

## Short Topics in Work: Information Literacy

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Fall 2019 – In Person

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### COURSE DESCRIPTION

To assist in conducting research in the field of labor and employment studies, the course provides an overview of the research strategies and techniques used to determine an information need, to access and evaluate information critically, to incorporate information into one's research, and to use and understand the information effectively and appropriately. Information literacy concepts such as research methods, scholarly resources, source evaluation, citation creation, intellectual property, and copyright will be covered.

### COURSE OBJECTIVES

At the conclusion of the course, students should be able to:

1. Determine the nature and extent of an information need;
2. Access needed information effectively and efficiently;
3. Evaluate information and its sources critically;
4. Use information effectively to accomplish a specific purpose; and
5. Understand the ethical, legal and socio-economic issues surrounding the use of information.

### COURSE REQUIREMENTS

Lecture Analysis	20 %
Attendance	20 %
Course Project	40 %
Comprehensive Quiz	20 %

### OVERALL GRADE/%

<b>A</b>	100 – 90
<b>B+</b>	89 – 87
<b>B</b>	86 – 80
<b>C+</b>	79-77
<b>C</b>	76 – 70
<b>D</b>	69 – 60
<b>F</b>	59 – 0

### ACCOMMODATIONS

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.

### ACADEMIC INTEGRITY AT RUTGERS

Principles of academic integrity require that every Rutgers University student:

- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration

- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to insure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

– *The Rutgers University Academic Integrity Policy*

## COURSE SCHEDULE

### ***Week 1: Introduction – What is information literacy?***

#### Topics Covered

Information Literacy 101; Organizing Information; The Information Garden (Sounds pretty!)

#### Assignments Due

1. Attend class!
2. Complete the Lecture Analysis – To be completed during the class period. Must be handed in at the end of the class.

### ***Week 2: Past & Current Issues – What impact has technology made on information?***

#### Topics Covered

Technology and Information; Copyright and Copywrong; Plagiarism, the Lack of Originality

#### Assignments Due

1. Attend class!
2. Complete the Lecture Analysis – To be completed during the class period. Must be handed in at the end of the class.

### ***Week 3: All Access Pass – What has changed in how information is accessed and who provides it?***

#### Topics Covered

Talking about Access; Search Strategies

#### Assignment Due

1. Attend class!
2. Complete the Lecture Analysis – To be completed during the class period. Must be handed in at the end of the class.

***Week 4: Context: That Is Not What I Meant! – Why is context important when discussing information?  
AND A Credible Witness - How do you evaluate information for credibility in the modern age?***

Topics Covered

Information in Context; Using Information; Citations and Documentation;  
Evaluating Information; Degree of Credibility

Assignment Due

1. Attend class!
  2. Complete the Lecture Analysis – To be completed during the class period. Must be handed in at the end of the class.
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***Week 5: Future Trends - Why is information literacy important for all of society? In other words, what's the big picture?***

Topics Covered

The Big Picture; Future of Information

Assignments Due

1. Attend class!
2. Course Project

**Final Quiz at end of class. Worth 20% of grade.**