

## Short Topics in Work: Information Literacy

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Spring 2019 - Online

Professor: Julie Peters  
Office: Labor Education Center, Carey Library, Cook Campus  
Office Hours: By appointment  
Office Phone/Email: 848-932-9608/[jpeters@smlr.rutgers.edu](mailto:jpeters@smlr.rutgers.edu)

### 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/%

Lecture Discussions	20 %	<b>A</b>	100 – 90
Reading Response Paper	30 %	<b>B+</b>	89 – 87
Concept Paper	30 %	<b>B</b>	86 – 80
Comprehensive Quiz	20 %	<b>C+</b>	79-77
		<b>C</b>	76 – 70
		<b>D</b>	69 – 60
		<b>F</b>	59 – 0

### LATE ASSIGNMENTS

Do not stress about submitting assignments exactly by 11:59 pm on the date due. I do not deduct points for lateness.

### ACCOMMODATIONS

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.

### ACADEMIC INTEGRITY AT RUTGERS

Principles of academic integrity require that every Rutgers University student:

- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress

- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to insure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

– The Rutgers University Academic Integrity Policy

## COURSE SCHEDULE

### Mar 25-Mar 31: Module 1: Introduction to Information Literacy

What is information Literacy?  
Current Climate of Information

**Watch Lecture Videos:** Course Requirements/The Syllabus  
Using Canvas  
Information Literacy 101  
Organizing Information  
Demo on Types of Information

**Due by Mar 31:** 1. Watch the lecture videos for Module 1  
2. Lecture Discussion for Module 1

### Apr 1-Apr 7: Module 2: Importance of Searching Effectively and Using Citations

Search Strategies  
Evidence-support of information  
Creating and Using Citations  
Defining Plagiarism

**Watch Lecture Videos:** Search Strategies  
Creating & Using Citations  
Plagiarism  
Demo on Identifying Citation Information

**Read (PDFs in Canvas):** #1: Shift of Information Literacy Towards Research 2.0 (PDF in Canvas)  
#2: What Information Competencies Matter in Today's Workplace? (PDF in Canvas)  
#3: CILIP Definition of Information Literacy 2018 (PDF in Canvas)

**Due by Apr 7:** 1. Watch the lecture videos for Module 2  
2. Lecture Discussion for Module 2  
3. Read the three (3) articles provided in Canvas.

**Apr 8-Apr 14:**      **Module 3:**      **Evaluating Information and Sources Critically**  
Evaluation Criteria  
Defining Credible, Scholarly and Popular Sources

**Watch Lecture Videos:**      Evaluating Information  
Identifying the Degree of Credibility

**Due by Apr 14:**      **1. Watch the lecture videos for Module 3**  
**2. Lecture Discussion for Module 3**  
**3. Reading Response Paper**

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**Apr 15-Apr 21:**      **Module 4:**      **Using Information**  
Organizing and Using Evidence  
Copyright Issues

**Watch Lecture Videos:**      Making an Argument and Using Evidence  
Copyright and Intellectual Property

**Due by Apr 21:**      **1. Watch the lecture videos for Module 4**  
**2. Lecture Discussion for Module 4**

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**Apr 22-Apr 28:**      **Module 5:**      **Information Literacy in the Workplace**  
Workplace Competencies

**Watch Lecture Video:**      Workplace Issues and Information Literacy

**Due by Apr 28:**      **1. Watch the lecture video for Module 5**  
**2. Information Literacy Concept Paper**

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**Apr 28-May 6**      **Module 6:**      **Review: Bringing It All Together**

**Watch Lecture Video:**      Review

**Due by May 6:**      **1. Watch the lecture video for Module 6**  
**2. Take the Comprehensive Quiz**