Short Topics in Work:
Information Literacy
37:575:191
Winter 2018 - 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

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<th>OVERALL GRADE/POINTS</th>
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**Unit Lecture Questions**
After watching the Lecture Videos for Units 1-4, there are unit lecture questions that need to be submitted. Answers can be as short as a few sentences, as long as the question is completely answered. Each unit is worth 5% of your total grade.

**Reading Essays**
Two (2) reading essays are required for the course. There will be eight (8) readings to choose from. After completing each reading, a one page essay discussing the concepts in the reading is required. Each essay requires one outside source that either argues for or argues against the concepts in the reading. Each reading essay is worth 20% of your total grade.

**Information Literacy Concept Essay**
The Information Literacy Concept Essay will incorporate the concepts covered within the course. This one page essay will discuss information literacy and how it relates to a common theme such as fake news or workplace competencies. It will require one outside source to serve as evidence for your argument. The essay is worth 40% of your grade.
## COURSE SCHEDULE

### UNIT 1
**INTRODUCTION TO INFORMATION LITERACY**
**JANUARY 2 – JANUARY 4**

**Topics Covered**
- What is information Literacy?
- Information in the New Technological Age

**Watch:** There are four (4) videos to watch for this Unit’s lecture:
1. Course Introduction
2. The Syllabus
3. Canvas Overview for this Course
4. Information Literacy 101

**DUE by January 4th:**
There are two (2) assignments due for this Unit:
1. Unit 1 Lecture Questions
2. Essay on First Reading

### UNIT 2
**SEARCH STRATEGIES & EVALUATION**
**JANUARY 5 – JANUARY 7**

**Topics Covered**
- Search Strategies & Database Searching Techniques
- Evaluating Information

**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. Evaluating Information

**DUE January 7th:**
There is one (1) assignment due for this Unit:
1. Unit 2 Lecture Questions

### UNIT 3
**USING INFORMATION**
**JANUARY 8 – JANUARY 10**

**Topics Covered**
- Using and Creating Citations
- Plagiarism
- Using Information

**Watch:**
There are three (3) videos to watch for this Unit’s lecture:
1. Using & Creating Citations
2. Plagiarism
3. Using Information to Make an Argument
DUE by January 10th:

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

1. Unit 3 Lecture Questions
2. Essay on Second Reading

UNIT 4 INFORMATION IN THE WORKPLACE
JANUARY 11 – JANUARY 12

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

Watch:

There are two (2) videos to watch for this Unit’s lecture:

1. Workplace Competencies
2. Copyright & Intellectual Property

DUE January 12th:

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

1. Unit 4 Lecture Questions
2. Information Literacy Concept Essay