Winter 2017

User Tools and Services Final Assignment

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Z501 - Users and Digital Collections
Final Assignment

Introduction

Imagine that you have graduated with your degree and are now gainfully employed as an information professional in an organization (business, library, non-profit). You would like to create a digital collection to aid your customers, clients, or patrons. The supervisors of your organization (represented by the instructors) and your fellow employees (represented by the students) have gathered to hear more about your idea. This is your opportunity to "sell" this wonderful digital collection to the organization, convince the supervisors that they should fund this, and show everyone how important this project will be for the organization.

During the last class session, you and a group of 2-3 of your classmates will present a plan for the creation of a "digital collection" to the class. This digital collection can be of any type (collection of links for teaching, a collection of digitized artifacts, an institutional repository, etc.) In addition, you will also provide two copies of a "paper" (one for both instructors) that will highlight relevant points from your presentation (more details below). You are expected to approach the presentation in a professional manner, as if you were presenting to a supervisor, funder, or member of the board of directors who would be responsible for approving and overseeing your digital collection. Grading rubric is below. You will be graded on your presentation, paper, and your ability to present your digital collection in a clear and organized manner.

Presentation

The presentation will last 10 – 15 minutes and cover relevant class concepts for "Users and Digital Collections" (Budget, metadata, sustainability, etc.), and any other relevant concepts covered during the class. All members of the group are expected to present for at least part of that time, and the presentation should be organized clearly and should assume that the audience is familiar with all of the concepts presented in class. The presentation should not assume, however, that the audience understands the subject matter of the collection or the rationale for why the digital collection should be created. Imagine that this is a presentation you are giving in front of colleagues at a future job for a digital collection that you would like to start and for which you will ultimately be responsible. In attendance are not only your fellow information professionals, but, more importantly the director or members of the board, who will be approving and funding this digital collection.

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Paper

The paper will be a 1-3 page summary of relevant points your group wishes to highlight. You will present two copies of this paper to the two instructors for the class. This paper is **not** a narrative of what you have presented. Rather, you will be highlighting with bullet points, images, or other relevant information to help the instructors (serving in this case as the directors and board members mentioned above) remember the relevant points of your presentation. Therefore, the paper should not include long blocks of text explaining things you were unable to say during your presentation, nor should it contain long blocks of text going into more detail about what you did present. This paper is meant to be a memory aid for busy CEO types (like your instructors), who might not be able to remember everything about your presentation, but need to assess priorities for funding or future directions for your workplace.

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Grading Rubric

	Needs to be written (C- or below)	Needs a lot of revision (C to B-)	Good with room to improve (B to B+)	Well done (A- to A)
Answer to assignment	No clear attempt to provide a detailed description of the project and no clear attempt to show relevance to class concepts topics of digital collections.	All or most topics are addressed, but discussion is vague or incomplete; Details may be inaccurate or demonstrate a misunderstanding of concepts of digital collections	Major discussion points are present, but discussion in not thorough. Discussion lacks detail and specifity.	• Concise and clear *introduction* to the project and the topics addressed by the project. • *Presentation* covers all the points outlined in the assignment. • *Paper* highlights relevant points from presentation. • Overall discussion includes specific examples, not just vague generalities
Structure and Organization	Disorganized; poor presentation and poor discussion of project or relevance to topics of digital collections	Presentation and paper lack a clear structure; points are not always "on topic"; lacks clear focus.	Overall structure is evident but lacks clear sign posts (headings, etc.); presentation and paper follow the main idea, for the most part; weaker transitions or conclusion.	Presentation and paper have a strong and clear organization; clear statement of purpose that provides a "road map" for the digital collection; appropriate use of sign posts (headings, etc.), coherent structure; clear transitions between paragraphs and sections; clear conclusion.