

Short Topics in Work: Information Literacy

37:575:191

Spring 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

COURSE REQUIREMENTS		OVERALL GRADE/%	
Activities (6)	60 %	A	100 - 90
Information Analysis Statements (6)	30 %	B+	89 - 87
Final Essay (1)	10%	B	86 - 80
		C+	79 - 77
		C	76 - 70
		D	69 - 60
		F	59 - 0

WHAT ARE THE ACTIVITIES?

For each module, you are required to complete a module activity. Each activity applies the concepts that are presented in the lecture videos and assesses how well you understand the material. Each activity is worth 10%.

WHAT IS AN INFORMATION ANALYSIS STATEMENT?

For each module, you are required to submit an information analysis statement. There are several pieces of information to look at for each module. In your statement, please demonstrate that you actually analyzed the documents; what you think their overall message is; and how they relate to the module concepts. Each statement must be 100 – 150 words. Each statement is worth 5%.

WHAT IS THE FINAL ESSAY?

The final essay will address the following prompt: demonstrating that you understand the concepts presented in the course, how will information literacy apply to your future work environment? Be specific with the field/job you would like to be in (or already are) and include concepts from the course. Essay is required to be between 300 and 450 words. If you use any sources (not required), please cite appropriately. The final essay is 10% of your overall grade.

LATE ASSIGNMENTS

Assignments *over a week late* will not be accepted.

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	INFORMATION TO ANALYZE	ACTIVITY	DUE
(M1) 1/24 – 1/30 (MA & MB) 3/21 – 3/27	#1 Information Literacy Fundamentals	1A: Using Canvas & the Syllabus 1B: Introduction to Information Literacy 1C: Information Needs, Types & Mediums 1D: Demo	<ol style="list-style-type: none"> O'Brien's article on misinformation, disinformation and hoaxes Media Bias Chart 9.0 Statistical Graph of the Most Trusted Sources of General News and Information Worldwide 2011-2020. Glisters Taxonomy of Digital Literacy 	Examine different types of information.	(M1) 1/30 (MA & MB) 3/27 Submit Module Activity & the Information Analysis Statement
(M1) 1/31 – 2/6 (MA & MB) 3/28 – 4/3	#2 Information Literacy, Technology & Access	2A: Information Literacy & Technology 2B: Changes in Accessing & Searching Information 2C: Demo	<ol style="list-style-type: none"> Nichols' reading on information overload Technology and Information Literacy Statement from ACT. 7 Facts about Americans and Instagram 	Can you recognize different access points?	(M1) 2/6 (MA & MB) 4/3 Submit Module Activity & the Information Analysis Statement
(M1) 2/7 – 2/13 (MA & MB) 4/4 – 4/10	#3 Information Literacy & Evaluation	3A: Evaluating Criteria 3B: Scholarly vs. Popular 3C: Demo	<ol style="list-style-type: none"> Barclay's reading on tricks & techniques used on the Internet to fool you Media Bias Fact Check Website Associated Press Fact Check Website 	Evaluate websites for credibility.	(M1) 2/13 (MA & MB) 4/10 Submit Module Activity & the Information Analysis Statement
(M1) 2/14 – 2/20 (MA & MB) 4/11 – 4/17	#4 Information in Context	4A: Context & Evidence 4B: Citations & Documentation 4C: Demo	<ol style="list-style-type: none"> Gascoigne's article how to understand context instead of just responding. The course glossary Cagle's article on the importance of context 	Practice your citation creation skills!	(M1) 2/10 (MA & MB) 4/17 Submit Module Activity & the Information Analysis Statement
(M1) 2/21 – 2/27 (MA & MB) 4/18 – 4/24	#5 Ethical, Legal & Socio-Economic Issues Around Information	5A: Ethical Issue of Plagiarism 5B: Legal Issue of Copyright 5C: Socio-Economic Issues of Access, Censorship & Profit	<ol style="list-style-type: none"> Mullin's article about regulated online speech. Pew Research Report on the digital divide Infographic: Digital Equity For All New Jersey Residents 	Examine examples of professional plagiarism and copyright infringement.	(M1) 2/27 (MA & MB) 4/24 Submit Module Activity & the Information Analysis Statement
(M1) 2/28 – 3/7 (MA & MB) 4/25 – 5/2	#6 Information at Work & the Big Picture	6A: Information Literacy at Work 6B: The Information Industry	<ol style="list-style-type: none"> Information Industry Report News Platform Fact Sheet 	Examine job descriptions to see connections to information literacy concepts.	(M1) 3/7 (MA & MB) 5/2 Submit Module Activity; the Information Analysis Statement AND The Final Essay