

WRITING INFORMATION MANAGEMENT ASSIGNMENTS ACROSS THE DISCIPLINES

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“Information Management”

SUNY Gen.Ed. Competency
learning outcomes:

- Student can perform basic operations of personal computer use
- Student understands and uses basic research techniques
- Student can locate, evaluate, and synthesize information from a variety of sources

Information Literacy Competency Standards for Higher Education

- Published in 2000 by The Association of College and Research Libraries, a division of the American Library Association

Information Literacy

- Determine the extent of information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into one's knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally

Standard One: The information literate student determines the nature and extent of the information needed

Basic Level Outcomes: Students will be able to:

- Recognize an information need
- Identify the main idea of a discussion
- Understand the difference between a research topic and a thesis statement

Standard One: The information literate student determines the nature and extent of the information needed

Intermediate Level Outcomes: Students will be able to:

- Identify and focus a research topic
- Develop and format a thesis statement and research questions
- Determine availability of needed information
- Recognize different types and formats of information sources

Standard One: The information literate student determines the nature and extent of the information needed

Gateway level outcomes: Students will be able to:

- Identify the main disciplines, fields and organizations which have something to say about a research topic
- Use background sources relevant to specific disciplines
- Distinguish between primary and secondary sources in each discipline
- Appreciate how information is formally and informally produced, organized, and disseminated within a discipline

Standard Two: The information literate student accesses needed information effectively and efficiently

Searching

Basic level outcomes: Students will be able to:

- Perform simple keyword searches with Boolean "AND" in a selected database such as EBSCO Academic Search Premier.
- Ask the professor or consult with a librarian about improving search

Standard Two: The information literate student accesses needed information effectively and efficiently

Searching

Intermediate level outcomes: Students will be able to:

- Construct a full Boolean search strategy
- Assess the quantity and relevance of search results
- Set limiters to narrow search results
- Revise search strategy if results are unsatisfactory
- Recognize and parse citations to various types of information sources

Standard Two: The information literate student accesses needed information effectively and efficiently

Searching

Gateway level outcomes: Students will be able to:

- Use advanced searching conventions including truncation, synonyms, controlled vocabulary, and proximity operators
- Save searches, combine search result sets, search multiple databases simultaneously, use alerts

Standard Two: The information literate student accesses needed information effectively and efficiently

Indices, Databases, & Catalogs

Basic level outcomes: Students will be able to:

- Recognize the library web page as a point of access to catalogs, databases and other academic resources
- Define a database and its components as an information storage and retrieval system

Standard Two: The information literate student accesses needed information effectively and efficiently

Indices, Databases, & Catalogs

Intermediate level outcomes: Students will be able to:

- Utilize academic resources provided by the library
- Utilize indices, subscription full-text databases, and library catalogs, all with different interfaces and conventions, to identify information in a variety of formats or media

Standard Two: The information literate student accesses needed information effectively and efficiently

Indices, Databases & Catalogs

Gateway level outcomes: Students will be able to:

- Use discipline-specific databases
- Search resources external to SCCC (SUNY Union Catalog, WorldCat)

Standard Two: The information literate student accesses needed information effectively and efficiently

Retrieve physical & electronic items

Basic level outcomes: The students will be able to:

- Have an appreciation for how documents are physically stored and retrieved.

Standard Two: The information literate student accesses needed information effectively and efficiently

Retrieve physical & electronic items

Intermediate level outcomes: students will be able to:

- Determine the availability of an item
- Use call numbers/location information to retrieve print materials
- View/download/print items from electronic databases

Standard Two: The information literate student accesses needed information effectively and efficiently

Retrieve physical & electronic items

Gateway level outcomes: Students will be able to:

- Use a system to organize the retrieved information
- Select among various technologies the most appropriate for the task of extracting the needed information (e.g. copy/paste, photocopy, scan, record audio/visual, etc.)
- Utilize interlibrary loan to obtain items external to SCCC

Standard Two: The information literate student accesses needed information effectively and efficiently

Worldwide Web

Basic level outcomes: Students will be able to:

- Use selected websites (as noted in a course textbook, given by instructor, or found on library website) given the URL

Standard Two: The information literate student accesses needed information effectively and efficiently

Worldwide Web

Intermediate level outcomes: Students will be able to:

- Use Google or another major search engine
- Recognize the most common types of free Web documents (by content or domain)

Standard Two: The information literate student accesses needed information effectively and efficiently

Worldwide Web

Gateway level outcomes: Students will be able to:

- Use specialty search engines, such as Google Image Search or Google Scholar
- Use advanced search features of search engines
- Find information using the “deep Web”

Standard Three: The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system

Basic level outcomes: Students will be able to:

- Extract from the information gathered the main ideas to be used
- Distinguish between Internet and online subscription databases
- Distinguish between fact, generalization, and opinion in reading a text
- Analyze the logic and rhetoric of an argument

Standard Three: The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system

Intermediate level outcomes: Students will be able to:

- Examine the **audience/purpose, currency, objectivity, authority/credibility** and **relevance/usefulness** of information sources
- Understand ideas are more readily accepted when supported by sound reasoning and evidence
- Investigate differing viewpoints encountered within the literature on a topic
- Determine whether to accept/reject viewpoints encountered
- Seek book reviews or seek other expert judgment on the quality of a source

Standard Three: The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system

Gateway level outcomes: Students will be able to:

- Evaluate information from Web sources
- Distinguish between scholarly/academic and popular sources
- Distinguish between primary and secondary sources
- Develop skimming and scanning skills
- Write an annotation
- Verify information by comparing sources and/or consulting specialists
- Synthesize ideas into new concepts; develop new hypotheses to be tested

Standard Four: The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose

Basic level outcomes: Students will be able to:

- Complete a basic, brief research project/assignment
- Use basic information technology applications in completing an assignment

Standard Four: The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose

Intermediate level outcomes: Students will be able to:

- Integrate new information with previous information or knowledge
- Organize the content in a manner that supports the purposes and format of the product (i.e. completes an assignment to specified guidelines)
- Use a range of information technology applications in completing an assignment

Standard Four: The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose

Gateway level outcomes: Students will be able to:

- Create a project or performance related to the major field
- Use advanced information technology applications in completing assignment

Standard Five: The information literate student understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally

Basic level outcomes: Students will be able to:

- Understand fully the college policy on academic honesty
- Utilize academic resources responsibly
- Demonstrate an understanding of what constitutes plagiarism and does not represent work attributable to others as their own

Standard Five: The information literate student understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally

Intermediate level outcomes: Students will be able to:

- Cite the most common types of sources in MLA style
- Understand issues related to free vs. fee-based access to information
- Demonstrate an understanding of intellectual property, copyright, and fair use
- Legally obtain, store and disseminate text, data, images, or sounds

Standard Five: The information literate student understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally

Gateway level outcomes: Students will be able to:

- Cite many different source types (including electronic) according to a style standard for the major discipline (e.g. APA)
- Obtain and post permission granted notices, as needed, for copyrighted material