INFO4203 Information Indexing and Organization

Syllabus Fall 2018

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 overall goal is essentially 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. With practical indexing and abstracting experience, student will become more proficient in retrieving information.

Expected Outcomes	• To learn the basic skills of indexing, vocabulary control and abstracting as they are used in a wide range of applications.
	• To be familiar with the vocabulary and professional environments of indexing and related activities.
	• To understand the fundamentals of indexing and abstracting various types of materials.
	• To be able to use thesauri and understand methods of thesaurus design and construction.
	• To be able to use different types of indexes and to have search skills enhanced by understanding indexes and indexing practices.
	• To understand how to use software tools in indexing and abstracting of items in different formats
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	• Assignments and Exercises... 40%
	• Reading Discussion and Class Participations............. 35%
	• Midterm Exam... 10%
	• Final Exam.. 15%

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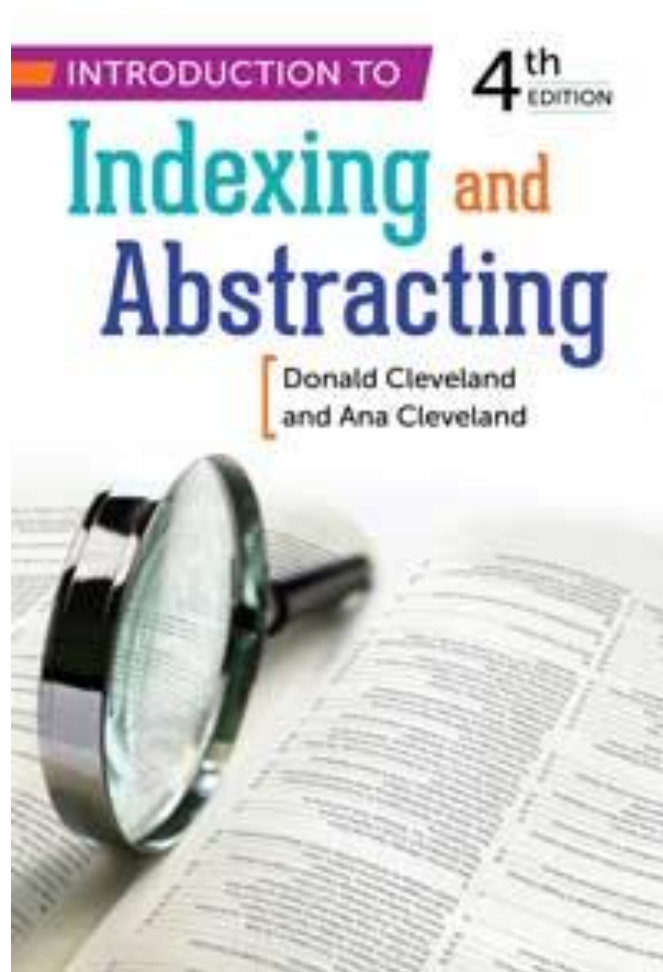
If such an on-campus activity is required, it is the student's responsibility to do the following:

(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 module for the list of current readings.

Calendar Fall-2018

Due Date	Module	Readings	Assignments
August 27	Log into the Course	Read carefully Course Instructions	Post a short biography of yourself on the Discussion Forum Start to work on assignments due on Sept. 4th

September 4	Module 1: Introduction to Indexing and Abstracting
	
	Chat with instructor
	
	Note 6:00 PM CST
		Textbook: Chapters 1, 2 and 3
		
		Supplementary: Set 1
			1.Indexing Exercise 1 due
			  Part-1:The resulting SkyIndex practice index
			  Part-II: A comparison of indexing software
			
			2. Post Reading Discussions
			
			3. Read Classmates' postings and respond as appropriate

Sept. 10	Module 2: The Relationship of Information Organization, Access, and Retrieval	**Textbook:** Chapters 4, 5 and 6 **Supplementary:** Set 2	1.Indexing Exercise 2 due - *Part-I: Index an article* - *Part II: Comment on the indexing process* 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Sept. 17	Work on group project	None	Work on group project

Due Date	Module	Readings	Assignments
Sept. 24	Module 3: Types of Indexes and Abstracts	**Textbook:** Chapters 7, 8 and 9 **Supplementary:** Set 3	1. Indexing Exercise 3 due - *Group paper* 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Oct. 1	Module 4: The Indexing and Abstracting Process	**Textbook:** Chapters 10 and 11 **Supplementary:** Set 4	1. Indexing Exercise 4 due - *Comments on group works* 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Oct. 8	Module 5: Indexing and Abstracting a Document	**Textbook**: Chapters 12 and 18 **Supplementary:** Set 5	1. Indexing Exercise 5 due - *Part I: Index academic articles* - *Part II: Write abstracts* 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Oct. 15	Module 6. Book Indexing	**Textbook:** Chapters 13 and 14 **Supplementary:** Set 6	1. Post Reading Discussions 2. Read Classmates' postings and respond as appropriate Indexing 3. Exercise 6 - (Create Back of the book index)
Oct. 22	Midterm Exam	None	1. Midterm Exam

Due Date	Module	Readings	Assignments
Oct. 29	Module 7: Indexing Specific Subjects and Special Formats	**Textbook:** Chapters 15 and 16 **Supplementary:** Set 7	1.Indexing Exercise 7 - *Part I: Index the painting* - *Index II: Index Newspaper story* - *Part III: Index music* 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Nov.5	Module 8: Indexing and the Internet	**Textbook:** Chapter 17, 19 **Supplementary:** Set 8	1.Indexing Exercise 8 - *Review and evaluate search engines* 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Nov. 12	Module 9: Evaluation, Indexing/ Abstracting Services	**Textbook:** Chapter 20 **Supplementary:** Set 9	1.Indexing Exercise 9 - *Part I: Evaluate indexing resources and services* - *Part II: Evaluate abstracting resources and services* 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
Nov. 19	Module 10: Thesaurus Construction and Evaluation Chat with guests *Note 6:00 PM CST*	**Textbook:** Chapters 21, 22 and 23 **Supplementary:** Set 10	1.Indexing Exercise 10 - *Evaluate thesauri* 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate

Due Date	Module	Readings	Assignments
Nov. 26	Thanksgiving Break	None	None
December 3	Module 11: Professional Aspects	**Textbook:** Chapters 21, 22 and 23 **Supplementary:** Set 11	1. Indexing Exercise 11 - *Review indexing sites and resources* 2. Post Reading Discussion for Supplementary Readings only 3. Read Classmates' postings and respond as appropriate
December 10	Final Exam	None	Final Exam