

## Tamkang University Academic Year 111, 1st Semester Course Syllabus

Course Title	INDEXING & ABSTRACTING	Instructor	CHEN, YUNG-TING
Course Class	TABXB3A DEPARTMENT OF INFORMATION AND LIBRARY SCIENCE, 3A	Details	<ul style="list-style-type: none"> <li>◆ General Course</li> <li>◆ Required</li> <li>◆ One Semester</li> </ul>
Relevance to SDGs	SDG4 Quality education SDG9 Industry, Innovation, and Infrastructure SDG10 Reducing inequalities		
<b>Departmental Aim of Education</b>			
Our mission is to educate and train library and information professionals.			
<b>Subject Departmental core competences</b>			
A. To understand concepts relating to library and information science and to grasp the relevant trends.(ratio:20.00) B. To acquire professional abilities to develop, organize, preserve and integrate all sorts of information resources.(ratio:40.00) C. To understand concepts relating to information technology and systems, and be able to put them in use.(ratio:15.00) D. To acquire communication and coordination skills required for the information services. (ratio:5.00) E. To acquire management skills required by different types of libraries and information organizations.(ratio:5.00) F. To acquire professional skills to manage electronic documents and archives.(ratio:5.00) G. To acquire integration ability of library services and traditional publishing.(ratio:5.00) H. To acquire integration ability of library services and digital publishing.(ratio:5.00)			
<b>Subject Schoolwide essential virtues</b>			
1. A global perspective. (ratio:5.00) 2. Information literacy. (ratio:30.00) 3. A vision for the future. (ratio:5.00) 4. Moral integrity. (ratio:5.00) 5. Independent thinking. (ratio:25.00) 6. A cheerful attitude and healthy lifestyle. (ratio:5.00)			

7. A spirit of teamwork and dedication. (ratio:20.00)

8. A sense of aesthetic appreciation. (ratio:5.00)

**Course  
Introduction**

This course aims at helping students acquire knowledge and skills critical to the construction, maintenance, and evaluation of indexes and abstracts. High-quality indexes and abstracts can help users get the information they need more efficiently. This course will cover the conceptual principles underlying knowledge representation for information storage and access, the intellectual process of indexing and abstracting, issues involved in indexing different types of formats and genres, and how to evaluate indexes and abstracts.

**The correspondences between the course's instructional objectives and the cognitive, affective, and psychomotor objectives.**

Differentiate the various objective methods among the cognitive, affective and psychomotor domains of the course's instructional objectives.

I. Cognitive : Emphasis upon the study of various kinds of knowledge in the cognition of the course's veracity, conception, procedures, outcomes, etc.

II.Affective : Emphasis upon the study of various kinds of knowledge in the course's appeal, morals, attitude, conviction, values, etc.

III.Psychomotor: Emphasis upon the study of the course's physical activity and technical manipulation.

No.	Teaching Objectives	objective methods
1	Understand the roles of indexes and abstracts in information use and scholarly communication.	Cognitive
2	Understand the importance of indexing and abstracting to information storage and access.	Cognitive
3	Understand the principles and procedure of indexing and abstracting.	Cognitive
4	Understand different types of indexes and how to evaluate indexes.	Cognitive
5	Understand the roles of knowledge representation and controlled vocabulary.	Cognitive
6	Understand the structure, development, and maintenance of thesaurus.	Cognitive
7	Understand indexes created for information in different formats and genres.	Cognitive
8	Understand the structure of abstracts and how to write abstracts.	Cognitive
9	Understand how to evaluate abstracts.	Cognitive

The correspondences of teaching objectives : core competences, essential virtues, teaching methods, and assessment

No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1	ABCDGH	123457	Lecture, Publication	Study Assignments, Discussion(including classroom and online)
2	BCE	2458	Lecture, Experience	Study Assignments, Discussion(including classroom and online)
3	ABCGH	24578	Lecture, Experience	Study Assignments, Discussion(including classroom and online)
4	ABDEFG	123568	Lecture, Discussion	Study Assignments, Report(including oral and written)
5	ABCEF	245678	Lecture, Discussion	Study Assignments, Report(including oral and written)
6	ABCDF	257	Lecture, Discussion	Study Assignments, Report(including oral and written)
7	ABCDFH	123578	Lecture, Discussion	Study Assignments, Report(including oral and written)
8	ABCDFH	245678	Lecture, Discussion	Study Assignments, Report(including oral and written)
9	ABCDFH	134568	Lecture, Discussion	Study Assignments, Report(including oral and written)

Course Schedule

Week	Date	Course Contents	Note
1	111/09/05 ~ 111/09/11	Course Overview	
2	111/09/12 ~ 111/09/18	Basic Indexing Concepts	
3	111/09/19 ~ 111/09/25	Types of Indexes	
4	111/09/26 ~ 111/10/02	The Indexing Process	
5	111/10/03 ~ 111/10/09	Book Indexing	
6	111/10/10 ~ 111/10/16	Vocabulary Control and Thesauri	
7	111/10/17 ~ 111/10/23	Journal Indexing	
8	111/10/24 ~ 111/10/30	Image Indexing	

9	111/10/31 ~ 111/11/06	Indexing and the Internet	
10	111/11/07 ~ 111/11/13	Midterm Exam Week	
11	111/11/14 ~ 111/11/20	Professional Ethics, Legal Issues, and Best Practice	
12	111/11/21 ~ 111/11/27	Abstracts	
13	111/11/28 ~ 111/12/04	The Abstracting Process	
14	111/12/05 ~ 111/12/11	Computer Tools and Applications	
15	111/12/12 ~ 111/12/18	Final Group Report (I)	
16	111/12/19 ~ 111/12/25	Final Group Report (II)	
17	111/12/26 ~ 112/01/01	Final Group Report (III)	
18	112/01/02 ~ 112/01/08	Final Exam Week	
Requirement			
Teaching Facility	Computer, Projector		
Textbooks and Teaching Materials	Cleveland, D. B., & Cleveland, A. D. (2013). Introduction to indexing and abstracting. Santa Barbara, California: Libraries Unlimited, An Imprint of ABC-CLIO, LLC.		
References	The University of Chicago Press Editorial Staff. (2017). Index. In *The Chicago Manual of Style* (17th Edition., pp. 923-974). Chicago: University of Chicago Press.		
Number of Assignment(s)	3 (Filled in by assignment instructor only)		
Grading Policy	◆ Attendance : 10.0 %   ◆ Mark of Usual : 30.0 %   ◆ Midterm Exam : 30.0 % ◆ Final Exam : 30.0 % ◆ Other ( ) : %		
Note	This syllabus may be uploaded at the website of Course Syllabus Management System at <a href="http://info.ais.tku.edu.tw/csp">http://info.ais.tku.edu.tw/csp</a> or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at <a href="http://www.acad.tku.edu.tw/CS/main.php">http://www.acad.tku.edu.tw/CS/main.php</a> . <b>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</b>		