



THE FLORIDA STATE UNIVERSITY  
COLLEGE OF COMMUNICATION & INFORMATION  
*School of Library & Information Studies*

**LIS5736 – INDEXING AND ABSTRACTING**

**SECTION(S)**

**TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION**

**MODE OF INSTRUCTION: Online**

**Instructor:**

**Email:**

**Office:**

**Phone:**

**Course Location/Website:**

**Office Hours (in office, online or via phone):**

**Teaching Assistant:**

**Email:**

**COURSE DESCRIPTION:**

Takes a practical approach to indexing and abstracting. Covers manual and automatic processes and methods of abstracting and indexing, database organization and design. Emphasis on subject access and indexing and abstracting in an online environment with attention to production rules, standards, and file organization.

**COURSE OBJECTIVES:**

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

1. Describe the role of indexing and abstracting in subject access and information retrieval.
2. Describe and apply the range of indexing and abstracting methods available for books, periodical literature, creative works, and online materials.
3. Describe and apply the concept of controlled vocabularies in indexing for information retrieval.
4. Evaluate documents for indexing purposes, select appropriate descriptors, and write clear and concise prose for abstracts.
5. Use current indexing software and other automated tools.

**COURSE MATERIALS:**

**Textbook:** Donald B. Cleveland & Ana D. Cleveland. *Introduction to Indexing and Abstracting*. Third Edition. Englewood, CO: Libraries Unlimited.

Other readings as assigned.

**COURSE ASSIGNMENTS AND EVALUATION:**

**Asynchronous Discussion: Facet Analysis.** Conduct a subject analysis of assigned materials using the PMEST model and participate in Asynchronous Discussion. At least 5 posts are required during the week-long discussion, and posts must be spread out over at least 3 days.

**Short Paper: Uncontrolled Indexing.** Conduct a subject analysis of assigned materials (use of the PMEST model is optional) and create 5-7 subject terms for each item representing their overall “aboutness.” Do NOT

refer to any existing set of subject terms or controlled vocabulary for this assignment, but create your own terms. Write a short paper (approximately 3 pages, double-spaced) describing and analyzing your work process and decision-making during analysis and creation of indexing terms.

**Short Paper: Controlled Indexing I.** Conduct a subject analysis of assigned materials (use of the PMEST model is optional) and assign up to 12 subject terms for each item representing their overall “aboutness.” You are REQUIRED to use the *Thesaurus of ERIC Descriptors* as the source of your subject terms. Write a short paper (approximately 3 pages, double-spaced) describing and analyzing your work process and decision-making during analysis and creation of indexing terms.

**Asynchronous Discussion: Indexing Consistency.** This discussion will examine similarities and differences between terms chosen (during the Controlled Indexing I assignment) by different students for the same materials, and will evaluate the quality of chosen descriptors and other issues related to indexing consistency. Participate in Asynchronous Discussion. At least 5 posts are required during the week-long discussion, and posts must be spread out over at least 3 days.

**Short Paper: Controlled Indexing II.** Conduct a subject analysis of assigned materials (use of the PMEST model is optional) and assign up to 12 subject terms for each item representing their overall “aboutness.” You are REQUIRED to use the *Thesaurus of ERIC Descriptors* as the source of your subject terms. Write a short paper (approximately 3 pages, double-spaced) describing and analyzing your work process and decision-making during analysis and creation of indexing terms.

**Short Paper: Back of the Book Indexing.** Conduct a subject analysis of your choice of 5-10 pages from the assigned materials from an in-press book publication (use of the PMEST model is optional). Create a back-of-the-book index using indexing software. Write a short paper (approximately 3 pages, double-spaced) describing and analyzing your work process and decision-making during analysis and creation of the index.

**Asynchronous Discussion: Indexing Imaginative & Multimedia Works.** Examine assigned graphic images and create indexing terms for your choice of 1 of those images. Using the Library Literature and Information Full Text database (available via the FSU Library’s list of databases), choose and read 2 peer-reviewed articles of your choice related to indexing imaginative and/or multimedia works. Participate in Asynchronous Discussion, sharing your indexing terms, commenting on others’ terms, and sharing brief summaries of the articles you have chosen. At least 5 posts are required during the week-long discussion, and posts must be spread out over at least 3 days.

**Short Paper: Abstracting.** Conduct a subject analysis of assigned materials (use of the PMEST model is optional). Write Indicative, Informative, and Structured abstracts for each of them. Write a short paper (approximately 3 pages, double-spaced) describing and analyzing your work process and decision-making during analysis and composition of the abstracts.

**Final Paper: Literature Review.** Choose a topic (examples will be provided) related to the practice and/or theory of indexing and abstracting and write a formal literature review on that topic. The final paper should be between 12 and 15 pages in length, double-spaced, and should use at least 8-12 sources.

**GRADE CALCULATION:**

Short Papers (5)	10pts each	50 points
Asynchronous Discussions (3)	10pts each	30 points
Final Paper	20pts	20 points
<b>TOTAL</b>		<b>100points</b>

**GRADING SCALE:**

A	93 - 100	C	73 – 76
A-	90 – 92	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	63 – 66
B-	80 – 82	D-	60 – 62
C+	77 – 79	F	0 – 59

**COURSE SCHEDULE:**

WEEK	TOPICS TO BE COVERED
1	Course Overview
2	Basic Indexing Concepts I: “Aboutness,” Indexing Goals, etc.
3	Subject Analysis and Facets I
4	Subject Analysis and Facets II
5	Basic Indexing Concepts II: Indexing Terms, Bibliographic Representation, etc.
6	Basic Indexing Concepts II, Continued
7	Indexing I: Thesauri & Thesaurus Construction
8	Indexing II: Working Within a Controlled Vocabulary System
9	Indexing III: Indexing Consistency and Quality
10	Indexing IV: Working Within a Controlled Vocabulary System 2
11	Back-of-the-Book Indexing
12	Indexing Imaginative Works & Multimedia Resources
13	Abstracting I: Types & Functions of Abstracts
14	Abstracting II: Consistency and Quality of Abstracting
15	The Future of Indexing & Abstracting: Internet Issues
16	Finals Week (no exam)

**COPYRIGHT STATEMENT:**

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the *Technology, Education, And Copyright Harmonization* (TEACH) Act (refer to the 3/7/2001 TEACH Act at [www.copyright.gov/legislation/archive/](http://www.copyright.gov/legislation/archive/)).

**SEXUAL HARRASSMENT POLICY:**

It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form. [http://registrar.fsu.edu/bulletin/grad/info/university\\_notices.htm](http://registrar.fsu.edu/bulletin/grad/info/university_notices.htm)

**SCHOOL OF INFORMATION HARDWARE AND SOFTWARE REQUIREMENTS:**

A list of all hardware and software requirements for students participating in the School of Information courses can be found at the following location: <http://ischool.cci.fsu.edu/academics/online/requirements/>

**STUDENT ELIGIBILITY FOR AN INCOMPLETE GRADE:**

Incomplete (“I”) grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).

**University Attendance Policy:**

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

**Academic Honor Policy:**

The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.)

**Americans With Disabilities Act:**

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center  
874 Traditions Way  
108 Student Services Building  
Florida State University  
Tallahassee, FL 32306-4167  
(850) 644-9566 (voice)  
(850) 644-8504 (TDD)  
[sdrc@admin.fsu.edu](mailto:sdrc@admin.fsu.edu)  
<http://www.disabilitycenter.fsu.edu/>

**Free Tutoring from FSU**

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services’ comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact [tutor@fsu.edu](mailto:tutor@fsu.edu). High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

**Syllabus Change Policy**

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."