

# INFORMATION LITERACY STUDY GUIDE

integrity  
information  
plagiarism  
communicate  
knowledge  
academic  
assimilate  
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Information Literacy

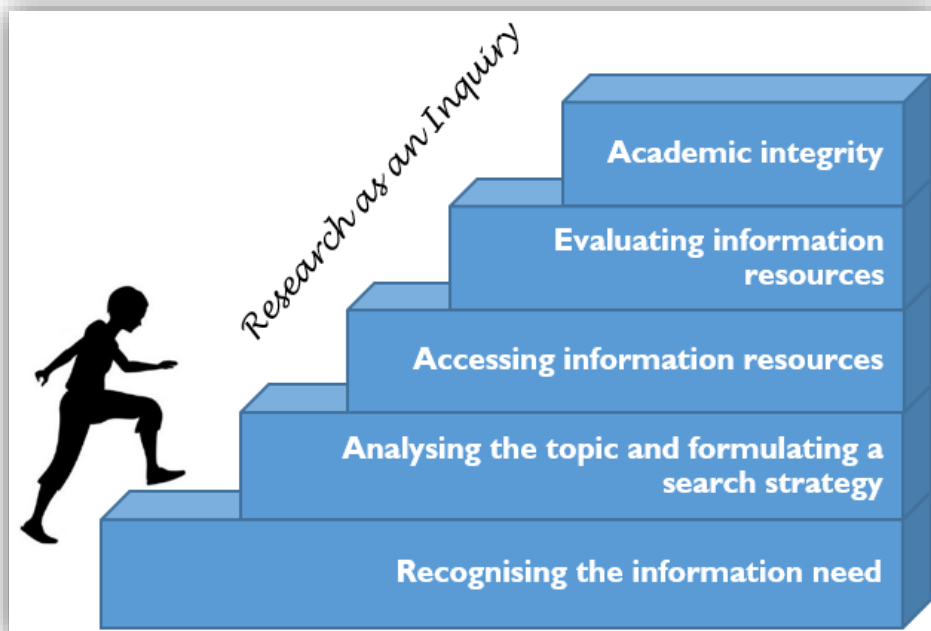
## INTRODUCTION

***Dear Student,***

You will be expected to use the Library and its resources extensively for your studies.

In order to assist you with using information resources effectively to help you succeed in your studies, the librarians have designed a course called **Information Literacy (IL)**.

What is IL? Have a look at the diagram below:



The IL Course will empower you with skills to collect, analyse, organize, critically evaluate information from a variety of sources and use the information appropriately and responsibly. These IL skills form part of a number of academic skills that builds your knowledge and competencies for your professional and personal life. This course also enskills you with the DUT graduate attributes, values and principles.

## DESIGN AND DELIVERY

The IL course progresses from learning basic information skills to advanced skills. Your lecturers and librarians will work together to integrate these information skills into your coursework:

- ✓ IL will be included in your lecture timetable for your particular course.
- ✓ IL will be assessed.

Additional study material for this course is available at:

- ✓ <http://library.dut.ac.za> (under Guides and Tutorials).
- ✓ <http://thinklearnzone.dut.ac.za> (Blackboard Information Literacy tutorial).  
(Your Subject Librarian will arrange access to the Blackboard tutorial.)

## LEARNING AND TEACHING STRATEGIES

The teaching of IL will be activity-based and student centred rather than conventional lecturer centred method.

Students will be given learning opportunities in the IL class. The librarian will guide you through the variety of tools and search techniques that you can use to find information for your specific learning needs. Throughout the course you will participate in student centred activities.

## INFORMATION LITERACY OUTCOMES

- ✓ *A learning outcome is what you can do as a result of your learning experience.*
- ✓ *Assessment criteria are used to determine whether you have achieved the outcome.*

These are the learning outcomes and assessment criteria for this course, categorized within the IL themes.

### Recognising the information need

#### Learning outcomes :

- ✓ Define your information needs.
- ✓ Understand what information is.
- ✓ Understand what knowledge is.
- ✓ Understand the nature and extent of the information need.

#### Assessment criteria

- ✓ The need for information is expressed and defined.
- ✓ Ability to identify the information need.
- ✓ The difference between knowledge and information is recognized.

### Analysing the topic and formulating a search strategy

#### Learning outcomes

- ✓ Find general information resources to increase familiarity with topic.
- ✓ Identify keywords and other related words on the topic.
- ✓ Critically identify, find, analyze and select relevant information.
- ✓ Construct an effective search strategy.

#### Assessment criteria

- ✓ General information resources are identified.
- ✓ The assignment topic is understood.
- ✓ Keywords and related words are identified.
- ✓ The use of search operators is demonstrated.
- ✓ The demonstration to extract and create good value from needed information resources.

## **Accessing information resources**

### **Learning outcomes**

- ✓ Recognise that information is organised in a variety of ways to be easily accessible.
- ✓ Identify and use information sources and tools to locate the various types of information resources.
- ✓ Identify types of resources in various formats.
- ✓ Implement the search strategy.

### **Assessment criteria**

- ✓ Ability to demonstrate searching skills.
- ✓ Different sources, eg. databases, e-books, journals, etc. are used to access information.
- ✓ Ability to demonstrate an understanding that information is available in different formats.
- ✓ Information in different formats have been used to compile the assignment, project, etc.

## **Evaluating information resources found**

### **Learning outcomes**

- ✓ Compare the value of different resources.
- ✓ Assess the various sources of information.

### **Assessment criteria**

- ✓ Ability to determine reliability, accuracy, validity, authority, timeliness, and point of view or bias of information found.
- ✓ Ability to judge usefulness or appropriateness of information found.

## **Academic Integrity: Plagiarism, Copyright & Referencing**

### **Learning outcomes**

- ✓ Awareness of the legal and ethical use of information resources.
- ✓ Ability to use information ethically and responsibly.
- ✓ Demonstrates an understanding of plagiarism, copyright, and fair use of material.

### **Assessment criteria**

- ✓ Sources are acknowledged in a consistent and systematic way.
- ✓ Plagiarism is avoided.

## ASSESSMENT

Apart from activity-based tasks in the classroom you will also be expected to complete tasks in your own time and submit these timeously as indicated by the librarian.

There will be assessments which will measure and indicate the Information Literacy skills gained. The marks from these assessments will be submitted to your course lecturer. Alternatively, the IL assessment will take the form of an assignment.

## READINGS



There are no readings for the IL course because it focuses on learning skills and techniques. Therefore, you should be taking notes of what you learn, constantly reflect on what you are learning and apply these skills.

Various library guides are available both in the library as well as on the library website. You are expected to bring your own writing material and have a file for all your IL activities.

## CLASS RULES

- ✓ Attendance at all sessions is crucial to ensure that you acquire all the IL skills.
- ✓ You will be required to sign an attendance register which will be forwarded to your subject lecturer.
- ✓ We request that you arrive in class at the assigned time in order to be fair to those who are punctual and to gain the maximum benefit from this course.

## SUBJECT LIBRARIAN

Your Subject Librarian will be available to assist you outside of your lessons provided you make an appointment with him or her.