

LIS 602-201: Information Storage and Retrieval – Fall 2007
School of Library and Information Science
University of Kentucky

Course Syllabus

Revised on August 15, 2007

Instructor

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Office Hour: Tuesday & Thursday 10:00-11:00 or by appointment.

How to contact the instructor: The best way is to send an email first. Leaving a message on his answering machine is not a good way to get him unless he was notified of it in other way. Note that instructor may not reply to your email during weekend. It is unusual that you do not get my reply back within 2 days (normally 1 day). Otherwise, I strongly recommend you to send me another email to recall or to get my attention.

Meeting Schedules in Lexington:

- A face-to-face in-class meeting at the Lexington campus is scheduled on:
 - August 25, 2007 (Saturday), 1:00 - until it finishes
 - Place: #355 Fine Arts Library Building, UK (located next to the King library building where our SLIS main office is)
- Two exams will be taken at the Lexington campus on:
 - October 20, 2007 (Saturday), 1:00 - 3:00 PM
 - December 8, 2007 (Saturday), 1:00 - 3:30 PM

Course Instruction via online and one face-to-face lecture:

- This online course will be primarily conducted through the UK Blackboard system that is the most popularly used course management system in North America. Consequently, it is essential to be familiar with the UK Blackboard system (I'll use BB for this afterward) and its use. Refer to the site (<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 201 section (Fall 2007).
- Once you log on, feel free to navigate the course shell and read all the information available. It is often the case that many students send emails to ask information which is ALREADY available on the BB.
- Specific day and time are not officially assigned to this course since it is an online-delivered course. Nevertheless, it will be assumed that our virtual class is held on Monday at 2:00pm. It does not mean that you need to be online on that time (there is no real-time activities in online such as chatting or QA), but mean that the course materials for each week will be available at the BB by that time. Consequently, there will be NO class for the week of September 3 as the Labor Day (Monday) is holiday. There are some exceptions for the rule: the first meeting (Saturday) and two exams (Saturday).

Course Objective:

LIS602 as a core of our LIS program is a comprehensive course that covers fundamental concepts, methods, and tools in information process such as information representation, organization, and retrieval. Upon completion of this course, students are expected to be familiar with the basic principles and practices in information representation, organization, storage, retrieval and dissemination. It is also expected that students are able to integrate the concepts and topics covered through the course, apply to their career and professional activities, and to be productive in the challenging field of information storage and retrieval, particularly in network and digital environment. The following topics will be examined, but are not limited to: metadata, subject analysis, controlled vocabularies, indexing languages, retrieval models, queries, Information systems, and system evaluation.

Required Textbook:

Talyor, Arlene G. (2003). The Organization of Information. Englewood, Colorado: Libraries Unlimited.

Course Evaluation and Grading:

- **Review Quiz:** 15%
- **Class Participation:** 15%
- **Practical Exercises:** 20%
- **Reading Assignment:** 20%
- **Exam:** 30%

- **Review Quiz:** Review Quiz is designed as a learning tool (1) to assess your knowledge gained on each Module and (2) to ensure students to keep pace with course schedule. You will take each quiz through the course blackboard in a simulated closed-book mode. You should take a Review Quiz at the end of each module (not every module). The coverage of the Review Quiz is limited to the contents of lecture notes unless otherwise is mentioned.

- **Class Participation:** It is designed to simulate (1) students' attendance and (2) class participation in each week. Through the discussion board in the course blackboard, a number of questions will be given and wait for student answers. Students' participation will be assessed by both the number of answers provided and the quality of answers. Normally, one good answer (informative and correct one) from each student is expected for a full credit in each discussion. Non-informative (proposing questions, additional comments or partial contributions to other answers) or incorrect answer will not be counted as a full credit but a partial credit. Therefore, just repetition of previously written answers will not be considered at all. I will provide a list of questions to be answered. However, you can propose questions (like ask questions in in-class mode) as well.

- **Practical Exercises:** It is designed to gain hand-on practices on the concepts and principles that were covered during the course. An undetermined number of small practical exercises will be provided.

- **Reading Assignment:** It is designed to provide an opportunity to learn more on some chosen topics. You will select and read three articles among the given choice and then provide answers based on your readings for the questions that will be given.

- **Exam:** Two exams will be taken at the Lexington campus.

Grading scale:

100-90 for **A**; 89-80 for **B**; 79-70 for **C**; **Fail** if it is 69 or less

Question-Answer Policy:

When you have any question, you must first post it on the discussion board that is created for **Class Participation**, unless it contains private matter or it is urgent. Also, I will not reply the answer for a while, and see how the question is answered or treated. If no one answers or replied answers are not adequate, then I will reply. Therefore, whenever you have question, it is wise that you should consult the discussion board to see if same question and/or answer were already posted.

Also, if your email contains private mater or you do not feel to share it with others for some other reasons, then send me an email directly to me.

Attendance Policy:

Students are expected to attend in-class meeting and to participate class discussion through BB. Note that in general absence to in-class or failure to the participation to virtual class through discussion will result in point reduction. Exceptional cases include illness, emergency, or others with instructor's permission. All absences can not be made up. Students are responsible for all material covered during any absence.

Important note: Absence in at least one-third of all class will automatically result in the reduction of grade to one lower scale. With the absence in at least half of the class, students will get the 'F' grade. In our online course, class attendance policy must be applied to the participation to the **Class Participation** (refer to **Course Evaluation & Grading**).

Submission Policy:

10% of the total score will be reduced to each day delayed if there is no instructor's consent. The only acceptable circumstances for an extension or a delay: personal illness, illness in the immediate family (physician's certificate required), and other situations in emergency. You should contact instructor immediately whenever necessary.

Academic Integrity:

Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information, refer to the University of Kentucky student code available at <http://www.uky.edu/StudentAffairs/Code>.

Need for Assistance:

If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify instructor as soon as possible.

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 vice versa. That is, a same work is prohibited from being graded for multiple courses.

Frequently Asked Questions:

Question: Is the attendance of the first meeting mandatory?

Answer: Yes or No. The answer would be 'No' in a sense that there will be no penalty for the absence. However, the first class will be much more than just an introduction. First, the first lecture will be delivered, which gives us an overview of the course. Second, list of required reading materials for the course are available from our course folder placed in the CAIT laboratory and you should make a copy of all the materials so that you are ready to read them in advance. Due to the high cost to pay for copyrights, putting all the materials on UK e-reserve list is not feasible.

Question: I am new to Lexington. 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.

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:

<http://www.uky.edu/Parking/visitor.htm>
<http://www.uky.edu/Parking/ps5.htm>

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

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

Answer: You are strongly recommended to contact the instructor first. It does not mean that I will always give more time to finish up for whatever reasons. However, I am open and flexible to give you a guidance to get you out of some awkward situation as long as it is fair to everyone.

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?

Answer: There are two possible scenarios expected: (1) the email account you are currently in use might not be registered on the Blackboard. You should log on your Blackboard and check which email account is used for you in the Blackboard. If that is the case, you should update it with one being currently used; (2) a less probable scenario is that emails from instructor might be classified as spam by your email system 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, contact the Computer Help Desk in UK.