1. Course Description:
   - “An introduction to principles and practices of information analysis, description, access, control, and organization. Focuses on the representation of information through metadata records, indexes, and abstracts. Examines the operations, process, tools, and methods for describing and organizing information sources; application of standards of both name and subject access points; as well as information storage systems.” (UK-S LIS Bulletin 2008-2009, Course description, p8.)
   - This course supports the four themes of the conceptual framework for the UK professional education unit: research, reflection, learning, and leading. The ultimate goal is to produce leaders who work together to improve service and learning among diverse populations in Kentucky and beyond.

2. Course Objectives:
   LIS602 is one of core courses in the SLIS curriculum. The course objectives are:
   - to understand the dimensions of information representation,
   - to understand basic information description standards,
   - to understand information access points,
   - to explore optimal choices for information controls, and
   - to critically evaluate information organization aspects of information systems.

   Upon satisfactory completion of this course, students will:
   - have demonstrated a clear understanding of basic principles and practices of information organization including information surrogates, subject analysis, indexing & abstracting, vocabulary control, access points and authority control, metadata, classification & categorization, and information retrieval systems.

3. Topics covered:
   - Topic 1: Overview of Information Representation and Access
   - Topic 2: Subject Analysis, Indexing & Abstracting
   - Topic 3: Vocabulary Control and Thesaurus Construction
• Topic 4: Information Classification and Categorization
• Topic 5: Information Representation and Formatting (Metadata I)
• Topic 6: Bibliographic Description Standards (Metadata II)
• Topic 7: Information Access and Control (Metadata III)
• Topic 8: Information Storage and Retrieval Systems
• Topic 9: Evaluation of Information Organization
• Topic 10: Current Issues in Information Representation and Access

4. Required Readings:
• Relevant texts from journal articles, book chapters, and web documentation are assigned for your weekly readings and can be found in the Class Schedule.

5. Assessments:
• 10 Reading Summaries (10%)
• 4 Exercises (20%)
• 2 Exams (30%)
• Class Discussion (10%)
• Term Project (25%)
• Learning Experience Essay (5%)

6. Submitting and Naming Assignments:
• All assignments should be dropped into Assignment Folder (in Blackboard) by due dates.
• All written assignments must be prepared using word processing (MS Word preferred). Recommended format is: Font size: 12, Font style: *Times New Roman*, and Line spacing: Double.
• All assignments should follow file naming convention before dropping into the Assignment folder. (e.g., *SujinKimReading01.doc*) In addition, all submitted files should include a student name and an assignment title at the top of the assignment.

7. Grading scale:
• A (90-100)
• B (80-89.9)
• C (70-79.9)
• Fail (69.9 or less)

8. Course Policies:
• General Course Policies (School of Library and Information Science, adopted May 2009) available at: [http://www.uky.edu/CIS/SLIS/academics/policies.pdf](http://www.uky.edu/CIS/SLIS/academics/policies.pdf) are applied to this class. Please make sure to read and fully understand the policies regarding Academic Integrity, Excused Absences, IncomPLEtes, Academic Accommodations due to Disability, Integration of Syllabus with UK Educator Preparation Unit Themes, and Integration of the Syllabus with the Themes of Diversity, Assessment, and Technology. Discuss with your instructor if you have any questions and issues.

9. The Blackboard Course Page:
The Blackboard course page is main tool for this class and you will be required to maintain a stable Internet connection to keep up with the all the relevant course materials and activities. Students should be aware that Blackboard keeps records of the dates and times they use various sections of the class page. The following information about individual course folders is to give you a general understanding of the Blackboard layout for the class. If you have any questions, please consult with me or UK Blackboard Student Help and Support available at: http://wiki.uky.edu/Blackboard/Wiki%20Pages/Home.aspx

- **Announcements**: These appear immediately after the student logs in to the class site. Important and official announcements may appear at any time during the course. Therefore, students should log in the Blackboard course page no less than every other day.

- **Course Information**: contains links to assignment guidelines, exams, and other course related information.

- **Staff Information**: includes my contact information. My personal homepage is also linked for information about my teaching, research, and project details.

- **Course Documents**: contains weekly course lecture notes (or slides), readings, assignment due, and other relevant materials.

- **Assignments**: contains the instructions for completing assignments (e.g., assignment guidelines and links to Assignment Drop folders will be provided in this folder). The individual links to Assignments will be given as needed and this link is where you will deposit all of your assignments.

- **Communication**: (Note: Any official announcements will be posted on the Blackboard Announcement page). I can communicate with students between classes in several ways.
  - Most questions about homework and material availability should be posted to the appropriate Discussion Board. A Course Q&A section of the Discussion Board has been created for students to question to each other. Often, simple problems can be resolved by utilizing this mechanism. Professionals constantly interact and collaborate with each other online. This is one place where students can share the expertise or experience they have with the rest of the class.
  - For private matters, students can directly communicate with me via email at sujinkim@uky.edu. Given that I have teaching and other research and service related duties, please understand that it may take up to 48 hours to respond to some emails, although I will try to respond to most before that. If several students have emailed similar concerns, I may try to address these with one email to the entire class.
  - Students can communicate with me during office hours (Tuesdays, between 3:30pm-5:30pm) or by appointment. If I am not available during office hours, you will be notified through Blackboard announcement page. My office is located in 339 Lucille Little Building. You can also reach me at (859) 257-8657. However, emailing is better than telephone contact.

- **External Links**: These are links to websites and web pages used in the course. Hint: They are usually easier to use if you right click on the link and choose “Open Link in New Window”.

- **Tools**: "My Grades" is the link where I will post your grades. Your individual grades will be based on 100% grading scale and then re-weighted after your final exam. So, wait until all the grades are collected for your final grade. (Note: If you would like to know your grade on weighted scale, you can calculate it by yourself. For example, if an assignment is weighted at 10%, it will contribute 10 points to your final grade if you get 100% of it right, and 9 points if you get 9%, etc.)
10. More UK Links

- Center for Applied Information Technology (CAIT) at School of Library and Information Science [http://www.uky.edu/CommInfoStudies/SLIS/cait/cait.htm](http://www.uky.edu/CommInfoStudies/SLIS/cait/cait.htm)

Copyright by Sujin Kim ©2009