

**Short Topics in Work:
Information Literacy**
37:575:191
Fall 2017 - 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

Essay	20 %
Concept Worksheet	20 %
Required Reading	20 %
Lecture Summaries	20 %
Quiz	20%

OVERALL GRADE/POINTS

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

Essay (20%)

A one-page essay about information literacy and workplace competencies is required.

Concept Worksheet (20%)

One Concept Worksheet covering the concepts of finding and evaluating information is required.

Required Reading (20%)

There are two (2) articles to read for the course. After finding and reading the article, come up with three (3) talking points about the article, and comment on them.

Final Quiz (20%)

There will be a final quiz during the last module of the course.

Lecture Summaries (20%)

Based on the material in the Lecture Videos, there are four (4) Lecture Summaries to complete for Modules 1, 2, 3, & 4. You are to write a brief paragraph (between 5 and 7 sentences) about the key aspects of the lecture material covered in that module. Each summary is worth 5% of your total grade.

****This online course has two sections: The first one starts on Sept. 18th, and the second one starts on Oct. 23rd. Throughout the syllabus, the first set of dates only refers to the first session and the second set of dates only refers to the second session.****

COURSE SCHEDULE

MODULE 1 INTRODUCTION TO INFORMATION LITERACY

Week of Sept 18th/Oct 23rd:

Topics Covered

What is information Literacy?/Information in the New Technological Age

Watch: There are four (4) videos to watch for this Module's lecture:

1. Course Introduction
2. The Syllabus
3. Canvas Overview for this Course
4. Information Literacy 101

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 Sept 24th/Oct 29th:

There are two (2) assignments due for this Module:

1. Required Reading Assessment – Koltay, Spiranec & Karvalics (10%)
2. Lecture Summary (5%)

MODULE 2 SEARCH STRATEGIES

Week of Sept 25th/Oct 30th:

Topics Covered

Search Strategies/Using Databases

Watch: There are four (4) videos to watch for this Module's lecture:

1. Search Strategies
2. Searching in Databases
3. Demo on Searching in Databases
4. Demo on Searching Google Scholar

Due by Oct 1st/Nov 5th:

There is one (1) assignment due for this Module:

1. Lecture Summary (5%)

MODULE 3 EVALUATING INFORMATION

Week of Oct 2nd/Nov 6th:

Topics Covered

Credible and Non-Credible Sources/Popular and Scholarly Sources

Watch: There is one (1) video to watch for this Module's lecture:

1. Evaluating Information

Due by Oct 8th/Nov 12th:

There are two (2) assignments due for this Module:

1. Concept Worksheet: Finding & Evaluating Information (20%)
2. Lecture Summary (5%)

MODULE 4 USING INFORMATION

Week of Oct 9th/Nov 13th:

Topics Covered

Understanding Citations/Plagiarism/Synthesizing Evidence and Formulating an Argument

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

1. Understanding Citations
2. Plagiarism
3. Making an Argument

Read:

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.

Due by Oct 15th/Nov 19th:

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

1. Required Reading Assessment – Head, Van Hoeck, Eschler & Fullerton (10%)
2. Lecture Summary (5%)

MODULE 5 COPYRIGHT & INTELLECTUAL PROPERTY

Week of Oct 16th/Nov 20th:

Topics Covered

Copyright & Fair Use Guidelines

Intellectual Property

Watch: There are two (2) videos to watch for this Module's lecture:

1. Copyright & Intellectual Property
2. Completing the Course Project

Due by Oct 22nd/Nov 26th:

There is one (1) assignment due for this Module:

1. Essay (20%)

MODULE 6 INFORMATION IN THE WORKPLACE

Week of Oct 23rd/Nov 27th:

Topics Covered

Information Literacy and Workplace Competencies

Professional Development

Watch: There is one (1) video to watch for this Module's lecture:

1. Workplace Competencies

Due by Oct 29th/Dec 3rd:

There is one (1) assignment due for this Module:

1. Final Quiz (20%)