

**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

Unit Lecture Questions	20 %
Reading Essays	40 %
IL Concept Essay	40 %

OVERALL GRADE/POINTS

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

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
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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
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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
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**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
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