

**Short Topics in Work:
Information Literacy
37:575:191:T1:H1
Summer 2016 - 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 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

Quizzes	10 points
Concept Worksheets	40 points
Discussion Comments	10 points
Required Reading	10 points
Final Project	30 points

OVERALL GRADE/POINTS

A	100 – 90 points
B+	89 – 87 points
B	86 – 80 points
C+	79 – 77 points
C	76 – 70 points
D	69 – 60 points
F	59 – 0 points

Quizzes

There will be two (2) quizzes. Each quiz will have five (5) multiple-choice questions based on the content of the video lectures. Each quiz is worth five (5) points.

Concept Worksheets

Four (4) Concept Worksheets will be completed for the course. Each worksheet will require a degree of independent research and evaluation of information. Each concept worksheet is worth ten (10) points.

Required Reading

There are two (2) required article to read for the course. After reading each article, a reading assessment is required to be completed. Each assessment is worth five (5) points.

Discussion Comments

Two units require a discussion component. One discussion topic will be presented to be commented on. You are required to post a comment on the topic with supporting scholarly evidence, as well as provide a comment on another

student's post. Within your original post, please cite a scholarly source (no websites) that you find as evidence of your statement.

Example:

Discussion topic: How would you define information literacy?

Original post:

*I think information literacy is knowing where to find information and then using it correctly. Bruce (1999) defines the concept as the "ability to recognise information needs and identify, evaluate and use information effectively" (p. 33). Bruce, C. S. (1999). Workplace experiences of information literacy. *International Journal of Information Management*, 19(1), 33-47.*

Final Project

The Final Project will incorporate skills and search strategies covered within the course. The project is designed in three parts:

1. Making an Argument Using Relevant and Scholarly Information
2. Searching for Information & Identifying What Information You Have
3. Evaluating Websites in the Technology Age

COURSE SCHEDULE

UNIT 1 *Introduction to Information Literacy*

May 31st/July 11th:

Topics Covered

What is information Literacy?
Information in the New Technological Age
Research and Information
Information Structures

Watch:

There are five (5) videos to watch for this Unit's lecture:

1. Course Introduction
2. The Syllabus
3. E-College Overview for this Course
4. Information Literacy 101
5. Completing the First Concept Worksheet, "Basic Information Literacy Concepts"

Read:

Koltay, T., Spiranec, S., & Karvalics, L. Z. (2015). The shift of information literacy towards Research 2.0. *The Journal of Academic Librarianship*, 41(1), 87-93.

Due by June 3rd/July 13th:

There are two (2) deliverables due for this Unit:

1. First Concept Worksheet, "Basic Information Literacy Concepts" (10 points)
2. Required Reading Assessment (5 points)

UNIT 2 ***Search Strategies***

June 4th/July 14th:

Topics Covered

Identifying Key Terms and Subjects
Search Strategies
Database Searching Techniques

Watch: There are five (5) videos to watch for this Unit's Lecture:

1. Search Strategies
2. Searching in Databases
3. Demo on Searching in Databases
4. Demo on Searching Google Scholar
5. Completing the Second Concept Worksheet, "Search Strategies"

Due by June 10th/July 20th:

There are two (2) deliverables due for this Unit:

1. Post one (1) comment to discussion board & comment on one (1) post (5 points)
 2. Second Concept Worksheet, "Search Strategies" (10 points)
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UNIT 3 ***Using and Creating Citations***

June 11th/July 21st:

Topics Covered

Retrieving sources
Citation creation
In-Text Citations

Watch: There are three (3) videos to watch for this Unit's Lecture:

1. Using Citations
2. Creating Citations
3. Completing the Third Concept Worksheet, "APA Formatting"

Due by June 17th/July 27th:

There are two (2) deliverables due for this Unit:

1. Lecture Quiz (covering first three Units) (5 points)
 2. Third Concept Worksheet, "APA Formatting" (10 points)
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UNIT 4 ***Evaluating Information***

June 18th/July 28th:

Topics Covered

Evaluating Information
Plagiarism
Synthesizing Evidence and Making an Argument

- Watch:** There are four (4) videos to watch for this Unit's Lecture
1. Evaluating Information
 2. Plagiarism
 3. Making an Argument
 4. Completing the Fourth Concept Worksheet

Due by June 24th/Aug 3rd:

There is one (1) deliverable due for this Unit:

1. Fourth Concept Worksheet, "Using Information" (10 points)
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UNIT 5 *Using Information Effectively*

June 25th/Aug 4th:

Topics Covered

Organizing Evidence into an Original Argument

Integrating Information

Communicating Information Gathered

Read: Required Reading

Head, A. J., Van Hoeck, M., Eschler, J., & Fullerton, S. (2013). What information

competencies matter in today's workplace? *Library and Information Research*, 37(114),
74-104.

Watch: There is one (1) video to watch for this Unit's Lecture:

1. Revisiting Your Information Needs

Due by July 1st/Aug 10th:

There are two (2) deliverables due for this Unit:

1. Post one (1) comment to discussion board & comment on one (1) post (5 points)
 2. Required Reading Assessment (5 points)
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UNIT 6 *Information in the Workplace*

July 2nd/Aug 11th:

Topics Covered

Information Literacy and Workplace Competencies

Current Research in the Field

Copyright, Fair Use, and Intellectual Property

Watch: There are three (3) videos to watch for this week's lecture

1. Workplace Competencies
2. Copyright

3. Intellectual Property

Due by July 8th/Aug 17th:

There are two (2) deliverables due this week:

1. Lecture Quiz (covering last three Units) (5 points)
 2. Final Project (30 points)
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