

# INFO4203 Information Indexing and Organization

## Syllabus Fall 2023

### 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 sciences. 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 hence 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: <https://policy.unt.edu/policy/07-012> . The Office of the Provost and the Office for Student Success is responsible for issues concerning academic integrity: <https://vpaa.unt.edu/ss/integrity>. The Academic Integrity Officer works with faculty and students regarding investigations of misconduct. Please submit all questions related to academic integrity to [academic.integrity@unt.edu](mailto:academic.integrity@unt.edu).

**ADA Compliance**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact ODA by phone at (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. I am very interested in the feedback I get from students, as I work to continually improve my teaching. So please 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](mailto:international@unt.edu)) to get clarification before the one-week deadline.

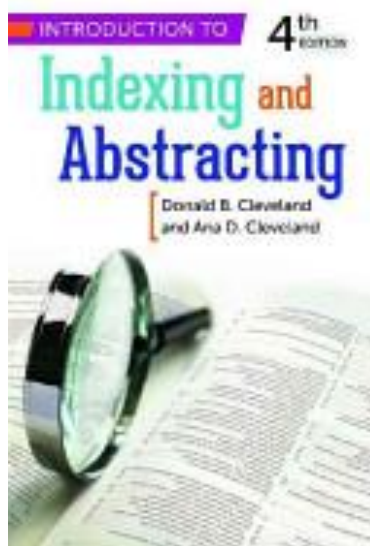
## COVID-19 Impact

While timely completion of the required modules' activities is an important part of succeeding in this class, your own health, and those of others in the community, is more important. Therefore, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class or complete Modules' activities because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> ) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

## Readings

**Textbook:** Cleveland, Donald B. and Ana D. Cleveland. *Introduction to Indexing and Abstracting*, 4<sup>th</sup>., 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 2023

Due Date	Module	Readings	Assignments
August 21	Log into the Course Via Canvas	Read carefully Course Instructions	Post a short biography of yourself on the Discussion Forum Start to work on assignments due August 28th
August 28	Module 1: Introduction to Indexing and Abstracting: Background and Nature of Information	<b>Textbook:</b> Chapters 1, 2 and 3 <b>Supplementary:</b> Set 1	1. Indexing Exercise 1 due <i>Part-I: The resulting SkyIndex practice index</i> <i>Part-II: A comparison of indexing software</i> 2. Post reading discussions 3. Read classmates' postings and respond as appropriate
September 5	Module 2: The Relationship of Information Organization, Access, and Retrieval	<b>Textbook:</b> Chapters 4, 5 and 6 <b>Supplementary:</b> Set 2	1. Indexing Exercise 2 due - <i>Part-I: Index an article</i> - <i>Part II: Comment on the indexing process</i> 2. Post reading discussions 3. Read classmates' postings and respond as appropriate
September 11	Work on group project (Meeting via Zoom)	None	1. Work on group project 2. Chat with instructor and group members

Due Date	Module	Readings	Assignments
September 18	Module 3: Types of Indexes and Abstracts	<b>Textbook:</b> Chapters 7, 8 and 9 <b>Supplementary:</b> Set 3	<ol style="list-style-type: none"> <li>1. Indexing Exercise 3 due - <i>Group paper</i></li> <li>2. Post reading discussions</li> <li>3. Read classmates' postings and respond as appropriate</li> </ol>
September 25	Module 4: The Indexing and Abstracting Process	<b>Textbook:</b> Chapters 10 and 11 <b>Supplementary:</b> Set 4	<ol style="list-style-type: none"> <li>1. Indexing Exercise 4 due - <i>Comments on group works</i></li> <li>2. Post reading discussions</li> <li>3. Read classmates' postings and respond as appropriate</li> </ol>
October 2	Module 5: Indexing and Abstracting a Document	<b>Textbook:</b> Chapters 12 and 18 <b>Supplementary:</b> Set 5	<ol style="list-style-type: none"> <li>1. Indexing Exercise 5 due - <i>Part I: Index academic articles</i> - <i>Part II: Write abstracts</i></li> <li>2. Post reading discussions</li> <li>3. Read classmates' postings and respond as appropriate</li> </ol>
October 9	Module 6. Book Indexing	<b>Textbook:</b> Chapters 13 and 14 <b>Supplementary:</b> Set 6	<ol style="list-style-type: none"> <li>1. Indexing Exercise 6 - <i>Create Back of the book index</i></li> <li>2. Post reading discussions</li> <li>3. Read classmates' postings and respond as appropriate</li> </ol>
October 16	Midterm Exam	None	<ol style="list-style-type: none"> <li>1. Midterm Exam</li> </ol>

Due Date	Module	Readings	Assignments
October 23	Module 7: Indexing Special Formats	<b>Textbook:</b> Chapters 15 and 16  <b>Supplementary:</b> Set 7	1. Indexing Exercise 7 - <i>Part I: Index the painting</i> - <i>Index II: Index Newspaper story</i> - <i>Part III: Index music</i>  2. Post reading discussions  3. Read classmates' postings and respond as appropriate
October 30	Module 8: Indexing and the Internet	<b>Textbook:</b> Chapter 17, 19  <b>Supplementary:</b> Set 8	1. Indexing Exercise 8 - <i>Review and evaluate search engines</i>  2. Post reading discussions  3. Read classmates' postings and respond as appropriate
November 6	Module 9: Evaluation, Indexing/ Abstracting Services	<b>Textbook:</b> Chapter 20  <b>Supplementary:</b> Set 9	1. Indexing Exercise 9 - <i>Part I: Evaluate indexing resources and services</i> - <i>Part II: Evaluate abstracting resources and services</i>  2. Post reading discussions  3. Read classmates' postings and respond as appropriate
November 13	Module 10: Thesaurus Construction and Evaluation	<b>Textbook: Review</b> Chapter 5  <b>Supplementary:</b> Set 10	1. Indexing Exercise 10 - <i>Evaluate thesauri</i>  2. Post reading discussions  3. Read classmates' postings and respond



Due Date	Module	Readings	Assignments
November 20	Thanksgiving	None	None
November 27	Module 11: Professional Aspects  (Meeting via Zoom)	<b>Textbook:</b> Chapters 21, 22 and 23  <b>Supplementary:</b> Set 11	<ol style="list-style-type: none"> <li>1. Indexing Exercise 11 - <i>Review indexing sites and resources</i></li> <li>2. Post reading discussions</li> <li>3. Read classmates' postings and respond as appropriate</li> <li>4. Join the guest lecture via Zoom</li> </ol>
December 4	None	None	Work on the final project
December 11	Final Exam	None	Final Exam

