LIS 602-201 - Information Representation and Access
Spring 2010
School of Library and Information Science
University of Kentucky

Course Syllabus
Revised on December 21, 2009
The content of this syllabus is subject to change with advance notice.

This class has no required face-to-face meetings.

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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. Examine 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.

Course Objective
LIS602 is a core course in the SLIS curriculum. As such, it is designed to provide students with a solid foundation to build upon in other courses and as information professionals. At the end of the semester students will able to demonstrate a clear understanding of the basic principles and practices of information representation, organization and access and control. The following areas will be examined: the structure of information surrogates, indexing, thesauri, natural language systems, catalogs and files, and information storage systems.

Topics to be covered
The number of possible topics that might be covered in a course of this nature is large. However, it is the professors’ primary objective to encourage the students’ mastery of the main concepts, the specific implementations of those concepts, and their ability to discuss and write about those concepts in a manner suitable for a master’s level course. We believe strongly that students should integrate the main themes and be able to project the utility and significance of those themes to their career and profession, and to be able to grow in the field as new challenges arise in information representation and access.
It covers the following topics:
  Topic 0: Introduction to the course
  Topic 1: Overview of the Key Concepts in Information Representation and Access
  Topic 2: Subject analysis & Indexing
  Topic 3: Vocabulary Control
  Topic 4: Systems for categorization and classification
  Topic 5: Information Representation and Its Standards: Metadata and Its Records
  Topic 6: Information Representation and Its Standards: Bibliographic Information and Its Records
  Topic 7: Information Systems
Course Schedule

Please refer to additional handout of Course Schedule for the detailed schedule.

Required Textbook


In addition to the textbook, some reading materials are E-reserved for your reading in UK e-reservation system at the following link: http://www.uky.edu/Libraries/page.php?lweb_id=23&ltab_rank=3

From the site of the URL in (1), pick this course by the course name or instructor’s name (YI). It will lead you to the E-reserve list for this course. You need user-id and password to access the materials. Please check the course Blackboard Announcement section for the user-id and password required to access the course e-reserve list.

Course Assessment and Grading

- Weekly activities: 20%
- Review reports & quizzes: 25%
- Thesaurus project: 20%
- Two take-home exams: 35%

Grading scale:
100-90 for A; 89-80 for B; 79-70 for C; E if it is 69 or less

Weekly activities:

It is designed to simulate face-to-face class activities. Instructor will post activities in each week (vary in weekly theme) on the discussion board. Weekly activities may be individual or group assignment. The feedbacks from students for the weekly activities will be assessed by its quality. In case with providing a question as a weekly activity, one good (meaning informative and thoughtful) answer is normally expected as a full credit. Relatively less informative and less important responses (such as proposing questions, non-core comments, partial contributions to correct answers, or non-thoughtful answer) will be counted as a partial credit, not as a full credit. As an extreme case, just the repetition of previously written/proposed answers will not be considered at all, even not as a partial credit.

The role of instructor here is to supervise the process and to response to each question only whenever necessary so as to let your learning process through the activities be productive and effective. At the end of the process, instructor will provide an overall comment. The role of students is not only to provide an informative and contributable answer but also to keep tracking (reading) of other Q&A discussion chains in which you are not involved. Some important points that had been discussed or described during weekly activities may be RE-tested in the review quizzes.

Note that your proactive participations to weekly activities are highly recommended and expected. High level of participation in quantity and quality both will help to push your grading higher, especially in case that you are at the border between two grading scales, e.g., A and B.

Five/Six review reports:

It is designed to check your understanding level on the core subjects of each of the topics (only for topic 2 through 6 or 7, not topic 0 and 1; see Course Schedule). At the end of the last week of each topic, submit a short writing for the following: (1) Briefly describe core contents covered at the topic (only in a paragraph at least); (2) Tell instructor of any question and/or comment on the topic, if any (it can be questions on the content of the topic, constructive suggestions on how the topic can be further effectively delivered in online learning, etc.). The first part is compulsory, but the second part is optional (just write NONE if not for the part). Instructor will respond to the questions you may provide.
Importantly, you should e-mail this to instructor directly prior to taking quiz for the topic. Please use the following form of the subject line of your email: “LIS602 – RR for the topic X – your_last_name_here”

Assessment of review reports:
- Submission prior to taking quiz: 5 - 3
- Submitted but after taking quiz: 2 - 0

**Five/Six review quizzes:**
It is designed both (1) to assess your knowledge gained on each topic (consisting of one or more weekly subjects) and (2) to ensure students to keep pace with the current schedule of the class. You will take a review quiz via the Blackboard at the end of each topic (not every week; see the Course Schedule; the date will be posted in advance in the course Blackboard). Specifically, you will take one online quiz for each topic, except for topic 0 and 1 (there are five quizzes in total for the topic 2 through 6 or 7). To simulate a closed-book mode, each question will be randomly presented to each of you one at a time, not all at once, randomly so that the order of the questions in a same quiz will be different to each of students. In the quizzes, lecture notes to be provided and required reading materials will be primarily covered, including some from weekly activities.

**Thesaurus project:**
It is designed to provide students an opportunity of understanding a thesaurus in depth. Approximately two months are given to accomplish the project. A detailed guideline will be given on the distributed date.

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Project</th>
<th>Percent of final mark</th>
<th>Due</th>
<th>Return to you by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 15</td>
<td>Constructing a thesaurus</td>
<td>20</td>
<td>Apr. 12</td>
<td>About two weeks after the due</td>
</tr>
</tbody>
</table>

**Two take-home exam:**
A detailed guideline will be distributed approximately two weeks prior to taking the exam.

**Late submission policy:**
Ten percentages (10%) of the total score will be reduced to each day delayed if there is no instructor’s consent. The acceptable circumstances for an extension or a delay include, but not be limited to: personal illness, illness in the immediate family (physician’s certificate required), and other situations in emergency. You should contact instructor immediately when it occurs.

**Course instruction via online**
- This online course will be primarily conducted through the UK Blackboard system that is the most popular course management system in North America. Consequently, it is essential to be familiar with the UK Blackboard system (called Bb for this afterward) and its use. Refer to the site [http://elearning.uky.edu/index.html](http://elearning.uky.edu/index.html) on how to access the BB. Be ready with your user ‘id’ and ‘password’ to access the course shell of the LIS602. Note that the availability of the course shell will be announced through SLIS email listserv when it is ready.
- Once you log on, feel free to navigate the course shell and read information available. It is important to ensure reading all information available, as it is often the case that many students spend time in asking same information available on the Bb.
- It is obvious that a specific class day and time is not assigned to this course as this is delivered in online. Nevertheless, it will be assumed that this class is held on every Monday, unless otherwise is stated. It means that the course materials for each week will be available at the Bb usually afternoon on that day.
Blackboard Use:

Contact information for Teaching and Learning Services Center:
  Website: http://www.uky.edu/TASC/
  Phone: 859-257-8272

Contact information for Information Technology Customer Service Center:
  Website: http://www.uky.edu/UKIT/
  Phone: 859-257-1300

Procedure for resolving technical complaints: contact instructor first, then TASC or ITCSC

Contact information for Distance Learning Library Services:
  Website: http://www.uky.edu/Libraries/DLLS
  Phone: 859 257-0500, ext. 2171; (800) 828-0439 (option #6)
  Email: dllservice@email.uky.edu

Course reserves:
  Website: http://www.uky.edu/Libraries/page.php?lweb_id=23&ltab_rank=3

Communication with Instructor and E-mail policy

- Email is the best way to contact me, albeit other options (phone and visit) are still open – leave your name and message on the answering machine in case. If you have course- or content-related questions, you are strongly advised to post them onto the General Q&A discussion board of the Blackboard first, rather than sending an email to instructor directly, to share with the other students in the class. Anyone in the class can possibly answer the questions. However, instructor can be directly contacted with private/personal issues or in emergency. Students are always encouraged to contact instructor especially when in doubt in content, assignment, discussion items, schedules, etc. I’ll usually answer within 24-48 hours, but I’ll often get back to you even much faster! If there is no response within 2 days, it would be wiser for you to RE-contact instructor. Please start your e-mail subject line with “LIS602” for quick and better attention.

- When you have any question, you must first post it on the Q&A discussion board unless it is any private issues or it needs a quick reply from instructor. Note that as for questions posted, instructor will not answer for a while, and wait for answers from students first. If no one replies or student answers are not adequate, then instructor will provide his feedback. Therefore, whenever you have question, it is wise that you should consult the discussion board first to see if same or similar questions were already posted. Again, if your question contains private matter or you do not feel to share it with the class for some other reasons, then send an email to me at kwan.yi@uky.edu.

General Course Policies (School of Library and Information Science)

Adopted May 2009
http://www.uky.edu/CIS/SLIS/academics/policies.pdf

Academic integrity
Excused absences
Incompletes
Academic accommodations due to disability
Integration of Syllabus with UK Educator Preparation Unit Themes
Integration of the Syllabus with the Themes of Diversity, Assessment, and Technology

Rule of the non-transferable:
A same work prepared and submitted by a student for this course is not allowed to be transferable to other courses. Or vise versa. That is, a same work is prohibited from being graded for multiple courses.
Frequently Asked Questions

Question: I passed or expected to pass the due for a quiz or a class discussion for some reasons. What should I do?

Answer: You need to contact the instructor BEFORE the due to avoid being penalized. It does not mean that I will always give you more time to finish it up. Nevertheless, I am relatively flexible to give you a guidance to get you out of an awkward situation which you may get into, as long as it is FAIR to everyone or there must be a reasonable excuse. However, be cautious that I can’t help you once it PASSES the due, except for emergency cases.

Question: I came to know that instructor sent an email to the entire class. However, I have not got any email from instructor. What is wrong with me?

Answer: There are two possible scenarios expected: (1) the email account you are currently in use might not be registered on the Blackboard. If that is the case, go to the site for the update: https://www.uky.edu/Blackboard/email.php; (2) a less probable scenario is that emails from instructor might be classified as spam by the email system you use and might be directly located into a special directory for spam or garbage bin directory automatically. Check your spam mails to see if there is any mail from instructor. If you are in neither of those cases, please report the problem both Computer Help Desk in UK (http://www.coe.uky.edu/ITC/IT/helpdesk/) and instructor.

Question: I am new to the UK campus. How can get there? Also, how about parking in UK?

Answer: Here are directions to the UK campus: http://www.uky.edu/CampusGuide/campus-locator.pdf. You should be able to print this map off pretty easily. Also, refer to the general information at: http://www.uky.edu/Parking/visitor.htm

My assumption is that you are coming in on I-75/I-64, so I would recommend taking Paris Pike (27)(68) into Lexington. Paris Pike will turn into Broadway.

You’ll stay on this a bit. It will take you past Rupp Arena, etc. Stay on this and we’re going to recommend that you turn onto Bolivar St. From Bolivar pull into the back entrance of Parking Structure # 5 off of Limestone Street: Parking Structure 5 (next to Fazoli’s) does have different hours and they are usually closed on Saturdays. You can see their schedule at http://www.uky.edu/Parking/parking-structure-5.html.

There’s a crossing structure over the road from the parking structure onto main campus. I recommend you take this. We are close to the Patterson Office Tower which is the tallest white building on campus, can’t miss it. There is also pay-parking available at William T. Young Library. Here are driving directions directly to the Young parking lot: http://www.uky.edu/Libraries/page.php?lweb_id=25