INF714 Research Seminar in Information Science IV (1 credit)
Spring 2013—Monday 11:30 AM to 1:30 PM
Husted 012 (#5594)

Deborah Lines Andersen
dla@albany.edu
140C Draper Hall
(518) 442-5122 (Office)
(518) 439-6153 (Home)
Office Hours: Monday 1:30 to 3:30; Tuesday 12:30 to 3:30; by appointment

David F. Andersen
david.andersen@albany.edu
315 Milne Hall
(518) 442-5258 (Office)
(518) 439-6153 (Home)
Office Hours: Monday 2 to 3; Friday 2 to 3; by appointment

Course Purpose and Overview
This is the fourth of four research seminars offered in sequence during the first two years of the Ph.D. program in information science. Taken together, these four seminars are designed to create a continuing dialogue between students and faculty in the program around major themes of research on campus at the University at Albany. The seminars are not designed to teach research methods, core concepts and theories, nor the advanced materials from the current approved specializations in the program. These are taught in the research methods course (INF 710), the core classes (INF 720 through 724), and in the specialization and elective courses respectively.

This semester the INF Research Seminar will be strongly organized around the fourth annual information science research conference to be held near the end of the semester (April 12, 2013). INF714 students will help with the conference, and potentially present their own work. Additionally, INF714 students will arrange for, introduce, and provide introduction materials for research speakers (usually upper level PhD students who are working on dissertations).

Course Objectives
There is a lot to get done in this one semester—this course is designed to help you to meet critical second year expectations and to give you continued research momentum for your career here at Albany. At the end of this semester, students taking this seminar will have:

1. Participated in the research conference.
2. Participated in the review process necessary to run a research enterprise.
3. Presented at NTCIR and/or another research conference.
4. Made measureable progress on their publishable paper requirement.
5. Made measureable progress on their literature review.
6. Filled in firsts of draft of degree candidacy and dissertation committee composition forms.
7. Participated in finding and organizing class speakers for the semester.
8. In time for the spring faculty review meeting—reviewed with their program advisor and amended, if necessary, their signed Program Plan to be in Deborah Andersen’s hands (as INF Steering Committee Student Advisement member) by April 22.
Course Organization and Logistics

On about half of the days that this class meets, we will meet as a class to do our own business. On these days, the class will start at 11:30 and continue until our business is completed. On those days scheduled for an external presenter, we will have a schedule more similar to that of INF711-713—class will usually be organized into three distinct “chunks”:

**Chunk #1: Course logistics and announcements--11:30-Noon.** The first twenty-five minutes will be taken up with a whole class discussion of the issues and concerns arising in the class. This will be our time to meet as a whole, keep track of one another, and deal with issues around the various class assignments that are coming due. This is the time when assignments will be passed in and returned and various logistical details resolved. Students are encouraged to bring their lunches to this portion of the class.

**Chunk #2: Formal Presentation—Noon to 1 PM.** About half of the classes will involve guest presentations by members of the INF research community in a brown bag format. These presentations will start at noon and will end promptly at 1:00 PM.

**Chunk #3: Informal Discussion with Presenters and Course Instructors—1 to 1:30 PM.** Research presenters will normally join us for a continuing discussion after their presentations. This will be a good time for you to meet senior Ph.D. students with whom you speak, to meet or to catch up with instructors on any questions that you may have about the class. We have also scheduled office hours at 2 to 3 on Mondays.

**Course Listserv:** There is a single listserv for INF711 through INF714. All class members should sign up for this at listerv@listserv.albany.edu. The listserv is INF711-14@listserv.albany.edu. The library ERes site under “711” with password [deleted].

**Alternative Learning Styles.** The University is particularly suited to the academically qualified student who has a physical or learning disability. Reasonable academic accommodations are provided in this class. If you have any condition that would make different presentation of materials (e.g., size of type), placement in the room, special seating, or different teaching style (where possible) beneficial to you, please see the professors. If you have a disability (e.g., physical, sensory, systemic, cognitive, learning, psychiatric), please do register with the Disability Resource Center. This center will provide letters verifying disability status and will suggest appropriate academic accommodations. Please contact either of the instructors during the first two weeks of the semester and the center enough in advance so that we can be of help to you.

**The INF Spring Research Conference**

Members of this class will help organize and participate in the Annual NTCIR/NTIR Spring Research Conference. In particular, INF714 students will participate in evaluation of conference presentation proposals, be available as consultants to the INF712, and participate as needed the day of the event before, during, and after the conference. By organizing the conference, as a class we will gain an inside glimpse of how conferences work. Typically all of the faculty and students associated with the INF program will show up for this full day affair scheduled near the end of the semester.
Course Deliverables: The Fourth Semester Research Portfolio

The deliverable products for this class are organized around a number of concrete activities designed to create forward momentum for your Ph.D. research program. All of this work is to be integrated into a Fourth Semester Research Portfolio.

The Fourth Semester Research Portfolio is divided into several parts:

_____ Part I: Draft of Peer-reviewed Publishable Paper
[See the end-of-semester cover sheet for options.]

From INF PhD Manual: “Normally, each primary specialization requires one paper of publishable quality. To meet the publication requirement students must get the approval of their Program Guidance Committee for

- A paper published (single or joint authorship) in a peer-reviewed journal, or
- A paper accepted for presentation and publication in a peer-reviewed conference (a paper, not an abstract), or
- A research paper submitted to the specialization committee chair for review by a designated committee of faculty within the specialization. This is not the preferred method of meeting this requirement….”

_____ Part II: Draft of Literature Review
[See the end-of-semester cover sheet for options.]

From INF PhD Manual: “Evaluation is done by two INF PhD faculty members selected by the student, and approved by the student’s Program Guidance Committee Chair. The Program Guidance Committee Chair cannot evaluate the literature review.”

_____ Part III: Individual Participation in NTIR7 Research Conference Organization

INF714 students will participate in the research conference, attracting speakers, evaluating proposals, helping with conference logistics, and helping with organization the day of the conference. Hand in as part of your portfolio a statement on individual conference organization/participation, and a peer evaluation form.

_____ Part IV: Presentation at a Research Conference
[See the end-of-semester cover sheet for options.]

_____ Part V: Brown Bag Speakers and Speaker Materials

The second year cohort is expected to find, invite, collect and distribute class materials for, and host four or more INF PhD students or panels who are at the proposal or near-proposal stage or who will provide information to the class (e.g., a comps or publishing panel). These individuals will give presentations from 12 noon until 1 p.m., with time allowed for discussion and questions. The week before each speaker, INF714 students will distribute to the whole class (1) speaker name and topic, (2) speaker résumé, and (3) the citation for at least one article that the speaker wants the class to read. INF714 students need to work as a group to make this happen. In addition, INF714 students will send out an announcement to faculty and student listservs a week before the scheduled speaker, inviting all to attend this event. See the calendar planning document for dates that need to be arranged.

[continued on next page]
Part VI: Admission to Candidacy and Dissertation Committee Composition Forms

[1] Submit an “Admission to Candidacy” form filled in with actual dates, and with proposed dates indicated as “proposed.” You must submit one of these forms before you can be a degree candidate in the program and propose your dissertation work. Forms are found as pdf files on the College of Computing and Information website. You do not need to have signatures on this form at this time but be aware of any requirements that you have not fulfilled.

From the INF PhD Manual: “Formal admission to degree candidacy occurs after successful completion of all prerequisites and core courses with at least a B average, primary and secondary specialization requirements, literature review requirement, comprehensive examination, and residency requirement. Admission to degree candidacy occurs only with the approval of the Dean of Graduate Studies acting on the recommendations of Graduate Academic Council, the Program Director, and the Program faculty.”

[2] Submit a “Dissertation Committee Composition” form with faculty listed to the best of your ability. Indicate whether each member is already signed on or you are considering this person. [You can get copies of these two forms on the INF website under Informatics, Graduate Programs, Information for Students at http://www.albany.edu/informatics/6704.php ]

Other Course Policies and Procedures

Course Grading. The entire Second Semester Research Portfolio is due on the last day of class, May 6. We will evaluate the entire portfolio to arrive at a course grade at the end of the semester. We use the following weights:

- Documented Progress on Publishable Paper (Cover sheet plus draft) 25%
- Documented Progress on Literature Review (Cover sheet plus draft) 25%
- Individual Participation in NTCIR Research Conference Organization (One page Statement) 15%
- Presentation at a Research Conference (One page Statement) 20%
- Brown Bag Speakers and Speaker Materials (One page Statement) 10%
- Degree Candidacy and Dissertation Committee Composition (Forms) 5%

Plagiarism and Cheating. We encourage you to work collaboratively with your fellow students on most of the work in this course. Learn by interaction. However, some assignments—most notably your final research portfolio—should reflect individual effort. We plan to run the course on an “honor system” and hence would consider any case of plagiarism to be a most severe infringement on the basic rules of the class. An incident of plagiarism can result in a failing grade for the course with the possibility of further action being pursued at the university level.

Late Assignments and Incomplete Work. As a course rule, late assignments will not be accepted. No incomplete will be given for work done or left undone in conjunction with this course. Any exceptions to these two rules will require written consent from an instructor of record.
Please append documents, in the order below, to this cover sheet. The entire portfolio, including cover, needs to be handed in the last day of class in the spring semester.

**Part I: Draft of Publishable Paper (draft or copy attached—25% of grade)**

Check all that apply. At least one must be checked for this item.

- **Title:** __________________________________________________________________
- ___ Submitted to faculty advisor for review. Date: _____________
- ___ Submitted to peer-reviewed journal. Date: _____________
  - Journal: ______________________________________________
- ___ Accepted by peer-review journal. Date: _____________
  - Journal: ______________________________________________
- ___ Published by peer-reviewed journal. Volume ( ), number ( ), pages ( )
  - Journal: ______________________________________________

**Part II: Draft of Literature Review (draft or copy attached—25% of grade)**

Check all that apply. At least one must be checked for this item.

- **Title:** __________________________________________________________________
- ___ Submitted to faculty advisor for review. Date: _____________
- ___ Submitted to faculty review committee for evaluation. Date: _____________
- ___ Approved by faculty review committee. Date: ________________

**Part III: Individual Participation in NTCIR conference organization (15% of grade)**

- ___ Submit a one page statement on your conference organization participation.
- ___ Submit a filled out peer evaluation form for conference participation.

**Part IV: Presentation at a Research Conference (20% of grade)**

Check all that apply. At least one must be checked for this item.

- ___ Presented at NTCIR.
- ___ Presented at another conference. Date: _____________
  - Conference name: ________________________
- ___ Presented research at an on-campus event (e.g., the DAPS or INF712-14 brown bags)
  - Date: _____________ Event: ________ Topic: ______________

**Part V: Brown Bag Speakers and Speaker Materials (group responsibility) (10%)**

- ___ Evidence of group work in finding, inviting, collecting and distributing class materials for, and hosting of at least four INF PhD students to present during our class per the class schedule, plus panels as decided by the class.

**Part VI: Degree Candidacy and Dissertation Committee Composition Forms (5% of grade)**

- ___ Submit candidacy form filled out as much as you can at this point.
- ___ Submit committee form filled out as much as you can at this point.