

## I 310C: Introduction to Cultural Heritage Informatics

28080

Spring 2023

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**CLASS MEETS:** MW 5-6:30, GAR 0.128

**Instructor:** Ayse Gursoy

Office: UTA 5.440

Pronouns: she/her

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Office hours: W 3-4:30, F  
and by appointment

### Course Description

This course is an introduction to cultural heritage informatics. Students will learn to manage information for libraries and archives.

#### PRE-REQUISITES FOR THE COURSE

I 301.

#### LEARNING OUTCOMES

1. Identify and explain key terms in cultural heritage fields
2. Synthesize concepts in cultural heritage and informatics through case studies
3. Compare and contrast two case studies in cultural heritage informatics in a final paper

### How Will You Learn?

#### TEACHING MODALITY INFORMATION

The course will meet twice a week for 1.5 hours each. The course is designed as a seminar class where the discussions will orient around readings and, later in the semester, case studies.

#### COMMUNICATION

The course Canvas site can be found at [utexas.instructure.com](https://utexas.instructure.com). All communications will come through Canvas via announcements or Canvas messages. I will respond to messages within 24 hours during the week, and 48 hours on weekends.

### ASKING FOR HELP

Office hours will be drop-in Wednesday from 3-4:30, and virtually by request otherwise.

### SERVICES FOR STUDENTS WITH DISABILITIES

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to SSD's website for contact and more information:

<http://diversity.utexas.edu/disability/>. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course. It is never too late to register with SSD, however, and I am committed to facilitating that process for any students who need it.

## Course Requirements and Grading

### REQUIRED MATERIALS

All readings and course materials will be available through Canvas.

### CLASSROOM EXPECTATIONS

**Class attendance** You are expected to attend in-class sessions regularly to contribute to the learning environment. Absences may be excused if you reach out before class. Please report emergencies as soon as possible, ideally through the Student Emergency Services documentation process.

**Class participation** You should be active and willing participants in the class discussions. Please be respectful of one another and your diverse experiences.

**Behavior expectations** In the first class week, we will draft a code of conduct for the semester.

### ASSIGNMENTS

The following table represents how you will demonstrate your learning and how we will assess the degree to which you have done so.

Assignments	Points Possible	Percent of Total Grade
1. Attendance and participation	10	10
2. Discussion Questions	10	10
3. Concept Report	10	10
4. Case Study Reports	30 (10 each)	30
5. Case Study Synthesis: Compare and contrast 2 case studies	30	30
6. Final presentations	10	10

### LATE WORK AND MAKING UP MISSED WORK

Any late work that is not excused in advance will be subject to a ten percent penalty per day. All students may turn in one assignment up to two days late with no penalty (this does NOT apply to the final presentations).

### ABSENCES

Absences may be excused if discussed in advance of the class session to be missed. If you experience an emergency, please update me as soon as you can. Student Emergency Services can facilitate this communication.

### GRADE BREAKS

I will use the standard UT Austin grade categories for the course.

Grade	Cutoff
A	94%
A-	90%
B+	87%
B	84%
B-	80%
C+	77%
C	74%
C-	70%
D+	67%
D	64%
D-	60%
F	<60%

## Course Outline

All instructions, assignments, readings, rubrics and essential information will be on the Canvas website at [utexas.instructure.com](https://utexas.instructure.com). Check Canvas regularly. **Changes** to the schedule may be made at my discretion if circumstances require. I will announce any such changes in class and will also communicate them via a Canvas announcement. It is your responsibility to note these changes when announced, and I will do my best to ensure that you are notified of changes with as much advance notice as possible.

Week	Class Topic	Out of Class Activities
1	Introduction to the course, class policies	
2	What is Cultural Heritage?	Edit Code of Conduct Read Foote, 1990
3	Access 1: Bibliographic Records in the Library	Read “Libraries;” Introduction to FRBR Final Report (2009 edition).
4	Access 2: Metadata	Read “Linked Data;” Dappert and Farquhar, 2009; Introduction to PREMIS Data Dictionary Version 3.0 <b>or</b> Introduction to CIDOC CRM Version 7.2.
5	Preservation 1: Records and Artifacts	Read “Archival Science;” “Archives;” Yeo, 2007
6	Preservation 2: Arrangement and the Archives	Read Schellenberg, 1961; Theimer, 2012. <b>Concept Report due Friday.</b>
7	Case Study: Digital Libraries	Read Tarver et al., 2014; Carlyle, 1999 Browse Texas Digital Library, particularly About and Member Repositories.
8	Case Study: Fan Works Metadata	Read Bullard, 2014; Johnson, 2014 Browse Archive of Our Own’s metadata guidelines; select one tag from the provided list to explore. Case Report 1 due.
9	Case Study: Social Media Data	Read Zubiaga, 2018; Acker and Kriesberg, 2017. Browse Documenting the Now’s Twarc tool documentation and tutorials.
10	Case Study: Game Preservation in Museums	Read Galloway, 2011; Lee et al., 2014; “The art of video games...”, 2012 Browse Smithsonian site for “The Art of Video Games” exhibition. Case report 2 due.
11	Case Study: Research Data Infrastructures	Read Wickett et al., 2012; Ribes, 2015 Browse Open Microscopy Environment documentation, particularly for OMERO.

12	Case Study: Archives and Climate Change	Read Tansey, 2015; Mazurczyk et al. 2018 Browse NOAA and NASA interactive maps of climate change forecasts using your chosen cultural heritage institution's address. Case report 3 due.
13	Workshop day in small groups	No required reading
14	Presentations and Reports due	Final synthesis report due

## ASSIGNMENTS

### CODE OF CONDUCT

In the first class week, we will brainstorm a code of conduct for the semester. You have a week to request edits before finalizing the document. This will count as your discussion question for that week.

### DISCUSSION QUESTIONS

Every week, you should post one thoughtful discussion question about the readings. We will use these to drive in-class discussions.

### CONCEPT REPORT

In Week 6, you will submit a one-page report on one of the topics we have discussed in class, integrating class material and at least two external sources on the topic.

### CASE REPORTS

For three of the case studies, you will submit a 300-500 word report on your independent browsing activities assigned for that case. Please go over what you did, and what you learned from the process. Please also try and connect this case report to some of the foundational concepts discussed earlier in the semester.

### SYNTHESIS REPORT

As your final paper for the course, please submit a 1500-2000 word report comparing and contrasting two of the case studies from the semester, using some of the foundational concepts discussed earlier. Your report should include at least 5 external sources to support your comparisons. You are encouraged to integrate material from the Concept Report and the Case Reports with attribution.

### FINAL PRESENTATION

Please prepare a short (3-5 minute) presentation about your synthesis report. You should include some visual or other material aid for your presentation.

## Course Policies and Disclosures

### ACADEMIC INTEGRITY EXPECTATIONS

Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on academic dishonesty will be strictly enforced. For further information, please visit the Student Conduct and Academic Integrity website at:

<http://deanofstudents.utexas.edu/conduct>.

### GETTING HELP WITH TECHNOLOGY

Students needing help with technology in this course should contact the [ITS Service Desk](#) or the iSchool's Commons.

### CONTENT WARNING

Our classroom provides an open space for the critical and civil exchange of ideas. Some readings and other content in this course may include topics that some students may find offensive and/or traumatizing. I'll aim to forewarn students about potentially disturbing content and I ask all students to help to create an atmosphere of mutual respect and sensitivity.

### SHARING OF COURSE MATERIALS IS PROHIBITED

No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, written permission of the instructor. Unauthorized sharing of materials promotes cheating. The University is well aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to [Student Conduct and Academic Integrity](#) in the Office of the Dean of Students. These reports can result in sanctions, including failure of the course.

### RELIGIOUS HOLY DAYS

By [UT Austin policy](#), you must notify me of your pending absence as far in advance as possible of the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

### NAMES AND PRONOUNS

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by your chosen name and by the gender pronouns you use. Class rosters are provided to the instructor with the student's chosen (not legal) name, if you have provided one. If you wish to provide or update a chosen name, that [can be done easily at this page](#), and you can [add your pronouns to Canvas](#).

## LAND ACKNOWLEDGMENT

I would like to acknowledge that we are meeting on the Indigenous lands of Turtle Island, the ancestral name for what now is called North America. Moreover, I would like to acknowledge the Alabama-Coushatta, Caddo, Carrizo/Comecrudo, Coahuiltecan, Comanche, Kickapoo, Lipan Apache, Tonkawa and Ysleta Del Sur Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas.

## University Resources for Students

### SERVICES FOR STUDENTS WITH DISABILITIES (SSD)

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to SSD's website for contact and more information:

<http://diversity.utexas.edu/disability/>. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

### COUNSELING AND MENTAL HEALTH CENTER (CMHC)

All of us benefit from support during times of struggle. Know you are not alone. If you or anyone you know is experiencing symptoms of stress, anxiety, depression, academic concerns, loneliness, difficulty sleeping, or any other concern impacting your wellbeing – you are strongly encouraged to connect with CMHC. The Counseling and Mental Health Center provides a wide variety of mental health services to all UT students including crisis services, counseling services with immediate support and well-being resources. Additionally, CARE Counselors are located within the academic schools and colleges. These counselors get to know the concerns that are unique to their college's students. For more information on CMHC, visit <https://cmhc.utexas.edu> or call 512-471-3515.

### UNIVERSITY HEALTH SERVICES (UHS)

Your physical health and wellness are a priority. University Health Services is an on-campus high-quality medical facility providing care to all UT students. Services offered by UHS include general medicine, urgent care, a 24/7 nurse advice line, women's health, sports medicine, physical therapy, lab and radiology services, COVID-19 testing and vaccinations and much more. For additional information, visit <https://healthyhorns.utexas.edu> or call 512-471-4955.

### SANGER LEARNING CENTER

Did you know that more than one-third of UT undergraduate students use the Sanger Learning Center each year to improve their academic performance? All students are welcome to take advantage of Sanger Center's classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70

courses in 15 different subject areas. For more information, please visit <https://ugs.utexas.edu/slc> or call 512-471-3614 (JES A332).”

### STUDENT EMERGENCY SERVICES (SES)

Student Emergency Services in the Office of the Dean of Students helps students and their families during difficult or emergency situations. Assistance includes outreach, advocacy, intervention, support, and referrals to relevant campus and community resources. If you need to be absent from class due to a family emergency, medical or mental health concern, or academic difficulty due to crisis or an emergency situation, you can work with Student Emergency Services. SES will document your situation and notify your professors. Additional information is available at <https://deanofstudents.utexas.edu/emergency/> or by calling 512-471-5017.

## Important Safety Information

If you have concerns about the safety or behavior of fellow students, TAs or professors, contact BCCAL (the Behavior Concerns and COVID-19 Advice Line) at <https://safety.utexas.edu/behavior-concerns-advice-line> or by calling 512-232-5050. Confidentiality will be maintained as much as possible, however the university may be required to release some information to appropriate parties.

### CLASSROOM SAFETY AND COVID-19

To help preserve our in-person learning environment, the university recommends the following.

- Adhere to university [mask guidance](#). Masks are strongly recommended, but optional, inside university buildings for vaccinated and unvaccinated individuals, except when alone in a private office or single-occupant cubicle.
- [Vaccinations are widely available](#), free and not billed to health insurance. The vaccine will help protect against the transmission of the virus to others and reduce serious symptoms in those who are vaccinated.
- [Proactive Community Testing](#) remains an important part of the university’s efforts to protect our community. Tests are fast and free.
- We encourage the use of the [Protect Texas App](#) each day prior to coming to campus.
- If you develop COVID-19 symptoms or feel sick, stay home and contact the [University Health Services’](#) Nurse Advice Line at 512-475-6877. If you need to be absent from class, contact [Student Emergency Services](#) and they will notify your professors. In addition, to help understand what to do if you have been had close contact with someone who tested positive for COVID-19, see this [University Health Services link](#).
- [Behavior Concerns and COVID-19 Advice Line](#) (BCCAL) remains available as the primary tool to address questions or concerns from the university community about COVID-19.
- Students who test positive should contact [BCCAL](#) or self-report (if tested off campus) to [University Health Services](#).
- Visit [Protect Texas Together](#) for more information.



## CARRYING OF HANDGUNS ON CAMPUS

Texas' Open Carry law expressly prohibits a licensed to carry (LTC) holder from carrying a handgun openly on the campus of an institution of higher education such as UT Austin. Students in this class should be aware of the following university policies:

- Students in this class who hold a license to carry are asked to [review the university policy regarding campus carry](#).
- Individuals who hold a license to carry are eligible to carry a concealed handgun on campus, including in most outdoor areas, buildings and spaces that are accessible to the public, and in classrooms.
- It is the responsibility of concealed-carry license holders to carry their handguns on or about their person at all times while on campus. Open carry is NOT permitted, meaning that a license holder may not carry a partially or wholly visible handgun on campus premises or on any university driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.
- Per my right, I prohibit carrying of handguns in my personal office. Note that this information will also be conveyed to all students verbally during the first week of class. This written notice is intended to reinforce the verbal notification, and is not a “legally effective” means of notification in its own right.

## TITLE IX DISCLOSURE

Beginning January 1, 2020, Texas Senate Bill 212 requires all employees of Texas universities, including faculty, to report any information to the Title IX Office regarding sexual harassment, sexual assault, dating violence and stalking that is disclosed to them. Texas law requires that all employees who witness or receive any information of this type (including, but not limited to, writing assignments, class discussions, or one-on-one conversations) must report it. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email [advocate@austin.utexas.edu](mailto:advocate@austin.utexas.edu). For more information about reporting options and resources, visit <http://www.titleix.utexas.edu/>, contact the Title IX Office via email at [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu), or call 512-471-0419. Although graduate teaching and research assistants are not subject to Texas Senate Bill 212, they are still mandatory reporters under Federal Title IX laws and are required to report a wide range of behaviors we refer to as sexual misconduct, including the types of sexual misconduct covered under Texas Senate Bill 212. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support survivors.

Faculty members and certain staff members are considered “Responsible Employees” or “Mandatory Reporters,” which means that they are required to report violations of Title IX to the Title IX Coordinator. **I am a Responsible Employee and must report any Title IX-related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me or with any faculty or staff member about a Title IX-related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, email [advocate@austin.utexas.edu](mailto:advocate@austin.utexas.edu). For more information about reporting options and resources, visit the [Title IX Office](#) or email [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu).

## CAMPUS SAFETY

The following are recommendations regarding emergency evacuation from the [Office of Campus Safety and Security](#), 512-471-5767,

- Students should sign up for Campus Emergency Text Alerts at the page linked above.
- Occupants of buildings on The University of Texas at Austin campus must evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- For more information, please visit [emergency preparedness](#).