

## Short Topics in Work: Information Literacy

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Spring 2019

Professor: Julie Peters  
Office: Labor Education Center, Carey Library, Cook Campus  
Office Hours: By appointment  
Office Phone/Email: 848-932-9608/[jpeters@smlr.rutgers.edu](mailto:jpeters@smlr.rutgers.edu)

### 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

Lecture Analysis	20 %
Reading Response Paper	30 %
Concept Paper	30 %
Comprehensive Quiz	20 %

### 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

### 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/registration-form>.

### 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

**Mar 29<sup>th</sup>:**      ***Week 1: The World of Information: Oh How It Has Changed***

Topics Covered

What is information Literacy?  
Current Climate of Information

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**Apr 5<sup>th</sup>:**      ***Week 2: Accessing Information: Easy and Not So Easy***

Topics Covered

Search Strategies & Database Techniques  
Creating and Using Citations  
Plagiarism

Required Reading

(The readings are located in Sakai.)

- #1: Shift of Information Literacy Towards Research 2.0
- #2: What Information Competencies Matter in Today's Workplace?
- #3: CILIP Definition of Information Literacy 2018

Assignments Due

1. Complete the required reading
  2. Complete the Lecture Analysis – To be completed during the class period. Must be handed in at the end of the class.
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**Apr 12<sup>th</sup>:**      ***Week 3: Evaluating Information and Sources Critically: Super Important Now More Than EVER***

Topics Covered

Evaluating Criteria  
Defining Credible, Scholarly and Popular Sources

Assignment Due

1. Reading Response Paper (One page in length)
  2. Complete the Lecture Analysis – To be completed during the class period. Must be handed in at the end of the class.
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**Apr 19<sup>th</sup>:**

***Week 4: Using Information Effectively: Right Ways and Wrong Ways***

Topics Covered

Organizing and Using Evidence

Assignment Due

1. Complete the Lecture Analysis – To be completed during the class period. Must be handed in at the end of the class.
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**Apr 26<sup>th</sup>:**

***Week 5: Information Literacy in the Workplace: Looking Ahead***

Topics Covered

Information Literacy and Workplace Competencies

Current Research in the Field

Copyright, Fair Use, and Intellectual Property

Assignments Due

1. Complete the Lecture Analysis – To be completed during the class period. Must be handed in at the end of the class.
2. Information Literacy Concept Paper (2 pages in length)

**Final Quiz at end of class. Worth 20% of grade.**