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

Professor: Julie Peters
Office: Labor Education Center, Carey Library, Cook Campus
Office Hours: By appointment
Office Phone: 848-932-9608
Email: 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/POINTS	
Concept Worksheets	40 %	**A**	100 – 90
Lecture Quizzes	10 %	**B+**	89 – 87
Required Reading	20 %	**B**	86 – 80
Final Project	30 %	**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 Quizzes
Based on the material in the Lecture Videos, there are two (2) Lecture Quizzes – one in Unit 3 and one in Unit 6. The quizzes will be comprised of four short answer questions. Each quiz 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.
Final Project
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 30% of your grade.

This course has two sections: The first one starts on January 23rd, and the second one starts on March 20th. 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

UNIT 1   INTRODUCTION TO INFORMATION LITERACY
Week of Jan 23rd/March 20th:

Topics Covered
What is information Literacy?
Information in the New Technological Age
Research and Information
Information Structures

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

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 Jan 29th/March 26th:
There are two (2) deliverables due for this Unit:
1. Concept Worksheet 1: Information Needs and Sources (10%)
2. Required Reading Assessment – Koltay, Spiranec & Karvalics (10%)

UNIT 2   SEARCH STRATEGIES
Week of Jan 30th/March 27th:

Topics Covered
Identifying Key Terms and Subjects
Search Strategies
Database Searching Techniques

Watch: There are four (4) 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

Due by Feb 5th/April 2nd:
There is one (1) deliverable due for this Unit:
1. Concept Worksheet 2: Effective Search Strategies (10%)

UNIT 3   USING AND CREATING CITATIONS

Week of Feb 6th/April 3rd:

Topics Covered

Retrieving sources

Citation creation

In-Text Citations

Watch: There are two (2) videos to watch for this Unit's lecture:
1. Using Citations
2. Creating Citations

Due by Feb 12th/April 9th:

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

1. Lecture Quiz (covering Units 1-3) (5%)
2. Concept Worksheet 3: APA Formatting (10%)

UNIT 4   EVALUATING INFORMATION

Week of Feb 13th/April 10th:

Topics Covered

Evaluating Information

Plagiarism

Synthesizing Evidence and Formulating an Argument

Watch: There are three (3) videos to watch for this Unit's lecture:
1. Evaluating Information
2. Plagiarism
3. Making an Argument

Due by Feb 19th/April 16th:

There is one (1) deliverable due for this Unit:

1. Concept Worksheet 4: Evaluating and Using Information (10%)

UNIT 5   USING INFORMATION EFFECTIVELY

Week of Feb 20th/April 17th:

Topics Covered

Organizing Evidence into an Original Argument

Integrating Information

Communicating Information Gathered

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 is one (1) video to watch for this Unit's lecture:
    1.   Revisiting Your Information Need – Choosing the Right Source

Due by Feb 26th/April 23rd:

There is one (1) deliverable due for this Unit:
    1.   Required Reading Assessment – Head, Van Hoeck, Eschler & Fullerton (10%)

UNIT 6   INFORMATION IN THE WORKPLACE

Week of Feb 27th/April 24th:

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

Watch: There are three (3) videos to watch for this Unit's lecture:
    1.   Workplace Competencies
    2.   Copyright & Intellectual Property
    3.   Completing the Final Project

Due by March 5th/April 30th:

There are two (2) deliverables due for this Unit:
    1.   Lecture Quiz (covering Units 4-6) (5%)
    2.   Final Project (30%)