

# Tamkang University Academic Year 114, 1st Semester Course Syllabus

Course Title	INDEXING & ABSTRACTING	Instructor	LIU, HSUAN-I			
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> <li>♦ 2 Credits</li> </ul>			
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	ABCDEFGH	12345678	Lecture, Discussion	Testing, Study Assignments
2	ABCDEFGH	12345678	Lecture, Discussion, Practicum	Testing, Study Assignments, Discussion(including classroom and online)
3	ABCDEFGH	12345678	Lecture, Experience	Testing
4	ABCDEFGH	12345678	Lecture, Discussion, Practicum	Testing, Study Assignments, Report(including oral and written)
5	ABCDEFGH	12345678	Lecture, Practicum	Testing, Study Assignments
6	ABCDEFGH	12345678	Lecture, Discussion, Practicum	Testing, Study Assignments
7	ABCDEFGH	12345678	Lecture, Discussion	Testing, Practicum

### Course Schedule

Week	Date	Course Contents	Note
1	114/09/15 ~ 114/09/21	Course Overview	
2	114/09/22 ~ 114/09/28	Basic Indexing Concepts	
3	114/09/29 ~ 114/10/05	Types of Indexes	
4	114/10/06 ~ 114/10/12	Book Indexing (I)	
5	114/10/13 ~ 114/10/19	Book Indexing (II)	
6	114/10/20 ~ 114/10/26	The Indexing Process	
7	114/10/27 ~ 114/11/02	Vocabulary Control and Thesauri	
8	114/11/03 ~ 114/11/09	Journal Indexing	
9	114/11/10 ~ 114/11/16	Midterm Assessment Week	
10	114/11/17 ~ 114/11/23	Image Indexing	
11	114/11/24 ~ 114/11/30	Basic Abstracting Concepts	
12	114/12/01 ~ 114/12/07	The Abstracting Process (I)	
13	114/12/08 ~ 114/12/14	The Abstracting Process (II)	
14	114/12/15 ~ 114/12/21	Final Group Report (I)	
15	114/12/22 ~ 114/12/28	Final Group Report (II)	

16	114/12/29 ~ 115/01/04	Final Week of Assessments	
17	115/01/05 ~ 115/01/11	Flexible Teaching Week	
18	115/01/12 ~ 115/01/18	Flexible Teaching Week	
Key capabilities		self-directed learning Information Technology Humanistic Caring Problem solving	
Interdisciplinary			
Distinctive teaching		Project implementation course	
Course Content		Logical Thinking	
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 classroom. 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 : 20.0 % ◆ Final Exam : 10.0 % ◆ Other (Final Group Report) : 50.0 %	

Note

This syllabus may be uploaded at the website of Course Syllabus Management System at <https://web2.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>.

**※"Adhere to the concept of intellectual property rights" and "Do not illegally photocopy, download, or distribute." Using original textbooks is advised. It is a crime to improperly photocopy others' publications.**