LIS S604 Community and Data
Department of Library and Information Science
Indiana University School of Informatics and Computing, IUPUI
Spring 2020 Syllabus

Instructor: Ayoung Yoon, Ph.D., Assistant Professor
Email: ayouin@iupui.edu
Office Phone: 317 278-2388
Office hours: By appointment
Course site: https://iu.instructure.com/courses/1873862
Course credit: 3
Pre-Requisite: S500

COURSE DESCRIPTION
This course introduces to the concept of open data in the context of community work, their impact on community work, and data literacy skills to identify data sources and apply them to a given context. Half of this course will devote to the project-based learning, where students should work with any community entity of their interests.

Extended Course Description
Data are the powerful source for many communities works to help community’s decision-making, program assessment as well as design. Not only collecting sound data but also using many open data that are already exist to public intelligently is consistently important for community developers, to evaluate the results of their own work and to tell the story of that work to residents, funders and other important stakeholders. Using data can aid in the planning and implementation of relevant community, social, and library services.

This course introduces to the concept of open data in the context of community work, their impact on community work, and data literacy skills to identify data sources and apply them to a given context. Half of this course will devote to the project-based learning, where students should work with any community entity of their interests.

COURSE LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Upon completion of this course, students will</th>
<th>RBT*</th>
<th>PGPL</th>
<th>ALA Comps.</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Analyze community’s strength and weaknesses and their data needs.</td>
<td>4</td>
<td>1,2</td>
<td>1,4,5</td>
<td>Community strength and weakness essay, Community project</td>
</tr>
<tr>
<td>2. Evaluate conditions of existing community data in the context of community work.</td>
<td>5</td>
<td>1,2</td>
<td>1,4,5</td>
<td>Data source and search exercise, Community project. Review of data ecosystem</td>
</tr>
</tbody>
</table>
Upon completion of this course, students will

<table>
<thead>
<tr>
<th>RBT</th>
<th>PGPL</th>
<th>ALA Comps.</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>5</td>
<td>1,2</td>
<td>1,4,5</td>
</tr>
<tr>
<td>Evaluate existing open data tools for the context of community work.</td>
<td></td>
<td></td>
<td>Open data tools and technology review; Review of data ecosystem</td>
</tr>
<tr>
<td>4.</td>
<td>4</td>
<td>1,2</td>
<td>1,4,5</td>
</tr>
<tr>
<td>Analyze legal and policy constrains on communities’ data utilization.</td>
<td></td>
<td></td>
<td>Review of data ecosystem; Data literacy exercise</td>
</tr>
<tr>
<td>5.</td>
<td>5</td>
<td>1,2</td>
<td>1,4,5</td>
</tr>
<tr>
<td>Assess data literacy skills that are necessary to do community data work.</td>
<td></td>
<td></td>
<td>Data literacy exercise</td>
</tr>
<tr>
<td>6.</td>
<td>6</td>
<td>1,2,3,4</td>
<td>1,4,5</td>
</tr>
<tr>
<td>Create a data report (presentation) by utilizing existing data and resources to meet the community entity’s needs.</td>
<td></td>
<td></td>
<td>Community project</td>
</tr>
</tbody>
</table>

RBT: Revised Bloom’s taxonomy; PGPL: Principles of Graduate and Professional Learning

Revised Bloom's Taxonomy (RBT)

1. **Knowledge/Remembering**: The ability to recall or recognize specific information or data.
2. **Understanding**: Understanding the meaning of informational materials, translation, interpolation and interpretation of instructions and problems.
3. **Application**: The use of previously learned information in new and concrete situations to solve problems that have single or best answers.
4. **Analysis**: Breaks down information/concepts into smaller components. Each component is identified and understood as is the relationship of these components to the whole.
5. **Evaluation**: The ability to apply a criterion or set of standards to conclude a value judgment.
6. **Creation, Synthesis**: The ability to merge knowledge into creating a new meaning or structure including demonstrating how and why various diverse elements work together.

Principles of Graduate and Professional Learning (PGPL)

Learning outcomes are assessed in the following areas:

1. Demonstrate the knowledge and skills needed to meet disciplinary standards of performance, as stated for each individual degree
2. Communicate effectively with their peers, their clientele, and the public
3. Think critically and creatively to improve practice in their field
4. Meet all ethical standards established for the discipline

Program Learning Outcomes (PLO)

1. Connect Core Values and Professional Ethics to Practice
2. Facilitate Engagement in the Information Ecosystem
3. Curate Collections for Designated Communities
4. Lead and Manage Libraries, Archives and Other Information Organizations
5. Organize and Represent Information
6. Conduct Systematic Research to Inform Decisions
7. Innovate Professional Practice with Information Services and Technology

GENERAL COURSE ADMINISTRATION

Canvas

Canvas will be an integral part of S604. If you have problems accessing Canvas, please contact the University Information Technology Services (UITS) Support Center at 317-274-HELP. All course announcements and individual communication will be found in Canvas along with the class syllabus, course schedule, assignments, and other course documents.

How we will conduct “Class”

While online courses afford great convenience, they also demand extra effort from both an instructor and students. Because there is no required synchronous face time for lectures, discussions, group work, or other activities, all this must take place through the course site on Canvas. This involves extensive writing and creation of slides, videos, and other media we will use to communicate our ideas and questions. The syllabus, assignments, and many of the readings (unless available online) are posted on Canvas. Most of the work of the course will take place in the forums via discussion of the readings, videos, and slides, and your own work (discussion, assignments, etc.).

Expectations of Students

Students are expected to complete assignments on time and in the form specified. Students are to inform the instructor before the deadline if unable to complete an assignment. Please use Canvas to email the instructor or the class.

Expectations of Instructor

1. I will post announcements on the course home page in Canvas at the end of each week (module wrap-ups).
2. I will return assignments as soon as possible (usually within a week) but our goal is at least within 2 weeks of the due date.
3. I will endeavor to return emails within 24-48 hours during the work week (M-F) and by Monday if sent on the weekend. If you don’t hear from us within that time, please send another message. Responses may be delayed if we travel for conferences.
4. We are collaborators in this course. Please address us by my first name. I will do the same unless you specify otherwise.
Teaching and Learning Methods

Active learning (AL), project-based learning (PBL), multi-media content, notes and presentations by instructor with audiovisual aids, optional web chat sessions, and asynchronous use of Canvas.

Required Software

You have three sources for software: IUware, IUanyWare, Office 365

- **IUware** ([https://iuware.iu.edu/](https://iuware.iu.edu/)) allows students, faculty, and staff to download software at no charge. See: What is IUware? [https://kb.iu.edu/d/agze](https://kb.iu.edu/d/agze)

- **IUanyWare** ([https://uits.iu.edu/iuanyware](https://uits.iu.edu/iuanyware)) uses a web browser or mobile app to run certain IU-licensed software applications without your needing to install them on your device. See What is IUanyWare [https://kb.iu.edu/d/bbbr](https://kb.iu.edu/d/bbbr) (Note: You will be asked to download and install Citrix Receiver the first time you use the full service.)

- **Office 365** ([https://uits.iu.edu/office365](https://uits.iu.edu/office365)) is a subscription-based service free to all IU currently enrolled students that provides multiple options for accessing the newest versions of Microsoft Office. See About Microsoft Office 365 at IU ([https://kb.iu.edu/d/bexq](https://kb.iu.edu/d/bexq))

For more details, see [How to get university-licensed software at IU?](https://kb.iu.edu/d/aclo)

READINGS AND RESOURCES

Aside from the required textbook, links are provided to readings as part of citations, or files can be found in Canvas in the modules for each week under a “Overview” page. It is expected that students will have read the materials every week, as we will be referring to them in discussions, and they will enable better outcomes for assigned work. Often additional readings are provided in addition to required articles to provide opportunity to solidify your understanding and further explore subjects.

Required reading materials

- No textbook is required for this course.
- Remaining required and recommended readings are available on the Canvas site for S604 in modules.
- Some readings are available online and URLs are offered in the citations.
- Required readings have been selected to encourage participation in class discussion forums and assignments.

ASSESSMENT

Grades will be based on class participation: discussions, engagement, and a series of assessments. Readings will provide you the knowledge to make informed decisions and propose
solutions for different assignments. All assigned coursework is due **Tuesday 11:59PM** on the listed date.

**Assignments**

Assignment details can be found in the Canvas module of the week they are due and are also linked in the Canvas course syllabus assignment summary view. Assignment documents may include additional resources and readings to review in addition to weekly assigned readings. See below for a list of assignments and points values.

1. Introduction of your local community (5 points)
2. Community strengths and weakness essay (10 points)
   a. Personal reflection (4 points)
   b. Evidence (4 points)
   c. Visual presentation of community profile (2 points)
3. Data source search exercise (10 points)
   a. Understanding data source (5 points)
   b. Search exercise (5 points)
4. Review of data ecosystem (5 points)
5. Data literacy exercise (10 points)
6. Open data tools and technology review (10 points)
7. Community project (50 points)
   a. Community interview (10 points)
   b. Resource identification (10 points)
   c. Analysis of data quality and openness (10 points)
   d. Final report (15 points)
   e. Visual presentation (5 points)

Students in this course **must format all citations** in written work using the **American Psychological Association (APA) Publication Manual**. In discussion forums, you may refer to course readings simply by author’s last name and date. If you reference an additional resource in a discussion, please cite it and provide a link for your colleagues.

**Evaluation**

The Department of Library and Information Science has an agreed-upon set of descriptions for the levels of achievement signaled by grades of A through F.

Because this course uses a point system, it does not use the standard LIS percentage markers, but the concepts are exactly the same.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.</td>
</tr>
<tr>
<td>B+</td>
<td>Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all Modules as defined in the course syllabus.</td>
</tr>
<tr>
<td>B</td>
<td>Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and performs at an acceptable level.</td>
</tr>
<tr>
<td>B-</td>
<td>Marginal work. Student performance demonstrates incomplete understanding of course materials.</td>
</tr>
<tr>
<td>C+ through C-</td>
<td>Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials. An incomplete may be granted under special circumstances.</td>
</tr>
<tr>
<td>D through F</td>
<td>Student has failed the course. An incomplete is not an available option. A D may be assigned if there is at least some completion of assignments. C, D and F grades are part of a student's overall GPA.</td>
</tr>
</tbody>
</table>

Note that to satisfy a core requirement, grade must be B- or above. For electives, grade must be C or above (and overall GPA 3.0 or above).

A final grade of "I" or "Incomplete" will NOT be given except in extreme situations. Inform the instructor if you are having difficulty completing the requirements of this course. Incompletes are only available when unexpected events prevent completion of the course requirements in the usual time frame. No student with multiple incompletes may register for additional courses. Left unchanged, an Incomplete automatically becomes an F after one year. See: [IUPUI Registrar: Grade of Incomplete](registrar.iupui.edu/incomp.html)

**How to Submit Assignments**

Unless it is built into Canvas (e.g. a quiz or discussion), all written assignments are to be turned in via Canvas using the following formats: .doc, .docx, .xlsx. Please put your last name and assignment name in the file name.

The assignment description and upload function can be found in the module the week it is due. Video reflections can be recorded with Zoom (zoom.iu.edu). Instructions are available via IU’s Knowledge Base (kb.iu.edu/d/bfqu).

All assignments are due **Tuesday 11:50PM**.

**Late Submissions**

In fairness to students who turn in assignments on time, late papers will be penalized. The earned grade will be lowered one grade level (e.g., from A- to B+) for each day that the assignment is late.
Important note on plagiarism and academic ethics

Unless otherwise specified in an assignment, all submitted work must be your own, original work. Any experts from the work of others must be clearly identified as a quotation, and a proper citation provided. Be aware of the IUPUI policy on plagiarism. All cases of plagiarism (unattributed quotation or paraphrasing) of anyone else's work, (e.g. from published materials) will be officially reported by academic misconduct. Indiana University and the Department of Library and Information Science policies on academic dishonesty will be followed.

See the source to learn more about

- Plagiarism: http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml
- Code of student rights, responsibilities, & conduct: http://studentcode.iu.edu/

Students found to be engaging in plagiarism, cheating, and other types of dishonesty will receive a failing grade for the course.

AES and Special needs

If you need an accommodation for a disability or have any other special need, please make an appointment to discuss this with me. I will be most able to address special circumstances if I know about them early in the semester. My office hours and contact information are listed at the beginning of this syllabus.

Accommodations will be made for qualified students with disabilities registered with Adaptive Educational Services. The AES office is located in Taylor Hall, UC 100. The phone numbers are 317/274-3241 or 317/278-2050 TTD/TTY, by fax 317/274-2051, or by email aes@iupui.edu.

Online Writing Center

The Online Writing Consulting is an experimental service that will allow you to meet with a writing center tutor in cyberspace if you are taking one of the selected online courses. https://liberalarts.iupui.edu/uwc/pages/onlineconsulting-folder/index.php

Administrative withdrawal

A basic requirement of this course is that you will participate in class and conscientiously complete writing and reading assignments. Keep in touch with me if you are unable to attend class or complete an assignment on time. If you miss more than half our class assignments without contacting me, you will be administratively withdrawn from this section. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.” Learn more at http://registrar.iupui.edu/withdrawal-policy.html
COURSE OVERVIEW

Module 0 (Week 1): Introduction
Module 1 (Week 1-2): Understanding Local Community
Module 2 (Week 3): Open Data and Community
Module 3 (Week 4): Community Data Ecosystem
Module 4 (Week 5-7): Open Data and Data Literacy
Module 5 (Week 8-9): Open Data Tools and Technology
Spring Break (Week 10)
Module 6 (Week 11-15): Community Project
Module 7 (Week 16): Presentation and Wrap-up

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student’s work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct and in particular the section on academic misconduct. Refer to The Code > Responsibilities > Academic Misconduct at http://www.indiana.edu/~code/. All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test. https://www.indiana.edu/~istd You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else’s words (e.g., following the Publication Manual of the American Psychological Association). To detect plagiarism instructors apply a range of methods, including Turnitin.com. http://www.ulib.iupui.edu/libinfo/turnitin

Academic Misconduct:

1. Cheating: Cheating is an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
   c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
   d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.

g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.

h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. **Plagiarism:** Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:

      1. directly quoting another person’s actual words, whether oral or written;
      2. using another person’s ideas, opinions, or theories;
      3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
      4. borrowing facts, statistics, or illustrative material; or
      5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

4. **Interference:** A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources to deprive others of the information they contain.

5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

**OTHER POLICIES**

1. **Administrative withdrawal:** Students must participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, the student must inform
the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal occurs after the full refund period, and a student who has been administratively withdrawn is ineligible for a tuition refund.

2. **Civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones, engagement in private conversations, and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, web surfing, and posting to social media are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

3. **Communication:** For classroom-based courses, the instructor or teaching assistant should respond to emails by the end of the next class or, for online courses, within two Indiana University working days, which excludes weekends and holidays. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.

4. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office at 274-2548 or capsindy@iupui.edu. For more information visit [http://life.iupui.edu/caps/](http://life.iupui.edu/caps/).

5. **Course evaluations:** Course evaluations provide vital information for improving the quality of courses and programs. Students are urged to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing with the following exceptions: (a) The student has withdrawn from the course; (b) fewer than five students are enrolled in the section (in which case maintaining anonymity is difficult); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at [https://soic.iupui.edu/app/course-eval/](https://soic.iupui.edu/app/course-eval/). Course evaluations are typically open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades. In small sections, demographic information should be left blank, if it could be used to identify the student.

6. **Disabilities policy:** All qualified students enrolled in this course are entitled to reasonable accommodations for a disability. Notify the instructor during the first week of class of accommodations needed. Students requiring accommodations register with Adaptive
Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). For more information visit http://aes.iupui.edu.

7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.

8. **Emergency preparedness:** Know what to do in an emergency so that you can protect yourself and others. For more information, visit the emergency management website at http://protect.iu.edu/emergency.

9. **IUPUI course policies:** Several campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html

10. **No class attendance without enrollment.** Only those who are officially enrolled in this course may attend class unless enrolled as an auditor or making up an Incomplete by prior arrangement with the instructor. This policy does not apply to those assisting a student with a documented disability, serving in an instructional role, or administrative personnel. http://registrar.iupui.edu/official-enrollment-class-attendance.html Children may not attend class with their parents, guardians, or childcare providers.

11. **Religious holidays:** Students seeking accommodation for religious observances must submit a request form to the course instructor by the end of the second week of the semester. For information visit http://registrar.iupui.edu/religious.html.

12. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.

13. **Sexual misconduct:** IU does not tolerate sexual harassment or violence. For more information and resources, visit http://stopsexualviolence.iu.edu/

14. **Student advocate:** The Student Advocate assists students with personal, financial, and academic issues. The Student Advocate is in the Campus Center, Suite 350, and may also be contacted at 317 274-4431 or studvoc@iupui.edu. For more information visit http://studentaffairs.iupui.edu/advocate.