

## Short Topics in Work: Information Literacy

37:575:191

Spring 2017

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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

Concept Worksheets	40 %
Required Reading	20 %
Final Quiz	10 %
Final Project	30 %

### 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

### ASSIGNMENT DESCRIPTIONS

#### *In-Class Concept Worksheets (40%)*

There will be four (4) in-class worksheets requiring a degree of independent research and evaluation of information. Each worksheet will consist of an assignment based on the concepts of the Unit. Each worksheet will be distributed and completed in class. Each worksheet is ten (10) percent of your grade.

#### *Required Reading (20%)*

There are two (2) articles to read for the course. After finding and reading the article, you must complete the Required Reading Assessment that can be found in Sakai. Complete the assignment and hand in at the beginning of the next class session. Each reading assessment is ten (10) percent of your grade.

#### *Final Quiz (10%)*

A final multiple-choice quiz will be given on the last day of class. It is ten (10) percent of your grade.

### Final Project (30%)

The Final Project will incorporate skills and search strategies covered within the course. The project is designed in two parts, each requiring a short essay backed with supporting evidence. It is thirty (30) percent of your grade.

### **ASSIGNMENT POLICIES**

- Assignments submitted on time, can be re-submitted to earn a better grade.
- Assignments that are submitted late, will be graded with no points deducted for lateness; however, they cannot be re-submitted for a better grade.
- Any assignment submitted after the 4<sup>th</sup> class session will be graded, but no comments or feedback will be returned.
- **DO NOT** use Sakai to submit your assignments. Bring all assignments to class to hand in.

### **COURSE SCHEDULE**

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**March 24<sup>th</sup>:**      ***Determining the Nature and Extent of an Information Need***

Topics Covered

Course Introduction  
What is information Literacy?  
Identifying Information Needs and Sources

In-Class Worksheet

“Information Needs and Sources” (10% of grade)

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**March 31<sup>st</sup>:**      ***Accessing Needed Information Effectively and Efficiently***

Topics Covered

Identifying Key Terms and Subjects  
Search Strategies  
Database Techniques  
Retrieving Sources  
Citation Creation

Required Reading

(Please use the Rutgers Libraries System to find the readings within one of the library’s online databases.)

Koltay, T., Spiranec, S., & Karvalics, L. Z. (2015). The shift of information literacy towards

Research 2.0. *The Journal of Academic Librarianship*, 41(1), 87-93.

In-Class Worksheet

“Search Strategies” (10% of grade)

Assignments Due (No hand-written work, please.)

Required Reading Assessment based on the article above. (10% of grade). The assessment can be downloaded from Sakai. (Complete and bring to class to hand in. DO NOT submit in Sakai.)

**April 7<sup>th</sup>: *Evaluating Information and Sources Critically***

Topics Covered

Evaluating Information

In-Text Citations

Plagiarism

In-Class Worksheets

“APA Formatting” (10% of grade)

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**April 14<sup>th</sup>: *Using Information Effectively and Understanding Various Issues around Its Use***

Topics Covered

Organizing Evidence into an Original Argument

Integrating Information

Communicating Information Gathered

Required Reading

(Please use the Rutgers Libraries System to find the readings within one of the library’s online databases.)

Head, A. J., Van Hoeck, M., Eschler, J., & Fullerton, S. (2013). What information

competencies matter in today’s workplace? *Library and Information Research*, 37(114),

74-104.

In-Class Worksheets

“Using Information” (10% of grade)

Assignments Due (No hand-written work, please.)

Required Reading Assessment based on the article above. (10% of grade). The assessment can be downloaded from Sakai. (Complete and bring to class to hand in. DO NOT submit in Sakai.)

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**April 21<sup>st</sup>: *Information Literacy in the Workplace***

Topics Covered

Information Literacy and Workplace Competencies

Current Research in the Field

Copyright, Fair Use, and Intellectual Property

Assignments Due (No hand-written work, please.)

The Final Project can be downloaded from Sakai. Bring completed Final Project to class to hand in. (30% of grade)

**Final Quiz (multiple choice) at end of class. Worth 10% of grade.**