Short Topics in Work: Information Literacy
37:575:191
Spring 2017

Professor: Julie Peters
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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

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

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<th>ASSIGNMENT DESCRIPTIONS</th>
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In-Class Concept Worksheets (40%)
There will be four (4) in-class worksheets requiring a degree of independent research and evaluation of information. Each worksheet will consist of an assignment based on the concepts of the Unit. Each worksheet will be distributed and completed in class. Each worksheet is ten (10) percent of your grade.

Required Reading (20%)
There are two (2) articles to read for the course. After finding and reading the article, you must complete the Required Reading Assessment that can be found in Sakai. Complete the assignment and hand in at the beginning of the next class session. Each reading assessment is ten (10) percent of your grade.

Final Quiz (10%)
A final multiple-choice quiz will be given on the last day of class. It is ten (10) percent of your grade.
Final Project (30%)  
The Final Project will incorporate skills and search strategies covered within the course. The project is designed in two parts, each requiring a short essay backed with supporting evidence. It is thirty (30) percent of your grade.

ASSIGNMENT POLICIES

- Assignments submitted on time, can be re-submitted to earn a better grade.
- Assignments that are submitted late, will be graded with no points deducted for lateness; however, they cannot be re-submitted for a better grade.
- Any assignment submitted after the 4th class session will be graded, but no comments or feedback will be returned.
- DO NOT use Sakai to submit your assignments. Bring all assignments to class to hand in.

COURSE SCHEDULE

March 24th:  Determining the Nature and Extent of an Information Need  
Topics Covered  
Course Introduction  
What is information Literacy?  
Identifying Information Needs and Sources

In-Class Worksheet  
“Information Needs and Sources” (10% of grade)

March 31st:  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.)


In-Class Worksheet  
“Search Strategies” (10% of grade)

Assignments Due (No hand-written work, please.)  
Required Reading Assessment based on the article above. (10% of grade). The assessment can be downloaded from Sakai. (Complete and bring to class to hand in. DO NOT submit in Sakai.)
April 7th:  
**Evaluating Information and Sources Critically**

**Topics Covered**
Evaluating Information
In-Text Citations
Plagiarism

**In-Class Worksheets**
“APA Formatting” (10% of grade)

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April 14th:  
**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.)


**In-Class Worksheets**
“Using Information” (10% of grade)

**Assignments Due** (No hand-written work, please.)
Required Reading Assessment based on the article above. (10% of grade). The assessment can be downloaded from Sakai. (Complete and bring to class to hand in. DO NOT submit in Sakai.)

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April 21st:  
**Information Literacy in the Workplace**

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

**Assignments Due** (No hand-written work, please.)
The Final Project can be downloaded from Sakai. Bring completed Final Project to class to hand in. (30% of grade)

**Final Quiz** (multiple choice) at end of class. Worth 10% of grade.