

## Short Topics in Work: Information Literacy

37:575:191 (Sections M1, MA & MB)

Fall 2023 - Online

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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 information needs, types and mediums; technological innovations in access to information; evaluation of information; context and documentation; plagiarism, copyright, and intellectual property; censorship and the information industry 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

|                 |     |
|-----------------|-----|
| Discussions (6) | 55% |
| Activities (3)  | 45% |

### 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   |

### WHAT IS THE DISCUSSION GRADE?

Each Module has a Discussion. You will be given a prompt to address. All of the discussions are worth 55% of the overall course grade. The more you post, the better your grade. For example, one post of a couple sentences could result in a 70. *Multiple* posts that demonstrate critical thinking and analytical thought will receive a 100. The discussions are where you demonstrate that you are engaging with and understanding the course material. DO NOT summarize the lecture material. That will not result in a good grade.

No copying or using AI. **Important** - I will only grade your discussion posts after you have submitted all of your posts to the assignment, "Check for Plagiarism and AI Tools." Don't forget to do this.

### WHAT ARE THE ACTIVITIES?

For Modules 2, 3 and 4, you are required to complete an activity associated with the themes/concepts from that Module. The activities assess how well you understood the module material and that you can apply the concepts learned.

## **LATE ASSIGNMENTS**

Assignments over a week late may not be accepted. This is flexible. Please let me know if and when you need extensions.

## **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/common-forms>.

## **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.

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*– The Rutgers University Academic Integrity Policy*

**COURSE SCHEDULE**

| <b>DATES</b>  | <b>MODULE</b>  | <b>LECTURES &amp; READINGS</b>                                     | <b>ACTIVITY/DISCUSSION</b>  | <b>DUE</b>   |
|---|--|--|---|--|
| <b>(M1)</b><br><b>9/5 – 9/8</b><br><br><b>(MA &amp; MB)</b><br><b>10/30 – 11/3</b>    | #1 What is Information Literacy?                                     | Lecture Slides and Corresponding Text<br><br>Reading Excerpts      | Discussion  | <b>(M1)</b><br><b>9/8</b><br><br><b>(MA &amp; MB)</b><br><b>11/3</b>   |
| <b>(M1)</b><br><b>9/9 – 9/15</b><br><br><b>(MA &amp; MB)</b><br><b>11/4 – 11/10</b>   | #2 Building a Foundation: Basic Information Literacy Concepts        | Lecture Slides and Corresponding Text<br><br>Book Chapter          | Discussion<br><br>Activity: Identifying Information Types and Access Points   | <b>(M1)</b><br><b>9/9</b><br><br><b>(MA &amp; MB)</b><br><b>11/10</b>  |
| <b>(M1)</b><br><b>9/16 – 9/22</b><br><br><b>(MA &amp; MB)</b><br><b>11/11 – 11/17</b> | #3 How We Should be Evaluating Information                           | Lecture Slides and Corresponding Text<br><br>Book Chapter          | Discussion<br><br>Activity: Evaluate websites for credibility.  | <b>(M1)</b><br><b>9/22</b><br><br><b>(MA &amp; MB)</b><br><b>11/17</b> |
| <b>(M1)</b><br><b>9/23 – 9/29</b><br><br><b>(MA &amp; MB)</b><br><b>11/18 – 11/24</b> | #4 Information Literacy at Work                                      | Lecture Slides and Corresponding Text<br><br>Industry Report       | Discussion<br><br>Activity: Examine job descriptions to see connections from information literacy concepts to a work environment. | <b>(M1)</b><br><b>9/29</b><br><br><b>(MA &amp; MB)</b><br><b>11/24</b> |
| <b>(M1)</b><br><b>9/30 – 10/6</b><br><br><b>(MA &amp; MB)</b><br><b>11/25 – 12/1</b>  | #5 Special Topics: Plagiarism, Copyright, Censorship & Banned Books  | Lecture Slides and Corresponding Text<br><br>Various news articles | Discussion  | <b>(M1)</b><br><b>10/6</b><br><br><b>(MA &amp; MB)</b><br><b>12/1</b>  |
| <b>(M1)</b><br><b>10/7 – 10/13</b><br><br><b>(MA &amp; MB)</b><br><b>12/2 – 12/8</b>  | #6 Special Topics: AI, the Information Industry & the Digital Divide | Lecture Slides and Corresponding Text<br><br>Various news articles | Discussion  | <b>(M1)</b><br><b>10/13</b><br><br><b>(MA &amp; MB)</b><br><b>12/8</b> |