**Short Topics in Work: Information Literacy**
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Monday 11/9-12/7 12:35pm-3:35pm, Labor Ed. Center Rm. 137
Fall 2015

Professor: Julie Peters
Office: Labor Education Center, Carey Library, Cook Campus
Office Hours: By appointment
Office Phone: 848-932-9608
Email: jmoscinski@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**

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**Take-Home Worksheets**
There will be three (3) take-home worksheets consisting of questions on the required readings and lecture material. Each worksheet will be distributed at the end of the class session to be due at the beginning of the next class session.

**Class Attendance**
Students are highly encouraged to attend all five sessions of the course. Class attendance points will be deducted for absences.

**Analysis Paper**
An analysis paper will be due on the last day of class. Find an online news article that is reporting on a study or research report. Conduct research using the methods and techniques discussed in class to either support or refute the arguments made in the news article. Answer questions such as: Does the news article have merit? What sort of conclusions did the news article make? Are such conclusions credible compared to the actual research study? Why are these conclusions credible or not credible? A bibliography of at least 3 scholarly sources is required to support your argument. Paper and bibliography must be in APA format. The paper should not be longer than two pages.

**Final Assessment**
A final assessment will be given on the last day of class.
COURSE SCHEDULE

Nov 9:  Determining the Nature and Extent of an Information Need

Topics Covered
- Course Introduction
- What is information Literacy?
- Information and Database Structures
- Beginning the Research Process
- Identifying Information Needs

Nov 16:  Accessing Needed Information Effectively and Efficiently

Topics Covered
- Identifying Key Terms and Subjects
- Search Strategies
- Database Techniques
- Retrieving Sources
- Citation Creation

Required Reading
(Please use the Rutgers Libraries System to find the readings within one of the library’s online databases.)


Assignments Due
1. Submit the basis of your analysis paper with three (3) deliverables. You will need to locate an online news article that is solely reporting on one research study.
   A. First deliverable: Locate and indicate with a web address an online news article that is solely reporting on one research study.
   B. Second deliverable: Locate and indicate with a citation the research study that the online news article is reporting on.
   C. Third deliverable: Write a one sentence argument that will be the basis of your analysis paper. For example, “The author of my online news article offered an accurate description of the research study that was conducted and I will explain why.” OR “The author of my online news article did not make credible conclusions based on the actual research study and I will explain why.”

Nov 23:  Evaluating Information and Its Sources Critically

Topics Covered
- Evaluating Information
- In-Text Citations
Plagiarism

Required Reading
(Please use the Rutgers Libraries System to find the readings within one of the library’s online databases.)


Assignments Due

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**Nov 30:**

*Using Information Effectively and Understanding Various Issues around Its Use*

Topics Covered
Organizing Evidence into an Original Argument
Integrating Information
Communicating Information Gathered

Required Reading
(Please use the Rutgers Libraries System to find the readings within one of the library’s online databases.)


Assignments Due
1. Take-Home Worksheet, “Evaluating and Using Information”
2. *Optional:* Locate two possible scholarly articles to use in your analysis paper and a brief explanation as to why they are relevant to your argument.

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**Dec 7:**

*Information Literacy in the Workplace*

Topics Covered
Information Literacy and Workplace Competencies
Current Research in the Field
Internet Evaluation
Copyright, Fair Use, and Intellectual Property

Assignments Due
Analysis Paper Due in class.

Final Assessment at end of class.