CS121 - Introduction to Information Literacy and Research

Course Instructor: Professor Ajay Gupta
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                                                             ECSB 3311

Office Hours (In Person):   4:00 PM to 4:30 PM and 5:45-6:15 (MW)
Zoom Link (via Appointment) :   https://odu.zoom.us/my/ajaygupta

Course Description :

The primary aim of this course is to refine students' abilities to efficiently locate, manage, critically assess, and utilize information to solve problems, conduct research, and make informed decisions in a multifaceted digital landscape. Students will learn advanced methods for retrieving information from diverse sources, including the World Wide Web, digital libraries, and Internet databases.

A significant focus will be on mastering information access techniques to ensure effective and efficient retrieval. This includes harnessing search engines, blogs, and social networking tools, not merely for acquisition but also for the critical evaluation, management, organization, and concise summarization of information tailored to specific objectives. Students will employ Microsoft Office productivity tools to structure and disseminate information, alongside gaining exposure to collaborative tools that facilitate effective group projects in developing presentations and documents. Discussions will extend to information security, compliance with laws and regulations, adherence to institutional policies, and the ethical considerations surrounding information use.

The course adopts a strategic instructional approach, empowering students to initiate their exploration from a topic about which they might initially know little and advance through structured stages to generate a cogent research question or thesis. This will culminate in the production of a term paper accompanied by a comprehensive bibliography. This framework not only addresses informational needs essential for crafting substantial academic papers but also distinguishes between different research modalities, such as informational versus field or experimental research found in various academic disciplines.

Emphasis throughout the course is placed on the process rather than the product. In today's information-rich era, the ability to navigate vast amounts of data without losing direction is invaluable. This course equips students with a robust set of strategies for any form of

informational research, asserting that the development of these strategies is more crucial than the immediate research outcomes themselves.

Living in an era overwhelmed with information, the ability to discern relevant data, determine its importance, and apply it effectively to pivotal issues is an essential life skill. This course not only fosters the development of sophisticated research skills but also instills a comprehensive understanding of the ethical and legal implications of information usage. Through this curriculum, students will be trained to critically evaluate sources(in accordance with the CRAP Test) for their Currency, ensuring relevance and timeliness; Reliability, verifying accuracy and consistency; Authority, confirming the credibility and qualifications of the source; and Purpose, understanding the intent and potential biases behind the information provided.

Topics Covered:

- Introduction to information retrieval from sources such as the World Wide Web, digital libraries, and internet databases.
- Accessing information effectively and efficiently using search engines, blogs, and social networking tools. Evaluation, management, organization, and summarization of information for specific purposes.
- Use of Microsoft Office productivity tools to formulate and present information. Introduction to collaborative tools for effective group development of presentations and documents.
- Discussion of information security, laws, regulations, institutional policies, and Information ethics related to the access and use of information resources.

Course Objectives:

Through the use of assignments, projects, and case studies, students will be given research topics for which they must:

1. Determine the nature and extent of the information needed,
2. Identify a variety of potential sources for information, their types, and their formats.
3. Access to needed information, effectively and efficiently, including:
    1. costs and benefits of acquiring the needed information
    2. most appropriate investigative methods or information retrieval systems for accessing the needed information
    3. implement effectively-designed search strategies
4. Extract records, manage the information and manage its sources.
5. Summarize the main ideas to be extracted from the information gathered.
6. Articulate and apply initial criteria for evaluating both the information and its sources.
7. Individually, or as a member of a group, use information effectively to accomplish a specific purpose.

8. Apply the economic, legal, and social issues surrounding the use of information, to include:
    1. accessing and using information ethically and legally
    2. following laws, regulations, institutional policies, and etiquette related to the access and use of information resources

Required Textbooks & Reading Materials

We will be using TWO textbooks in this course:

1. **Research Strategies: Finding your way through the Information Fog, by William Badke (7th edition) ISBN – 978-1663218742.** This book can be found online at Amazon.com

1. **Introduction to Information Literacy and Research**

This book is only available as an eText and is a required textbook. You may purchase it directly from the Pearson website with a credit card or PayPal at the following link:
https://console.pearsoned.com/enrollment/pnfupa

If you need assistance with your eText purchase, contact, Pearson Support:
https://support.pearson.com/getsupport/s/contactsupport

Other material:

Lecture Notes are available in Modules.

Grading Criteria

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Grade Distribution

Assignments & Presentations	Percentage
Assignment 1	10%

Assignment 2(15% + 5% Presentation)	20%
Assignment 3(25% + 10% Presentation)	35%
Quizzes (including in-class pop quizzes)	25%
Presentation Critique	10%
Total	100%

Grading Scale

Percent Scored	Grade
93 - 100	A
90 - 93	A-
87 - 90	B+
83 - 87	B
80 - 83	B-

77 - 80   C+

73 - 77   C

70 - 73   C-

67 - 70   D+

63 - 67   D

60 - 63   D-

60 and Below   F

Late Work Grading Policy:

Late Submissions will NOT be accepted

Course and University Policy :

Academic Integrity :

The Office of Student Conduct & Academic Integrity (OSCAI) oversees the administration of the student conduct system, as outlined in the Code of Student Conduct. Through their interactions with students, they seek to foster a climate of personal and academic integrity that facilitates the success of all members of the University community. For more information, please visit the Honor Council online at The Office of Student Conduct and Academic Integrity.

Honor Code:
We are ODU Monarchs, and we value integrity, good citizenship, and honor. Please review what Monarch Citizenship means and the ODU Honor Pledge: Monarch Citizenship.

"We, the students of Old Dominion University, aspire to be honest and forthright in our academic endeavors. Therefore, we will practice honesty and integrity and be guided by the tenets of the Monarch Creed. We will meet the challenges to be beyond reproach in our actions and our

words. We will conduct ourselves in a manner that commands the dignity and respect that we also give to others."

Educational Accessibility and Accommodations:
If you experience a disability that will impact your ability to access any aspect of my class, please present me with an accommodation letter from OEA so that we can work together to ensure that appropriate accommodations are available. If you feel that you will experience barriers to your ability to learn or take tests in my class but do not have an accommodation letter, please consider scheduling an appointment with OEA to determine if academic accommodations are necessary."The Office of Educational Accessibility is located in the Student Success Center 1021 and can be reached at 757-683-4655. Additional information can be found on the OEA website.

AI Use Guidelines and Academic Integrity:

The use of generative AI tools is permitted for assisting with coursework, but you remain fully responsible for the factual accuracy, intellectual integrity, and originality of your submitted work. To maintain academic honesty, any and all use of AI-generated content must be documented.

To properly attribute AI-generated material, you must adhere to the following three requirements:

1. **Disclose:** Clearly state which AI tool and version was used (e.g., OpenAI's GPT-4).

2. **Distinguish:** Differentiate all AI-generated content from your own original work using clear visual cues, such as block quotations, a distinct font, or explicit notations.

3. **Cite:** Include a complete citation for the AI tool in your bibliography or list of references, formatted according to the required style guide.

Failure to provide clear and accurate attribution for AI-generated content is a serious breach of academic integrity and will be treated as plagiarism under the institution's academic conduct code.