

Short Topics in Work: Information Literacy

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Spring 2021 - 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 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

OVERALL GRADE/%

Lecture Videos	10 %	A	100 - 90
Discussion #1	10 %	B+	89 - 87
Discussion #2	20 %	B	86 - 80
Exercises	30 %	C+	79 - 77
Final Project	30 %	C	76 - 70
		D	69 - 60
		F	59 - 0

LATE ASSIGNMENTS

If your assignment is submitted on time, you will have the opportunity to improve your grade if any points were deducted. These assignments are meant to be a learning experience.

Late assignments will have points deducted. Assignments will not be accepted if over a week late.

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.

– The Rutgers University Academic Integrity Policy

COURSE SCHEDULE

Jan. 25 – Jan. 31

Module 1: Information Literacy Fundamentals

What is information literacy?

In the context of information literacy, how does information shape society?

Watch Lecture Videos:

1A: Using Canvas

1B: Course Requirements/Syllabus Review

1C: Information Literacy 101

1D: Information: Breaking it Down

1E: The Information Garden (sounds pretty!)

1F: Demo for Module 1 – What Are You Looking At?

Due: January 31

- 1. Watch the lecture videos for Module 1**
- 2. Discussion #1: Make a List!**

Feb. 1 – Feb. 7

Module 2: Information Literacy, Technology & Access

What impact has technology made on information? What has changed in how information is accessed and who provides the information?

Watch Lecture Videos:

2A: Information Literacy & Technology

2B: Changes in Accessing Information

2C: Choosing a Search Strategy

2D: Demo for Module 2 – Using Library Databases & Other Tidbits!

Due: February 7

- 1. Watch the lecture videos for Module 2**
- 2. Exercise for Module 2 – Access & Search Strategies**

Feb. 8 – Feb. 14

Module 3: Information Literacy & Evaluation

How should information be evaluated in the modern age?

Watch Lecture Videos:

3A: Evaluating Information

3B: Identifying the Degree of Credibility

3C: Demo for Module 3 – Evaluating Websites

Due: February 14

1. Watch the lecture videos for Module 3
2. Exercise for Module 3 – Evaluating Information

Feb. 15 – Feb. 21

Module 4: Information Literacy in Context

Why is context important when discussing information?

What are some different contexts within information literacy?

Watch Lecture Videos:

4A: Information: Context & Evidence

4B: Citations: Documenting Information Right

4C: Demo for Module 4 – Best Practices for Citing

Due: February 21

1. Watch the lecture videos for Module 4
2. Exercise for Module 4 – Getting to Know the Terminology in Context

Feb. 22 – Feb. 28

Module 5: Information Literacy: Ethical, Legal & Socio-Economic Issues

What are the ethical, legal and socio-economic issues surrounding information in today's society?

Watch Lecture Videos:

5A: Plagiarism – The Lack of Originality

5B: Copyright and Copywrogn

5C: Information for Hire – Cheating, Censorship & Security

Due: February 28

1. Watch the lecture videos for Module 5
2. Discussion #5: What Do You Think?

Mar. 1 – Mar. 8

Module 6: Information Literacy & Future Trends

Why is information literacy important for all of society?

In other words, what's the big picture and future implications?

Watch Lecture Videos:

6A: The Big Picture

6B: Future of Information

Due: March 8

1. Watch the lecture videos for Module 6
2. Final – Now Put It All Together Project