

UNIVERSITY OF CAPE COAST
COLLEGE OF HUMANITIES AND LEGAL STUDIES
SCHOOL OF ECONOMICS
DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY
DATA CURATION AND MANAGEMENT PLANS

Course Coordinator: Raymond Elikplim Kofinti (Ph.D.)	Credit hours: 3
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Office: Room DF1, 1st Floor, Old administration.	
Lecture Periods: 13 th -19 th August 2024	

Main Text(s):
<ol style="list-style-type: none"> 1. Australian Code for the Responsible Conduct of Research. (2007). National Health and Medical Research Council. Retrieved January 25, 2014, from http://www.nhmrc.gov.au/guidelines/publications/r39 2. Borgman, C. L. (2015, forthcoming). Big Data, Little Data, No Data: Scholarship in the Networked World. Manuscript. Cambridge, MA: MIT Press. 3. Faniel, I. M., & Jacobsen, T. E. (2010). Reusing Scientific Data: How Earthquake Engineering 4. Researchers Assess the Reusability of Colleagues' Data. Journal of Computer-Supported Cooperative Work, 19, 355–375. doi:10.1007/s10606-010-9117-8 5. Gutmann, M., Abrahamson, M., Adams, M., Altman, M., Arms, C. R., & King, G. (2009). From 6. Preserving the Past to Preserving the Future: The Data-PASS Project and the Challenges of Preserving Digital Social Science Data. Library Trends, 57, 315–337
<p>Course Description</p> <p>The amount of data generated in the contemporary world is ever increasing, evolving and assuming different structure and formats. Hence, there is the need to properly store, manage and cure all emerging data, to prevent data loss. To avoid loss of data and ensure data reuse by other researchers, there is the need to adhere to standard data capturing and curation protocols. Data curation which can be seen as an active process of data management throughout the life-span of data allows data discovery, retrieval and reuse and maintain data quality and add value. This course provides students with an overview of a broad range of theoretical and practical problems in Data Curation and Management Plans. Students would also be introduced to the essence of archiving and preservation as well as strategies for promoting the reuse of data. In addition, students would examine issues related to appraisal and selection, long-lived data, metadata and legal and intellectual property issues.</p>
<p>On completion of this course, students would be able to:</p> <ul style="list-style-type: none"> • Appreciate the nature of hierarchies and strategies for data transformation and transcoding.

- Analyse various data preservation strategies
- Explain the key roles metadata plays in the data management process and identify a variety of metadata schemes.
- Distinguish between the many forms of data, how data vary by scholarly discipline, and how they are used throughout the scholarly life cycle.

Course Outline

1. Overview of Data, Data Practices, and Data Curation
2. Selection and Appraisal
3. Data archives and repositories
4. Economics of data: preservation, access, and sustainability
5. Documentation/Codebooks/Metadata
6. Data Management Planning
7. Data quality/Cleaning
8. Data sharing and reuse
9. Archiving Data & Codes
10. Large Language Models

Teaching and Learning Strategies

- Discussion method
- Demonstration method
- Group and individual work
- Problem-solving
- Face-to-face lectures and expositions

Grading System

Short assignment	30%
Term project	60%
Class participation and discussion of readings -	10%

You will be graded as follows:

A=80-100%; **B+**=75-79%; **B** =70-74%; **C+** =65-69%; **C**= 60-64%; **D+** =55-59%; **D**= 50-54%; **E**< 50 (Fail-Resit)

Course Policy

Attendance: 100% attendance is required. Attendance to all sessions is compulsory. By the University regulations, you must support any absenteeism by the appropriate report.

Code of conduct: You should be punctual at all sessions and conduct yourself at same in a professional manner. You must also switch your phone to silent mode.

Cheating/Plagiarism: Cheating and plagiarism of any kind will not be tolerated and will attract the appropriate sanctions as stipulated in the students' handbook.

Assignment submission: All work should be submitted by the deadline.

Referencing: Use APA style in your essays/project write-up as stipulated in the University's theses and dissertation guide.