

**Short Topics in Work:
Information Literacy**
37:575:191
Summer 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

Concept Worksheets	40 %
Lecture Summaries	20 %
Required Reading	20 %
Course Project	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

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 10% of your total grade.

Lecture Summaries

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.

Required Reading

There are two (2) required articles to read for the course. After reading each article, a reading assessment is required to be completed. Each assessment is worth 10% of your total grade.

Course Project

The course project will incorporate skills and search strategies covered within the course. The project 20% of your grade.

****This course has two sections: The first one starts on May 30th, and the second one starts on July 10th. 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 May 30th/July 10th:

Topics Covered

Course Introduction
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 June 6th/July 16th:

There are three (3) deliverables due for this Module:

1. Concept Worksheet 1: Information Needs and Sources (10%)
2. Required Reading Assessment – Koltay, Spiranec & Karvalics (10%)
3. Lecture Summary (5%)

MODULE 2 SEARCH STRATEGIES

Week of June 7th/July 17th:

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 June 13th/July 23rd:

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

1. Concept Worksheet 2: Effective Search Strategies (10%)
 2. Lecture Summary (5%)
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MODULE 3 EVALUATING INFORMATION

Week of June 14th/July 24th:

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 June 20th/July 30th:

There are two (2) deliverables due for this Module:
1. Concept Worksheet 3: Evaluating Information (10%)
2. Lecture Summary (5%)

MODULE 4 USING INFORMATION

Week of June 21st/July 31st:

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

Due by June 27th/August 6th:

There are two (2) deliverables due for this Module:
1. Concept Worksheet 4: APA Formatting (10%)
2. Lecture Summary (5%)

MODULE 5 COPYRIGHT & INTELLECTUAL PROPERTY

Week of June 28th/August 7th:

Topics Covered

Copyright & Fair Use Guidelines
Intellectual Property

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 are two (2) videos to watch for this Module's lecture:
1. Copyright & Intellectual Property

2. Completing the Course Project

Due by July 3rd/August 13th:

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

1. Required Reading Assessment – Head, Van Hoeck, Eschler & Fullerton (10%)
 2. Course Project (20%)
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MODULE 6 INFORMATION IN THE WORKPLACE

Week of July 4th/August 14th:

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
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