

25708 - An Introduction to Indexing

Syllabus Information

Academic year: 2023/24

Subject: 25708 - An Introduction to Indexing

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 268 - Degree in Information Management

ECTS: 6.0

Year: 1

Semester: Second Four-month period

Subject type: Compulsory

Module:

1. General information

The goal of the subject is to know and understand the purpose of vocabulary control in a documentary information system through indexing with thesauri and summarization in a theoretical and practical way.

The subject is mandatory and the following Sustainable Development Goals (SDGs) are proposed of the United Nations Agenda 2030 (<https://www.un.org/sustainabledevelopment/es/>):

Goal 4: Education and quality, 5 on Equality and gender, 10 on reducing inequalities, 11 on sustainable cities and communities, 16: Peace, justice and solid institutions and goal 17: Alliances to achieve goals.

2. Learning results

In order to pass this subject, the student must demonstrate that he/she is able to index using a thesaurus.

3. Syllabus

Unit 1. Introduction to indexing

Unit 2. Introduction to the documentary summary

Unit 3. Terminology tools

Unit 4. Introduction to thesauri

Unit 5. Social indexing

4. Academic activities

The academic activities to be performed by the student are:

- Follow-up of master classes.

- Participation in classroom discussions.

- The development, presentation and group discussion of work on the contents.

- The performance of indexing activities by means of thesauri.

- The following resources will be used to achieve the objective: One computer with Internet access per student; computer and video projector for the teacher; free material and thesauruses accessible through the Internet; works on content analysis in the Library of the University of Zaragoza

5. Assessment system

FIRST CALL:

Continuous assessment system

Characteristics and evaluation criteria: All tests are individual and the date will be indicated at the beginning of the course.

Tests:

1. Questionnaire: questions on the theoretical and practical contents of the subject. Assessment criteria: quality and relevance of answers, analytical skills, adequacy of international standards, accuracy in the use of terminology and clarity of exposition. It will have a duration of 1 hour. The value of the test is 40% of the final grade.

2. Practical test: practical exercise of controlled analytical indexing through thesaurus of textual documents. Criteria for evaluation: completeness, specificity and relevance of indexing terms. It will last 2 hours. The value of the test is 60% of the final grade.

Global assessment test (set by the Faculty)

It will consist of the same tests and evaluation as those indicated in the continuous evaluation.
A minimum score of 30% on each test is required for averaging.

SECOND CALL

Global assessment test: identical to that of the first call.