

**VALDOSTA STATE UNIVERSITY**  
**MASTER OF LIBRARY & INFORMATION SCIENCE**  
**MLIS 7360: Indexing and Abstracting**  
**Syllabus—Fall 2008**  
Three Credit Hours

**Instructor:**

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**Course Description**

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**

Students will:

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 Materials**

- Cleveland, Donald B., and Ana D. Cleveland. 2001. *Introduction to indexing and abstracting*. 3rd ed. Englewood, CO: Libraries Unlimited. **3<sup>rd</sup> edition required.**



- Headphones with attached microphone for use with Live Classroom software. An inexpensive one will be fine. Many are available for \$10-\$15.
- Additional readings posted in WebCT Vista or in Odum Library Electronic Reserve.

## Assignments

Meet the Class	5 points
Telephone Book	5 points
Do People Really Do This?	5 points
Abstracts	5 points
Index Evaluation	5 points
Technical Paper	10 points
Book Chapter	10 points
Image	10 points
Web Page	10 points
Consultation Project	35 points

Each assignment will have a due date, followed by a one-day grace period.

If an assignment is submitted after the grace period has expired, I will grade it if I have time, but I reserve the right not to accept it.

To assure yourself a chance to get at least some points for the assignment, turn it in before the grace period ends.

## Grading Scale

There are 100 points possible in the course.  
Course grades will be assigned as follows:

- A = 91-100 points
- B = 81-90 points
- C = 71-80 points
- D = 61-70 points
- F = below 61 points

Course grades of I (Incomplete) will **not** be available.

Students may drop the course without academic penalty on or before Thursday, October 9, 2008.

As discussed on page 17 of the 2008/09 Graduate Catalog, "Students may petition for an exception to the withdrawal deadline for cases of hardship."

**Assignment Calendar--** Assignments are due on Wednesdays by 11:59 p.m.

	<b>Due Date</b>	<b>Grace Period</b>
<b>Meet the Class</b>	Aug 27	Aug 28
<b>Telephone Book</b>	Aug 27	Aug 28
<b>Do People Really Do This?</b>	Aug 27	Aug 28
<b>Abstracts</b>	Sept 3	Sept 4
<b>Index Evaluation</b>	Sept 3	Sept 4
<b>Technical Paper</b>	Sept 17	Sept 18
<b>Book Chapter</b>	Sept 24	Sept 25
<b>Image</b>	Oct 1	Oct 2
<b>Web Page</b>	Oct 8	Oct 9
<b>Consultation Project (Written)</b>	Dec 3	Dec 4
<b>Consultation Project (Live Classroom)</b>	Week of Dec 8	

See WebCT Vista for details and submission instructions for each assignment.

Assignments will be submitted using either the Discussion Board or the Assignment Tool within WebCT Vista.

The Consultation Project is a group project that will produce a written document and a Live Classroom presentation using PowerPoint. Groups will be formed and topics assigned during the week of September 29. The Live Classroom presentations will take place during the week of December 8, on a schedule that will be determined in consultation with group members.

### **Attendance**

This is a Web-delivered course. Much of the work can be done asynchronously. The group Consultation Project may require synchronous work among the members of the group, on a schedule determined by the group. There is a required Live Classroom presentation during the week of December 8, on a schedule that will be determined in consultation with group members.

### **Technical Requirements**

All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, MS Word is the preferred format. *If you are using Office 2007, use the Save As command and save for opening by Office 2003.* If you are using a lower version of WordPerfect or some other word processor, save your documents in Rich Text Format (rtf).

**Technical Requirements cont.**

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 WebCT Vista 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.

**WebCT Vista**

If you are a new WebCT Vista user, go to the WebCT Vista help pages at <http://www.valdosta.edu/vista/>. On the right margin are “Self Help” links. View the “Getting Started” tutorial first. Then return to the Vista page and login using your BlazeNet email ID and password.

You must follow the directions at <http://www.valdosta.edu/vista/> for setting up your computer.

Successful use of WebCT Vista requires that you:

- disable pop-up blockers
- have a very particular version of Java.

The most current version of Java is **not** the one that works with WebCT Vista.

Once you have the correct version of Java installed, you must disable automatic Java updates.

You must also insure that when balloons appear on your computer screen that say “Java updates are available,” everyone who uses the computer ignores them.

The webpage gives detailed instructions for doing all this.

If you cannot get this done yourself after a sincere effort, phone Distance Learning, 229-245-6490. They are open 8-5:30 Monday through Thursday and 8-3 on Fridays. Be at your computer and have it turned on when you call, so they can talk you through what needs to be done.

**Library Support**

An online guide for distance education students is on the Odum Library Web site at <http://www.valdosta.edu/library/services/distanceeducation.shtml>. Chat reference is available at <http://www.valdosta.edu/library/ask.shtml>.

**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*.

**Equal Opportunity Statement**

Valdosta State University is an equal opportunity educational institution. It is not the intent of the 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, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

**Accommodations Statement**

Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). The Access Office for Students with Disabilities (Access Office) serves students who have documented disabilities, have met the Valdosta State University (VSU) admission criteria, and are otherwise qualified. Students requesting 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 229/245-2498 (V/VP) and 229/219-1348 (TTY). The website is <http://www.valdosta.edu/access/intro.shtml>.