

## 25708 - An Introduction to Indexing

### Syllabus Information

**Academic year:** 2024/25

**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.

### 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.

### **6. Sustainable Development Goals**

- 4 - Quality Education
- 5 - Gender Equality
- 17 - Partnerships for the Goals