Information Indexing, Abstracting and Retrieval

Course Syllabus and Calendar

Syllabus Spring 2013

Instructors

Dr. Daniel Gelaw Alemneh
University of North Texas Libraries
Digital Projects Department
P.O. Box 305190
Denton, Texas 76203-5190
Tel.: (940) 891-6746
Fax: (940) 565-2599
daniel.alemneh@unt.edu

Dr. Donald B. Cleveland, Professor
University of North Texas
School of Library and Information Sciences
P.O. Box 311068
Denton, Texas 76203-1068
Fax: (940)-565-3101
donald@lis.admin.unt.edu

Course Description

This course will introduce the student to the basic concepts of indexing and abstracting. While theoretical issues will be discussed, the emphasis will be on how-to-do-it. The goal is to give to the student the basic fundamentals of indexing and abstracting which will be applicable to any career options in the fields of library and information science.

Expected Outcomes

- To be familiar with the vocabulary and professional environments of indexing and related activities.
- To learn the basic skills of indexing, vocabulary control and abstracting as they are used in a wide range of applications.
- To be able to use thesauri and understand methods of thesaurus design and construction.
- To understand the fundamentals of indexing and abstracting various types of materials.
- To have search skills enhanced by understanding indexes and indexing practices.
- To understand how to use computers in indexing and abstracting, including the Web.

Major Course Components	• Textbook Reading Assignments • Web-based Supplementary Reading Assignments • Weekly "Mini-lectures" • Weekly Indexing and Abstracting Exercises • Bulletin Board Discussions of Readings and Assignments • Chat Discussions • Midterm Exam • Final Exam

Grades	• Reading Discussion...................33 Points • Exercises..................................40 Points • Chat Participations....................05 Points • Midterm Exam..........................10 Points • Final Exam...............................12 Points

Grading Criteria	The UNT scale for grading is as follows: • A = 90 - 100 • B = 80 - 89 • C = 70 - 79 • D = 60 - 69 • F = 59 and below

Academic Misconduct	Cheating and disciplinary action for cheating is defined by the UNT Policy Manual Code of Student Conduct and Discipline. All students are expected to conduct themselves in a professional manner. While the frank interchange of ideas is a hallmark of graduate education, disruptive behavior will not be tolerated and will be dealt with as outlined in the UNT Policy Manual Code of Student Conduct and Discipline:http://www.unt.edu/policy/UNT_Policy/volume3/18_1_11.html

ADA Compliance	Anyone with a disability that will require accommodation under the terms of federal regulations must present a written accommodation request to the instructor within eleven days after the first class session. Copies of the school's ADA Compliance Policy, ADA Policy on Auxiliary Aids and Reasonable Accommodation, and the ADA Grievance Procedures are available through the main office of the School of Library and Information Sciences (ISB 205, telephone 940-565-2445). It is also recommended that you register with the Office of Disability Accommodation (University Union 318A, telephone 940-565-4323).

Student Evaluation of Teaching Effectiveness

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. We are very interested in the feedback we get from students, as we work to continually improve our teaching. We consider the SETE to be an important part of your participation in this class.

Important Notice for F-1 Students

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

Readings   **Textbook:** Cleveland, Donald B. and Ana D. Cleveland. *Introduction to Indexing and Abstracting*, 3rd ed., Englewood, CO: Libraries Unlimited, 2001.
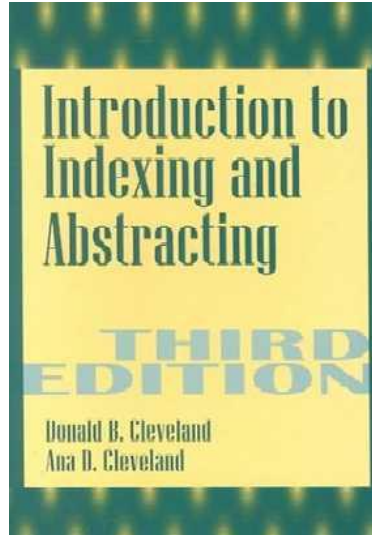
The list of readings for each topic changes frequently. We may include a couple of new chapters from the upcoming new (fourth) edition's manuscript. Please check the individual topic for the list of current readings.

Calendar Spring 2013

Due Date	Lessons	Readings	Assignments
Jan. 14	Log into the Course	Read carefully Course Instructions	Post a short biography of yourself on the Discussion Forum Start to work on assignments due Jan. 22nd
Jan. 22	Lesson 1: Introduction, Background and Nature of Information	**Textbook:** Chapters 1 and 2 **Supplementary:** Set 1	1.Indexing Exercise 1 due 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Jan. 28	Lesson 2: Organization of Information, Vocabulary Control	**Textbook:** Chapters 3 and 4 **Supplementary:** Set 2	1.Indexing Exercise 2 due 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Feb. 04	Chat with Group Members	None	Work on Exercise 3
Feb. 11	Lesson 3: Types of Indexes and Abstracts	**Textbook:** Chapter 5 **Supplementary:** Set 3	1. Indexing Exercise 3 due 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate

Due Date	Lessons	Readings	Assignments
Feb. 18	Lesson 4: Indexing Process, Abstracting Process	**Textbook:** Chapters 6 and 7 **Supplementary:** Set 4	1. Indexing Exercise 4 due 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Feb. 25	Lesson 5: Indexing and Abstracting a Document Chat with the instructors (Note 7:00-9:00PM CST)	**Textbook**: Chapter 8 **Supplementary:** Set 5	1. Indexing Exercise 5 due 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Mar. 04	Midterm Exam	None	1. Midterm Exam
Mar. 11	Spring Break	None	None
Mar. 18	Lesson 6. Book Indexing	**Textbook:** Chapters 9 and 10 **Supplementary:** Set 6	1.Indexing Exercise 6 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Mar. 25	Lesson 7: Special Subjects and Formats	**Textbook:** Chapter 11 **Supplementary:** Set 7	1.Indexing Exercise 7 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Apr. 01	Lesson 8: Evaluation, Indexing/ Abstracting Services	**Textbook:** Chapters 12 and 13 **Supplementary:** Set 8	1.Indexing Exercise 8 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate

Due Date	Lessons	Readings	Assignments
Apr. 08	Lesson 9: Use of Computers, Indexing and the Internet	**Textbook:** Chapters 14,15, and 16 **Supplementary:** Set 9	1.Indexing Exercise 9 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Apr. 15	Lesson 10: Professional Aspects Last Chat Session (Note 7PM CST)	**Textbook:** Chapter 17 **Supplementary:** Set 10	1.Indexing Exercise 10 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Apr. 22	Lesson 11: Thesaurus Construction and Evaluation	**Review Textbook:** pp. 40-47 **Supplementary:** Set 11	1. Indexing Exercise 11 2. Post Reading Discussion for Supplementary Readings only 3. Read Classmates' postings and respond as appropriate
April 29	Pre-final	None	None
May 06	Final Exam	None	Final Exam