
Valdosta State University
Department of Library and Information Studies
MLIS- 7360 Indexing, Abstracting, Thesaurus Construction Syllabus
Three Credit Hours

Instructor:

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Office hours by appointment, online or via telephone. As a general rule I will be in my office from 8:00 am to 10:00 am, Monday through Friday.

Course Description:

A study of the principles and practices of creating indexes, abstracts, thesauri of information, and other knowledge resources. The course includes evaluation of software aids and overview of professional opportunities.

Course Prerequisite or Corequisite: MLIS 7000 or consent of instructor.

Grade Requirements:

No grade below a C will be credited toward a VSU graduate degree. To be **eligible** to receive an A in this course a student must complete every assignment.

MLIS Program Objectives (PO)

Graduates of the MLIS Program will:

- PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources, reference and user services, administration and management, and organization of recorded knowledge and information.
- PO 2. Use existing and emerging technologies to meet needs in libraries and information centers.
- PO 3. Integrate relevant research to enhance their work in libraries and information centers.
- PO 4. Demonstrate professionalism as librarians or information specialists.

Student Learning Outcomes (SLO):

Students will:

SLO 1. Create a subject thesaurus. (PO 1, PO 4)

SLO 2. Index knowledge resources in a variety of formats. (PO 1, PO 4)

SLO 3. Create indicative, informative and critical abstracts. (PO 1, PO 2)

SLO 4. Evaluate automated indexing and abstracting tools. (PO 1, PO 3)

SLO 5. Describe professional opportunities for indexers and abstractors. (PO 1, PO 2, PO 4)

Required Textbooks:

- Cleveland, Donald B. and Cleveland Ana D. (2013). Introduction to Indexing and Abstracting, 4th ed. Santa Barbara, CA. ISBN: 9781598849769 .

Recommended

- University of Chicago Press Staff. (2010). Indexes: A Chapter from The Chicago Manual of Style, 16th ed. University Of Chicago Press; ISBN-10: 0226836142 ISBN-13: 978-0226836140

Please familiarize yourself with the MLIS policy that prohibits the use of VSU's Interlibrary Loan service for obtaining textbooks at

<http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf>

Required Materials:

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A headset with attached microphone or other microphone and speakers that work with WIMBA software. Noise-canceling properties are recommended.

Additional materials posted in BlazeView or in Odum Library Electronic Reserve.

General Course Outline:

Unit 1: Introduction & Nature of Information

Unit 2: History Indexing / Abstracting & Human Language & Communication

Unit 3: Organization of Information

Unit 4: Thesaurus Construction

Unit 5: Information Access & Information Seeking Behavior

Unit 6: Types of Indexes & Subject Analysis & Aboutness

Unit 7: Indexing Process & Journal Indexing

Unit 8: Book Indexing.

Unit 9: Indexing Specific Areas, Image, Audio, and Multimedia Materials .

Unit 10: Indexing & the Internet

Unit 11. Abstracts & Abstracting Process

Unit 12: Computer Tools / Applications & Research in Indexing / Abstracting

Unit 13: Professional Practice, Resources, & Aids

Unit 14: Profession, Careers, & Future

Unit 15: Summation

Each module represents roughly one week of instruction time. That said, some modules will take less than a week and others close to two weeks.

ShareStream Video Pick and Play

These are short PowerPoint videos that parallel the subject matter in the modules or provide background and instruction for the assignments. PDFs of the PowerPoints are available.

Assignments: (120 points)

The following list is an overview of the assignments included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date. As a general rule, assignments are due before midnight (11:59 p.m.) on Saturday.

NOTE: The server that supports BlazeVIEW D2L does its maintenance on Friday nights beginning at 10pm Eastern Time. Maintenance will begin at 10:00 PM Eastern Time on Friday and will end at 7:00 AM Eastern Time on Saturday unless otherwise noted. The BlazeVIEW D2L site will not be available during this time. The professor reserves the right to modify, add, or remove assignments as conditions warrant.

Major Assignment List: (120 points)

Assignment 1: Create a Subject Thesaurus

Value 20 points

Due Saturday, September 13

Assignment 2: Evaluating back-of-the-book Index

Value 20 points

Due Saturday, September 27

Assignment 3: Create a back-of-the-book Index

Value 20 points

Due Saturday, October 11

Assignment 4: Index pictorial, audio, or multimedia material

Value 20 points

Due Saturday, October 25

Assignment 5: Evaluation of abstracts

Value 20 points

Due Saturday, November 8

Assignment 6: Creating abstracts

Value 20 points

Due Saturday, November 22

Graded Discussions: (20 points)

There will be four graded discussions, each worth 5 points. You will be required to post an initial substantive commentary to the discussion topic (worth 3 points), and then post focused and amplifying responses to two of your classmates' substantive commentaries to the discussion topic (each worth 1 point).

Graded Discussion 01 Thesauri

Value 5 points

Initial posting due Wednesday, September 3, 2014, Value 3 points

Commentary response due Friday, September 5, 2014, Value 2 points

Graded Discussion 02 Indexing

Value 5 points

Initial posting due Monday, September 22, 2014, Value 3 points

Commentary response due Wednesday, September 24, 2014, Value 2 points

Graded Discussion 03 Abstracts

Value 5 points

Initial posting due October 13, 2014, Value 3 points

Commentary response due October 15, 2014, Value 2 points

Graded Discussion 04 Role Internet

Value 5 points

Initial posting due November 3, 2014, Value 3 points

Commentary response due November 5, Value 2 points

Examinations: (20 points)

There will be a Midterm and a Final Examination.

Midterm Exam

Value 10 points.

Due date, Thursday, October 7, 2014.

Final Exam

Value 10 points.

Due date. Monday, December 8, 2014.

Grading Scale

The grading scale will be based on percentage of total available points. Course grades will be assigned based on the following percentage breakdown:

A = 90-100 % = exceptional work, exceeds expected graduate level work
B = 80-89 % = consistently good work, meets expected graduate level work
C = 70-79 % = consistently poor work, fails to meet expected graduate level work
D = 60-69 % = perfunctory, incomplete work, fails to meet expected graduate level work
F = ≤ 60 % = missing, incomplete work, fails to meet expected graduate level work

Standards for graduate courses:

No grade below a C will be credited toward a VSU graduate degree. To be eligible to receive an A in this course a student must complete every assignment.

Withdrawal:

You may drop the course without academic penalty on or before the official withdrawal date (October 9th). As discussed on pages 19-21 of the VSU graduate catalog, "Students may petition for an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of Dean of Students."

Attendance:

This is a Web-delivered course, with no required face-to-face meetings. One or more assignments may include a required presentation within WIMBA. If required, the presentations will be scheduled in consultation with class members. The may be regularly scheduled WIMBA sessions with optional attendance.

Technical Requirements:

All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, Microsoft Word 2010 is the required format. If you are using a lower version of Word or some other word processor, you are responsible for converting your documents to Microsoft Word 2010 compatible format (.doc or .docx). **Work submitted in non-compatible formats will not be accepted and will not be graded.** You can obtain a copy of Microsoft Office 2010 at a reduced student price through the IT Home Use Software program (<http://www.valdosta.edu/helpdesk/index.shtml>). Both Windows and Mac versions are available.

You are to use the underscore “_” instead of a space “ ” in your file names. Spaces in a file name translate as %20 code and a penalty will be applied.

When reading instructions for your assignments, notice whether the instructions say to paste your response into a message box or to use a file attachment. Also notice whether the instructions say to choose Reply or to create a new message.

When the directions say to paste into a BlazeView message box, compose your response in your word processor first. This will help avoid the agony of being “timed out” and losing your work.

Grammar, punctuation, and spelling count. Use spell check. The Publication Manual of the American Psychological Association, 6th Edition, (APA manual) is the required style manual for all class work unless otherwise specified. Formatting and professional writing style counts. Use active voice in your writing.

Communication:

For questions regarding the course, please communicate with me through the BlazeView D2L site for this course. If your question is personal, please use the BlazeView D2L course mail feature. If you have a general question whose answer may be of interest to your classmates, please post it to the "Questions" topic on the discussion boards.

Academic Honesty:

An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party or copied into a paper or project from a source without proper citing. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected. If you are unsure about the parameters of an assignment, ask for clarification.

Unless an assignment is specifically designated as a group or collaborative activity, anything submitted under your name should be solely your own work. If you are unsure about the parameters of an assignment, ask for clarification.

Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources.

The ***Guide to Ethical Conduct*** is a booklet created for VSU MLIS students (<http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/GuidetoEthicalConductWebversion.pdf>). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science. Specific regulations related to student conduct and behavior are contained in the *Student Handbook*, *Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary.

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

Turnitin

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to Turnitin, a tool within BlazeVIEW. For more information on the use of Turnitin at VSU see Turnitin for Students (<http://www.valdosta.edu/academics/academic-affairs/vp-office/turnitin-for-students.php>).

Distance Learning Support:

An online guide for distance education students is on the Odum Library Web site at http://www.valdosta.edu/library/services/revised_students.pdf.

Accommodations Statement:

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the

handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973.

Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY), their website is at <http://www.valdosta.edu/access/>.

Compliance Statement:

Enrollment in this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. **It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the semester.**