Information Indexing, Abstracting and Retrieval

Course Syllabus and Calendar

Syllabus Summer 2014

Instructor

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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 software tools in indexing and abstracting.

Major Course Components	• Textbook Reading Assignments • Web-based Supplementary Reading Assignments • Mini-lectures • 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....................02 Points • Midterm Exam..........................10 Points • Final Exam...............................15 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:
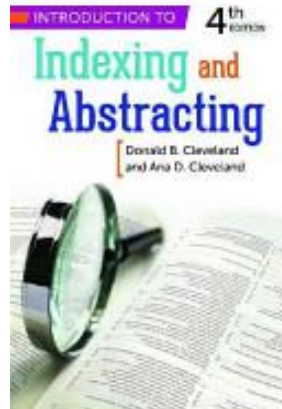
(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(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*, 4th., Englewood, CO: Libraries Unlimited, 2013.

The list of readings for each topic changes frequently. Please check the individual topic for the list of current readings.

Calendar Summer 2014

Due Date	Lessons	Readings	Assignments
June 02	Log into the Course	Read carefully Course Instructions	Post a short biography of yourself on the Discussion Forum Start to work on assignments due June 4th
June 04	Lesson 1: Introduction, Background and Nature of Information	**Textbook:** Chapters 1, 2 and 3 **Supplementary:** Set 1	1.Indexing Exercise 1 due 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
June 06	Lesson 2: Organization of Information, Vocabulary Control	**Textbook:** Chapters 4,5 and 6 **Supplementary:** Set 2	1.Indexing Exercise 2 due 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
June 09	Chat with Group Members	None	Work on Exercise 3
June 11	Lesson 3: Types of Indexes and Abstracts	**Textbook:** Chapters 7, 8 and 9 **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
June 13	Lesson 4: Indexing Process, Abstracting Process	**Textbook:** Chapters 10 and 11 **Supplementary:** Set 4	1. Indexing Exercise 4 due 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
June 16	Lesson 5: Indexing and Abstracting a Document	**Textbook**: Chapters 12 and 18 **Supplementary:** Set 5	1. Indexing Exercise 5 due 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
June 18	Lesson 6. Book Indexing	**Textbook:** Chapters 13 and 14 **Supplementary:** Set 6	1.Indexing Exercise 6 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
June 20	Midterm Exam	None	1. Midterm Exam
June 23	Lesson 7: Special Subjects and Formats	**Textbook:** Chapters 15, 16 and 17 **Supplementary:** Set 7	1.Indexing Exercise 7 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
June 25	Lesson 8: Evaluation, Indexing/ Abstracting Services	**Textbook:** Chapter 20 **Supplementary:** Set 8	1.Indexing Exercise 8 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate

Due Date	Lessons	Readings	Assignments
June 27	Lesson 9: Use of Computers, Indexing and the Internet Chat with the instructors (Note 7:00 PM CST)	**Textbook:** Chapter 19 **Supplementary:** Set 9	1. Indexing Exercise 9 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
June 30	Lesson 10: Professional Aspects	**Textbook:** Chapters 21, 22 and 23 **Supplementary:** Set 10	1. Indexing Exercise 10 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
July 02	Lesson 11: Thesaurus Construction and Evaluation	**Review Textbook:** pp. 70-78 **Supplementary:** Set 11	1. Indexing Exercise 11 2. Post Reading Discussion for Supplementary Readings only 3. Read Classmates' postings and respond as appropriate
July 03	Final Exam	None	Final Exam