INFO4203 Information Indexing and Organization

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Instructor & Teaching Assistants

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Course Description

The course introduces students 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%

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 SPOT 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) 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.

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the issue or its severity. Listed below are several resources on campus that can support your academic success and mental well- being:
1.   Student Health and
Wellness Center 1800 Chestnut St., Denton, TX
   76201 (940)-565-2333
M-Th: 8:00am-5:00pm
https://studentaf   fairs.unt.edu/student-health-and-wellness-center#programs
2. Counseling and Testing Services* 801 N. Texas
Blvd, Denton, Tx 76210 Suite 140
(940)-565-2741

M-F: 8:00am-5:00pm

https://studenta_ffairs.unt.edu/counse_ling-and-testing-services

3. UNT CARE Team* (940)

565-2648 careteam@unt.edu

https://studentaf fairs.unt.edu/care

4. Psychiatric Services (940)

565-2333

https://studenta ffairs.unt.edu/student-health-and-wellness- center/services/psychiatry

5. Individual Counseling* (940)

369-8773

https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling

*Services are free of charge to University Students

If at any time you are feeling alone or in jeopardy of self-harm, reach out to the following:

-NATL Suicide Hotline: 800-273-8255

-Denton County MHMR Crisis Line: 800-762-0157

-Denton County Friends of the Family Crisis Line: (940)-382-7273

-UNT Mental Health Emergency Contacts:

- During Office Hours (M-F 8am-5pm): (940)-565-2741
- After Hour Calls: (940)-565-2741
- Crisis Text Line: Text CONNECT to 741741
- Live Chat: http://www.suicidepreventionlifeline.org

Course Content

Module	Readings	Assignments
Orientation	Read carefully Course Instructions	Introduce Yourself in the Discussion Forum
Module 1: Introduction to Indexing and Abstracting: Background and Nature of Information	**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
Module 2: The Relationship of Information Organization, Access, and	**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

Module	Readings	Assignments
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
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
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
Midterm Exam	None	1. Midterm Exam

Module	Readings	Assignments
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)
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
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
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

Module	Readings	Assignments
Module 10: Thesaurus Construction and Evaluation	**Textbook: Review** Chapter 5 **Supplementary:** Set 10	1.Indexing Exercise 10 - *Evaluate thesauri* 2. Post Reading Discussions 3. Read Classmates' postings and respond as appropriate
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
Final Exam	None	Final Exam