Course Syllabus
Revised on May 10, 2010
The content of this syllabus is subject to change with advance notice.

No required face-to-face meeting in this course

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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 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

To access your online material via Bb, students will follow the directions in steps 1 and 2 below:
1) Log into Bb (https://elearning.uky.edu/) using your link blue login. (Note: Individuals will use their personal link blue login to access Bb.)
2) Click on Content Collection/ Institution Collection/ Library/ Ereserves/ the folder for your course.

Course Assessment and Grading
- Weekly activities: 25%
- Review quizzes: 20%
- Thesaurus project: 25%
- Two take-home exams: 30%

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. The expectation of your activity will be described at each weekly activity.

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 quality will help to push your grading higher, especially in case that you are at the border between two different grading scales, e.g., A and B.

Five 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 1 and 7 (there are five quizzes in total for the topic 2 through 6). 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 **one month** 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>May 24</td>
<td>Constructing a thesaurus</td>
<td>25</td>
<td>June 21</td>
<td>About ten days after the due</td>
</tr>
</tbody>
</table>

**Two online exams:**
A guideline will be distributed one week prior to taking the exam.

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Percent of final mark</th>
<th>Duration</th>
<th>Return to you by</th>
</tr>
</thead>
<tbody>
<tr>
<td>First exam: Topic 1 through 4</td>
<td>15</td>
<td>6/7-6/8</td>
<td>Next day of the due</td>
</tr>
<tr>
<td>Second exam: Topic 5 through 7.1</td>
<td>15</td>
<td>6/28-6/29</td>
<td>Next day of the due</td>
</tr>
</tbody>
</table>

**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](mailto:dllservice@email.uky.edu) 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/](http://www.uky.edu/TASC/)
Phone: 859-257-8272

Contact information for Information Technology Customer Service Center:

Website: [http://www.uky.edu/UKIT/](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](http://www.uky.edu/Libraries/DLLS)
Phone: 859 257-0500, ext. 2171; (800) 828-0439 (option #6)
Email: dllservice@email.uky.edu

Course reserves:

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 I 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