Course Title	INDEXING & ABSTRACTING	Instructor	CHEN, YUNG-TING
Course Class	TABXB3A DEPARTMENT OF INFORMATION AND LIBRARY SCIENCE, 3A	Details	◆ General Course ◆ Required ◆ One Semester
Relevance to SDGs	SDG4 Quality education SDG10 Reducing inequalities		

Departmental Aim of Education

Our mission is to educate and train library and information professionals.

Subject Departmental core competences

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)

Subject Schoolwide essential virtues

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 to help students acquire the knowledge and skills critical to the construction, maintenance, and evaluation of indexes and abstracts. High-quality indexes and abstracts can assist users in obtaining 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, the 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 principles and procedure of indexing and abstracting.	Cognitive
2	Understand different types of indexes and how to evaluate indexes.	Cognitive
3	Understand the roles of knowledge representation and controlled vocabulary.	Cognitive
4	Understand the structure, development, and maintenance of thesaurus.	Cognitive
5	Understand indexes created for information in different formats and genres.	Cognitive
6	Understand the structure of abstracts and how to write abstracts.	Cognitive
7	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	ABCEF	2578	Lecture, Discussion, Practicum	Testing, Study Assignments, Discussion(including classroom and online), Report(including oral and written)
2	ABDEFGH	1258	Lecture, Discussion, Practicum	Testing, Study Assignments, Discussion(including classroom and online)
3	ABDF	123578	Lecture, Experience	Testing
4	ABCFGH	12578	Lecture, Discussion, Practicum	Testing, Study Assignments, Report(including oral and written)
5	ABCEFGH	1234567	Lecture, Discussion	Testing, Study Assignments, Discussion(including classroom and online)
6	ABFGH	234568	Lecture, Discussion, Practicum	Testing, Study Assignments
7	ABDFGH	123568	Lecture, Discussion	Testing, Practicum

Course Schedule

Week	Date	Course Contents	Note
1	112/09/11 ~ 112/09/17	Course Overview	
2	112/09/18 ~ 112/09/24	Basic Indexing Concepts	
3	112/09/25 ~ 112/10/01	Types of Indexes	
4	112/10/02 ~ 112/10/08	Book Indexing (I)	
5	112/10/09 ~ 112/10/15	(Double Tenth National Day)	
6	112/10/16 ~ 112/10/22	Book Indexing (II)	
7	112/10/23 ~ 112/10/29	The Indexing Process	
8	112/10/30 ~ 112/11/05	Vocabulary Control and Thesauri	
9	112/11/06 ~ 112/11/12	Midterm Exam Week	
10	112/11/13 ~ 112/11/19	Journal Indexing	
11	112/11/20 ~ 112/11/26	Basic Abstracting Concepts	
12	112/11/27 ~ 112/12/03	The Abstracting Process (I)	
13	112/12/04 ~ 112/12/10	The Abstracting Process (II)	

14	112/12/11~ 112/12/17	Final Group Report (I)	
15	112/12/18~ 112/12/24	Final Group Report (II)	
16	112/12/25~ 112/12/31	Final Group Report (III)	
17	113/01/01~ 113/01/07	Final Exam Week	
18	113/01/08~ 113/01/14	Selt Study: Learning with Index	

Key capabilities	self-directed learning Information Technology Humanistic Caring Problem solving
Interdisciplinary	
Distinctive teaching	Project implementation course
Course Content	Logical Thinking AI application
Requirement	1. This course adopts physical classroom-based, with iClass and Teams auxiliary teaching. Students are requested to prepare digital devices for mobile phones, tablets or laptops. 2. This course is mainly teaching in physical classrome. Students must go to class to participate in activities in physical classrooms. 3. All textbooks, classroom discussion activities, classroom tests, assignments, and names are on the iClass digital learning platform. The materials in this course are bilingual in Chinese and English. 4. Midterm and final examinations are paper tests. Those who cannot participate in the exam with legitimate reasons can apply for a supplementary exam with the teacher. 5. The attendance score is calculated based on iClass naming records. 6. The operational evaluation is calculated based on the operation function of iClass. 7. The usual evaluation is calculated based on various activities such as the quiz exams and discussions in the classroom with iClass. 8. This course uses Teams as the main way to contact teachers and students. Important matters remind you to announce it with iClass and send a letter notification with Email.
Textbooks and Teaching Materials	Self-made teaching materials:Presentations, Worksheets Using teaching materials from other writers:Textbooks Name of 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	Cleveland, D. B., & Cleveland, A. D. (2013). Introduction to indexing and abstracting. Santa Barbara, California: Libraries Unlimited, An Imprint of ABC-CLIO, LLC

Grading Policy	◆ Attendance： 10.0 ％ ◆ Mark of Usual：10.0 ％ ◆ Midterm Exam： 10.0 ％
	◆ Final Exam： 10.0 ％
	◆ Other〈Assignments & Report〉：60.0 ％
Note	This syllabus may be uploaded at the website of Course Syllabus Management System at http://info.ais.tku.edu.tw/csp or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at http://www.acad.tku.edu.tw/CS/main.php .
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