



SYLLABUS

IS 523 Abstracting and Indexing

Fall 2011

Thursday 6:30 – 9:10 p.m.

Instructor:	Dr. Lorraine Normore
Office:	444 Communications Building
Availability:	By appointment
Contact:	voice: (865) 974-5390; email: Normore@utk.edu
GTA:	Eric Dawson
DE Support:	Neal Lawson

Course Description

This course is a second level course and explores the processes underlying the creation of abstracts and indexing content in databases and other information resources.

Prerequisites

IS 520 Representation and Organization of Information or equivalent

Course Goals/Objectives

This course aims to provide students with exposure to processes and issues central to the creation of abstracts and indexes.

Upon satisfactory completion of the course, the student will:

1. Use various techniques for enhancing subject access to a wide variety of documents.
2. Understand how vocabulary and indexing decisions and their application impact the success of indexing services and information retrieval.
3. Be aware of standards and issues in the design of controlled vocabularies, thesauri, and other taxonomic indexing tools.
4. Be able to recognize and create various types of abstracts.
5. Have experience with the steps and procedures involved in the intellectual indexing of technical documents and other types of contents and formats.
6. Be cognizant of the issues involved in the creation of back of the book indexing.
7. Understand how technology can be used in the creation of indexing and abstracts

Methods of Teaching/Learning

The sessions of the course consist of lectures, individual and group work, in-class activities, practical exercises, written critique and analysis, and either a research paper or a final exam.

During most class sessions, the class time will be divided into lecture, interspersed with hands-on activity and related discussion that will allow you to apply material covered during the class lectures to the practice of bibliographic description and control.

Your UTK email address will be used as default for all communications in this course. It may be worthwhile for you to visit Computing @UT <http://www.utk.edu/computing/> to get familiar with the resources and support. Both the Innovative Technology Center and Hodges Library offer free workshops on basic and advanced computing and information skills (<http://itc.utk.edu/workshops/>; <http://gila.lib.utk.edu/>). If you prefer to use your personal email, you should configure forwarding messages from UTK email to your preferred email. Your UTK NetID and password are required to access online library materials. Use must make sure to visit the online class space located on the Blackboard regularly because class announcements, assignments, drop-box, and class discussion boards will be made available via that avenue.

Required text

1. Lancaster, F.W. *Indexing and abstracting in theory and practice*. 3rd ed. Champaign, IL: Graduate School of Library and Information Science, 2003.

Assignments

4 Practical assignments	4 x 50 = 200 points	67%
Research paper or Final exam	100 points	33%

Assignments and Evaluation Criteria

All assignments should be prepared using a word processor, preferably Microsoft Word, Excel or PowerPoint, unless otherwise specified. Ordinarily, assignments should be submitted via Blackboard's Digital Drop Box.

Citing Sources

Use the APA Style Manual or Chicago Manual of Style for citing sources used for this class and be consistent in formatting the citations.

On Evaluation and Grading

Evaluation of your work is based on quality not quantity. Thus, assignments and commentaries should be concise, specific, well organized, and follow the instructions. They should be turned in by the deadline to ensure that you get full credit. If you can anticipate difficulties getting your assignments in on time, please let me know as soon as possible to avoid being penalized for late assignments.

Grading by its very nature is a subjective process, and it is virtually impossible to design exercises that can be objectively quantified with precise numeric scores. Sometimes, mathematical and administrative errors in grading occur; you are entitled to request for a review. Please make your request immediately after the distribution of the assignments, preferably in written form; after one week, the grades reported to you are final.

A	4.0	>92	Excellent	B+	3.5	86-92	Very good
B	3.0	80-85	Good	C+	2.5	75-79	Satisfactory
C	2.0	70-74	Below Standard	D	1.0	<70	Unsatisfactory

Attendance

Attendance is expected because class discussions and exercises are an important part of mastering the content of the course. If you miss a class, notify the instructor as soon as possible. You are responsible for getting notes from your classmates about any class session you miss and for viewing the class on Centra.

Academic Integrity

The responsibility for learning is an individual matter. “Study, preparation and presentation should involve at all times the student’s own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentations. ...” (*Hilltopics 2009-2010 Student Handbook*, The University of Tennessee, Knoxville, p. 39). Cheating, plagiarism, providing unauthorized help and other acts of dishonesty violate the rule of academic honesty; the offender will be subject to penalties as set forth in *Hilltopics*.

CCI Diversity Statement

The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College’s faculty, staff, students, and the larger communication and information community.

--College of Communication and Information Bylaws, Section II-C. See <http://www.cci.utk.edu/diversity-statement> for CCI’s full Diversity Statement.

Special Needs

If you need course adaptations or accommodations because of a documented disability or if you have emergency information to share, please contact the Office of Disability Services at 2227 Dunford Hall or at (865) 974-6087. The office staff will work with you to arrive at the appropriate program and will register you for services needed. Please contact me about this matter to discuss appropriate solutions.

Policy on Inclement Weather & Unforeseen Circumstances

If the university is officially closed or communications technologies become unavailable for a protracted period of time, classes will be canceled. I may revise the schedule after the missed session. Any type of arrangements will be discussed with you in advance if possible and announced in class or via e-mail.