**University of Michigan School of Information**

**SI 699**
**Mastery Course: Digital Curation**
**Winter 2021**

**Instructor:** Irene V. Pasquetto, Assistant Professor of Information (irenevp@umich.edu)
**Time**: Monday, 5:30 to 8:30 pm
**Instructor Office Hours**: Monday 4 pm to 5 pm, by appointment (email professor)

**Course Overview**: This is a mastery course, i.e., an advanced one-semester course that requires students to demonstrate command of the key methods, theories, approaches, and capabilities that they have acquired in their education and training at UMSI so far. Unlike other courses with significant faculty-led structure and scaffolding, mastery courses require you to demonstrate initiative and show that you can critically engage with a digital curation problem, and design and implement a solution to that problem. I see my role as guiding you through this process. The goal is not to teach you new technical skills or introduce more theory, but rather help you think out of the box, think beyond familiar and comfortable frames, and engage with digital curation in an ethical and responsible manner.
This mastery course is designed for students to demonstrate their knowledge and skills in digital curation through the completion of a client-based project with a specific outcome. Working in independently or in small teams, students will work with a client on a digital curation problem, such as:

- Data rescue & digital forensics
- Assessing and improving metadata capture for a web archive
- Modeling information packages for a new collection of digital content
- Analyzing and improving an existing collection
- Designing and implementing new systems/tools for access to a digital collection

Teams will be assigned a project and a client during the first few weeks of class. Projects will be assigned based on a combination of student interests, prior experience, client needs, and the availability of projects.
This course will emphasize the importance of identifying, developing, testing, and evaluating multiple solutions to a digital curation problem. Many of the interim deliverables have been designed with the goal of encouraging students to explore and surface many ways of solving a problem in order to select the best from among them.

==IMPORTANT NOTICE==
Once a team is matched with a client, the team should wait to contact the client until after the instructor has connected the students with the client.

Digital curation is a collaborative field that requires participation and buy-in from many different stakeholders. Being able to identify the best idea and communicate to others why they should pursue it will be an important asset for you as an information professional and will impact your ability to successfully carry out projects, and/or implement systems and services.

**Learning objectives:**
This course will draw on existing knowledge and skills (including the ability to search for and evaluate existing policies, practices, and tools) that may be relevant to the project. Students must demonstrate the following competencies to successfully complete this course:
1. Identify and articulate digital curation problems.
2. Assess the current state of digital content/collections.
3. Formulate and test multiple solutions to a single digital curation problem.
4. Evaluate those solutions to determine which is the most appropriate based on a combination of factors, including but not limited to: the needs of the client, accepted best practices, legal and ethical requirements, and technical and/or financial considerations.
5. Implement the selected digital curation solution/strategy on all or part of a digital collection.
6. Communicate effectively and professionally with a client/stakeholder in a way that makes your work replicable and/or allows them to implement your recommendations.
7. Understand how to find appropriate tools and resources from a broad range of sources to carry out the work of digital curation.

**Course prerequisites:**

- SI 501: Contextual Inquiry and Consulting Foundations (or prior experience with client-focused project management)
- SI 506 Programming 1 (or demonstration of the ability to write simple programs and manipulate data)
- SI 622: Needs Assessment and Usability Evaluation
- SI 623: Research Methods of Information Professionals (or prior coursework in statistics,
- research methods, or demonstrated research experience)
- SI 667: Foundations of Digital Curation OR SI 625: Digital Preservation

Students lacking these formal requirements should contact the Office of Student Affairs for permission to enroll based on demonstration of required competencies which may have been achieved through some combination of UMSI coursework, appropriate coursework prior to matriculating at UMSI, internships, documented work experiences, or other structured learning.

**It is my expectation that all students in this course will have acquired the knowledge and skills that are taught in these prerequisites, even if you have received a waiver for the course.**

| Assignment | Due dates | Points |
|---|---|---|
| Attendance & participation | Ongoing | 10 |
| PEERRS Certification, preference for project submitted to professor before class | Monday week 3, Feb. 1st (teams formed in class) | n/a |
| Short problem statement | Monday week 4, Feb. 8th (peer-reviewed in class) | 5 |
| Project timeline and plan of work | Monday week 6, Feb. 22nd | 15 |
| Midterm status report (presentation) | Monday week 9, March 15th | 30 |
| Final report: poster presentation and client report | Monday week 14, April 19th | 40 |

**Participation (10%)**
Includes class attendance and preparation as well as participation in class discussions and resource sharing.
The work of digital curation is collaborative and as such, it is my expectation in this course that in addition to working together within your teams, students will support one another by sharing information and resources throughout the semester. You can do this through in-class discussions, as well as by sharing information/articles/links/etc. via the course Canvas site.

**Problem Statement (5%)**
Each team will write a 250-word abstract briefly describing and situating the digital curation problem that they will be assessing & solving this semester.

**Project Timeline & Plan of Work (15%)**
After describing the digital curation problem, each team will create a project timeline and a detailed plan of work. This document will lay out the steps that students intend to take throughout the semester and should include major course deliverables as well as any client-specific deadlines.

**Midterm Status Report: Slide Deck, Presentation (30%)**
The midterm status report will consist of a 10-minute presentation, followed by 3-5 minutes of Q&A, that should include: background information about the problem, a description of 3 different options for addressing the problem, results of pilot tests of each of the 3 options, challenges/problems encountered, and next steps.

**Final Report: Poster Presentation, Project Report + Deliverables (40%)**
The final report will consist of a poster and 15-minute presentation describing each team's work over the course of the semester. Important note: Your clients will be completing a survey about their experience over the course of the semester, and their feedback will also be taken into account in the grading of your final project.

**IMPORTANT NOTICE**
- All deliverables need to be shared with clients in advance of the end of the semester for feedback
- All deliverables have to be shared with clients - and accounted for by a person on the instructional team

- It is the team's responsibility to communicate deliverables and mutually agree upon frequency of communication with clients (weekly meetings)

**General course policies**

*Email policy and office hours*

I will try to answer emails within 72 hours of receiving them; however, if you have extensive questions about an assignment, please make an appointment for office hours. I cannot guarantee a prompt response to last minute, just-before-the-deadline emails about assignments, so try to work ahead.
While I am happy to answer questions about assignments and look over small sections of what you're working on, I unfortunately cannot look over complete drafts of assignments. If you need referrals to copy editing services, please contact the Office of Student Affairs or your local academic library.

*Grading criteria*

When completing your assignments, be sure to follow the instructions carefully, and pay special attention to the grading criteria. I will use the following scheme for assigning final grades: A = 93-100, A- = 90-92; B+=87-89,B=83-86,B-=80-82;C+=77-79,C=73-76,C-=70-72,D+=67-69,D=63-67, D-= 60-62; F = <60.

*Late policy*

In the absence of any prior arrangement with me, for each day that an assignment is late, ten percent of the possible points will be deducted from the score. An assignment is one day late when the time it is due is passed, and it continues to be one day late until 24 hours later. Extensions are possible only if discussed at least 24 in advance of the deadline. If you anticipate difficulties completing an assignment on time, talk with me as soon as possible so that alternate solutions can be discussed.

*Code of conduct*

I consider this classroom to be a place where you will be treated with respect, and I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming and inclusive environment for every other member of the class.

*Preferred Name/Pronoun Policy*

I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records.

*Disability accommodation*

If you think you need an accommodation for a disability, please let me know at your earliest convenience. Some aspects of this course, the assignments, the in-class activities, and the way the course is usually taught may be modified to facilitate your participation and progress. As soon as you make me aware of your needs, we can work with the Services for Students with Disabilities (SSD) office to help us determine appropriate academic accommodations. SSD (734-763-3000; http://ssd.umich.edu) typically recommends accommodations through a Verified Individualized Services and Accommodations (VISA) form. Any information you provide is private and confidential and will be treated as such.

*Student Mental Health and Wellbeing*

The University of Michigan is committed to advancing the mental health and wellbeing of its students, while acknowledging that a variety of issues, such as strained relationships, increased anxiety, alcohol/drug problems, and depression, directly impacts students' academic performance.

If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact Counseling and Psychological Services (CAPS) at (734) 764-8312 and https://caps.umich.edu/ during and

after hours, on weekends and holidays or through its counselors physically located in schools on both North and Central Campus. You may also consult University Health Service (UHS) at (732) 764-8320 and https://www.uhs.umich.edu/mentalhealthsvcs, or for alcohol or drug concerns, see [www.uhs.umich.edu/aodresources](www.uhs.umich.edu/aodresources).

Statement on Academic Integrity

*Collaboration*

UMSI strongly encourages collaboration while working on some assignments, such as homework problems and interpreting reading assignments as a general practice. Active learning is effective. Collaboration with other students in the course will be especially valuable in summarizing the reading materials and picking out the key concepts. You must, however, write your homework submission on your own, in your own words, before turning it in. If you worked with someone on the homework before writing it, you must list any and all collaborators on your written submission. Each course and each instructor may place restrictions on collaboration for any or all assignments. Read the instructions careful and request clarification about collaboration when in doubt. Collaboration is almost always forbidden for take-home and in class exams.

*Plagiarism*

All written submissions must be your own, original work. Original work for narrative questions is not mere paraphrasing of someone else's completed answer: you must not share written answers with each other at all. At most, you should be working from notes you took while participating in a study session. Largely duplicate copies of the same assignment will receive an equal division of the total point score from the one piece of work.

You may incorporate selected excerpts, statements or phrases from publications by other authors, but they must be clearly marked as quotations and must be attributed. If you build on the ideas of prior authors, you must cite their work. You may obtain copy editing assistance, and you may discuss your ideas with others, but all substantive writing and ideas must be your own or be explicitly attributed to another. See the (Doctoral, MSI, BSI) student handbooks available on the UMSI intranet for the definition of plagiarism, resources to help you avoid it, and the consequences for intentional or unintentional plagiarism.