

**VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7360: Indexing and Abstracting
Syllabus—Fall 2005**

Three Hours Credit
August 15 - December 9, 2005

Instructor:

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Course Description

Prerequisite: MLIS 7300 or consent of instructor.

The principles and practices of creating indexes and abstracts of information and knowledge resources. Varying types of indexes and abstracts, evaluation of software aids, and professional opportunities for indexers and abstractors will be considered.

Course Objectives

At the conclusion of the course, the student will be able to:

1. Index knowledge resources in a variety of formats.
2. Create indicative, informative, and critical abstracts.
3. Evaluate indexing and abstracting software and procedures.
4. Describe professional opportunities for indexers/abstractors, including self-employment.

Required Text: *Be sure to get the correct edition.*

Cleveland, Donald B., and Ana D. Cleveland. 2001. *Introduction to indexing and abstracting*. 3rd ed. Englewood, CO: Libraries Unlimited.

Graded Activities

Indexing/Abstracting Assignments	40%
Discussion Board Assignments	20%
Consultation Project	40%

Activities Descriptions

Indexing/Abstracting Assignments 40%
 You will index and abstract a technical paper, index a book chapter, index an image, and index and abstract a Web page. See the separate document on **Indexing/Abstracting Assignments** for more details.

Discussion Board Assignments 20%
 These will be contributions posted on the Discussion Board. You will discuss aspects of several topics, respond to short assignments, and provide feedback on your colleagues' work. See the separate documents called **Starting Gate** and **Discussion Board Assignments** for more details.

Consultation Project 50%
 As part of a group, you will provide consultation on a "real life" indexing project. The group will research best practices for indexing the applicable material, do a needs assessment with the "client"; and make recommendations. See the separate document called **Consultation Project** for more details.

Assignment Calendar: Due at 8 p.m.

Mon. June 13	Starting Gate posts: Meet the Class and Group Name
Wed. June 15	Collection Development abstract
Mon. June 20	Collection Development post
Wed. June 22	Selection abstract
Mon. June 27	Selection post
Wed. June 29	Budgeting/Acquisitions abstract
Mon. July 4	Nothing due! Independence Day holiday
Wed. July 6	Organization/Access abstract Budgeting/Acquisitions post Ann S. question post
Mon. July 11	Organization/Access post
Wed. July 13	Evaluation abstract Ann S. response post
Wed. July 18	Evaluation post
Wed. July 20	Copyright/Licensing abstract

Mon. July 25 Copyright/Licensing post

Wed. July 27 Preservation abstract

Friday, July 29 Preservation post

Grading

General Grading Scale

- A excellent work - among the best work seen at the graduate level
- B satisfactory work - better than average work at the graduate level
- C honest attempt - needs moderate to major revisions to be satisfactory
- D perfunctory or missing work

Late work is dropped one letter grade

Final Grading Scale

- A - always satisfactory, often excellent
- B - mostly satisfactory, occasionally excellent
- C - sometimes satisfactory, often needs revisions
- D - rarely satisfactory, often perfunctory, late or missing
- F - lacking even an attempt to learn or do, dishonesty, plagiarism

Academic Dishonesty

“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. Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*.

Special Needs 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 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 because of a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hal. The phone numbers are 245-2498 (voice) and 219-1348 (tty).

Attendance

This is a Web-delivered course, with no in-person or synchronous online meetings.