If you do not know where that is, go to the lowest level possible and seek refuge in an innermost room. Avoid outside doors and windows.
4. Get in, Get Down, Cover Up
5. Wait for official notice to resume normal activities. Additional [Weather Safety Information](#) is available through the Department of Campus Safety.

The University of Oklahoma Active Threat Guidance: The University of Oklahoma embraces a Run, Hide, Fight strategy for active threats on campus. This strategy is well known, widely accepted, and proven to save lives. To receive emergency campus alerts, be sure to update your contact information and preferences in the account settings section at one.ou.edu.

RUN: Running away from the threat is usually the best option. If it is safe to run, run as far away from the threat as possible. Call 911 when you are in a safe location and let them know from which OU campus you're calling from and location of active threat.

HIDE: If running is not practical, the next best option is to hide. Lock and barricade all doors; turn off all lights; turn down your phone's volume; search for improvised weapons; hide behind solid objects and walls; and hide yourself completely and stay quiet. Remain in place until law enforcement arrives. Be patient and remain hidden.

FIGHT: If you are unable to run or hide, the last best option is to fight. Have one or more improvised weapons with you and be prepared to attack. Attack them when they are least expecting it and hit them where it hurts most: the face (specifically eyes, nose, and ears), the throat, the diaphragm (solar plexus), and the groin.

Please save OUPD's contact information in your phone.

NORMAN campus: *For non-emergencies call (405) 325-1717. For emergencies call (405) 325-1911 or dial 911.*

TULSA campus: *For non-emergencies call (918) 660-3900. For emergencies call (918) 660-3333 or dial 911.*

Fire Alarm/General Emergency: If you receive an OU Alert that there is danger inside or near the building, or the fire alarm inside the building activates:

1. LEAVE the building. Do not use the elevators.
2. KNOW at least two building exits
3. ASSIST those that may need help
4. PROCEED to the emergency assembly area
5. ONCE safely outside, NOTIFY first responders of anyone that may still be inside building due to mobility issues.
6. WAIT for official notice before attempting to re-enter the building.

[OU Fire Safety on Campus](#)

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