

Short Topics in Work: Information Literacy

37:575:191 (Sections M1 & MA)

Fall 2026 - 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/%

Introduction Discussion	10%	A	100 - 90
Practice Quizzes (3)	30%	B+	89 - 87
Reading Comprehension	20%	B	86 - 80
Course Project	40%	C+	79 - 77
		C	76 - 70
		D	69 - 60
		F	59 - 0

WHAT ARE THE PRACTICE QUIZZES?

Modules 2, 3, & 4 have practice quizzes. You can keep taking the quiz until you get all the questions right. The point of these quizzes is to completely grasp the concepts within the module. DO NOT look the answers up on the Internet and DO NOT use AI. The answers are easy if you engage in the lecture materials.

READING COMPREHENSION ASSIGNMENT

The prompt will have you write a short response to several readings throughout the course. This is NOT a formal essay. I don't care about grammar. I simply want you to think about these concepts and be able to write a response regarding your own comprehension. Again, DO NOT use AI. I want you to exercise your own critical thinking skills – not your keyboarding skills.

THE COURSE PROJECT

The Course Project in Module 6 includes using all concepts presented throughout the course. Complete details in Canvas.

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.

– *The Rutgers University Academic Integrity Policy*

COURSE SCHEDULE

DATES	MODULE	LECTURES & READINGS	ASSIGNMENT/DISCUSSION	DUE
Sept 1 – Sept 4 M1	#1 What is Information Literacy?	Lecture Material in Canvas	Introduction Discussion	Sept 4 (M1)
Oct 26 – Oct 29 MA				Oct 29 (MA)
Sept 5 – Sept 11 M1	#2 Basic Information Literacy Concepts 101	Lecture Material in Canvas	Practice Quiz	Sept 11 (M1)
Oct 30 – Nov 5 MA				Nov 5 (MA)
Sept 12 – Sept 18 M1	#3 Basic Information Literacy 102	Lecture Material in Canvas	Practice Quiz	Sept 18 (M1)
Nov 6 – Nov 12 MA				Nov 12 (MA)
Sept 19 – Sept 25 M1	#4 Evaluating Information	Lecture Material in Canvas	Practice Quiz	Sept 25 (M1)
Nov 13 – Nov 19 MA				Nov 19 (MA)
Sept 26 – Oct 2 M1	#5 Using Information	Lecture Material in Canvas	Reading Comprehension	Oct 2 (M1)
Nov 20 – Dec 3 MA				Dec 3 (MA)
Oct 3 – Oct 9 M1	#6 Concluding Thoughts	Lecture Material in Canvas	Course Project	Oct 9 (M1)
Dec 4 – Dec 10 MA				Dec 10 (MA)