Course Profile: Indexing and Abstracting

Course Number: INF 8230

Credits: 3

Prerequisite(s): INF 6010, 6080

Rationale for Inclusion in Curriculum:

An understanding of the principles of information organization facilitates the effective utilization of information storage and retrieval systems. An appreciation of the processes of indexing and abstracting are fundamental to the design and implementation of effective retrieval systems and are both supported and enhanced by the construction of thesauri. While the course complements the objectives of bibliographic storage and retrieval, the principles underlying the processes of indexing are applicable to the organization of all databases used for the storage and retrieval of information.

Learning Outcomes:

By the end of the course each student will be able to:

1. Describe the structure of back-of-book indexes and critically evaluate both their organization and synthetic structure.

2. Analyze the intellectual content of bibliographic materials and assign appropriate indexing terms that represent the conceptual content.

3. Prepare a working index to a collection of articles from the initial stages of content analysis through the production of a final product in hard copy format.

4. Construct indicative, informative and critical abstracts.

5. Apply the techniques of thesaurus construction in the preparation of a faceted thesaurus that represents the conceptual content of a limited universe of entities.

6. Prepare a working index for one of a number of un-indexed bibliographic or electronic materials from the initial stages of content analysis through the production of a final product in hard copy format.
Basis for Evaluation of Student Performance:

Quizzes based on reading assignments, participation in discussion board discussions, completion of course assignments (evaluation of back-of-the-book indexes, indexing scholarly articles from the Library Literature and Information Science Full-Text database, cooperative class journal indexing project or evaluation and demonstration of indexing software, abstract writing exercise, and individual student indexing project, and attendance at on-campus sessions.

Texts: To be determined.

Approved: 1/12
Updated: 8/13