

Short Topics in Work: Information Literacy

37:575:191

Summer 2022 - 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

OVERALL GRADE/%

Lecture Quizzes (6)	30 %	A	100 - 90
Question Discussions (6)	30 %	B+	89 - 87
Document Discussions (2)	20 %	B	86 - 80
Activities (2)	20 %	C+	79 - 77
		C	76 - 70
		D	69 - 60
		F	59 - 0

LECTURE QUIZZES

There are six (6) lecture quizzes, one for each Module, with each quiz worth 5% of the overall course grade. The quizzes are based on the lecture material in the videos and consist of 4 short answer questions. Answers should contain critical thinking and understanding of the course material. Quizzes must be completed within 30 minutes.

ACTIVITIES

There are two (2) activities for the course, each worth 10% of the overall course grade. For Module #3 and Module #6, there is an activity to complete. Follow the directions carefully in Canvas. Ask questions if needed.

DISCUSSIONS

Question Discussions (Ask a Question/Answer a Question) – There are six (6) “Ask a Question/Answer a Question” Discussions, one for each Module, with each discussion worth 5% of the overall course grade. Student questions MUST be posted by Wednesday, 11:59 PM of the Wednesday it is due.

Document Discussions – There are two (2) Document Discussions, one for Module #1 and the other for Module #5, with each discussion worth 10% of the overall course grade.

Discussions Grading Rubric – Discussions will be graded on the analysis of course concepts and critical thinking of the topics being discussed.

For the Question Discussions	You have asked a module relevant question. This question should not be one of the questions from the quiz and should require some sort of analytical thought or critical thinking. Please be sure NOT to repeat a question already asked. Look at all the questions already posted before adding yours.	10 points
	You have posted your question by Wednesday, 11:59 PM of the week it is due.	10 points
	You have answered another classmate's question. Whereas students can answer a question already answered, please be mindful of questions that are unanswered - and choose one of those before answering a question already answered. Of course, you can provide additional posts to any thread. That is encouraged.	20 points
	Your answer demonstrates understanding of the material. In other words, your answer should be right - or an honest attempt at being right. :)	30 points
	Your answer demonstrates analytical thought and critical thinking. In other words, it should be more than a couple of words and at least a few sentences.	30 points
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For the Document Discussions	You have responded to the discussion prompt(s).	10 points
	Your response addresses the prompt(s) given. In other words, do not start writing about other ideas and make sure to cover each question asked in the prompt(s).	30 points
	Your response demonstrates understanding the concepts in the documents.	30 points
	Your response demonstrates how the documents relates to the module concepts.	30 points

****NOTE:** ALL discussion posts MUST be submitted as assignments in order to check for plagiarism.**

LATE ASSIGNMENTS

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

EXTRA POINTS

As more incentive for watching the lecture videos (more than doing well on the quizzes) students who watch all of the lecture videos for the course will receive 2 extra points on their overall course average. This is based on the analytics that Canvas provides on how much of a video was played. Be sure to remove any ad blocking software that might block the analytics from being captured.

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

DATES	MODULE	VIDEOS	DISCUSSIONS	ACTIVITY	QUIZ
(B1) 5/31 – 6/3 (H1) 7/11 – 7/15	#1 Information Literacy Fundamentals	1A: Using Canvas & the Syllabus 1B: Introduction to Information Literacy 1C: Understanding Context 1D: Demo	1. Ask a Question/Answer a Question 2. Document Discussion	None	Lecture Quiz - Module 1
(B1) 6/4 – 6/10 (H1) 7/16 – 7/22	#2 Information Literacy, Access & Search Strategies	2A: What is Access? 2B: Search Strategies 2C: Demo	1. Ask a Question/Answer a Question	None	Lecture Quiz - Module 2
(B1) 6/11 – 6/17 (H1) 7/23 – 7/29	#3 Information Literacy & Evaluation	3A: Evaluating Criteria 3B: Scholarly vs. Popular 3C: Demo	1. Ask a Question/Answer a Question	Evaluate websites for credibility.	Lecture Quiz - Module 3
(B1) 6/18 – 6/24 (H1) 7/30 – 8/5	#4 Citations & Plagiarism	4A: Plagiarism 4B: Citations & Documentation 4C: Demo	1. Ask a Question/Answer a Question	None	Lecture Quiz - Module 4
(B1) 6/25 – 7/1 (H1) 8/6 – 8/12	#5 Ethical, Legal & Socio- Economic Issues Around Information	5A: Copyright 5B: Socio- Economic Issues: Digital Divide, Censorship & Profit	1. Ask a Question/Answer a Question 2. Document Discussion	None	Lecture Quiz - Module 5
(B1) 7/2 – 7/8 (H1) 8/13 – 8/17	#6 Information at Work & the Big Picture	6A: Information Literacy at Work 6B: The Information Industry	1. Ask a Question/Answer a Question	Examine job descriptions to see connections to information literacy concepts.	Lecture Quiz - Module 6