COMPETENCY
Information Literacy Exercises (Printed)

Student Name: _____   **Date:**
_____

Course Title: _____   **Reference**
_____

The pages indicated on the first column refer to exercises from the book: *Teaching Information Literacy: 35 Practical Standards-based Exercises for College Students,* **by Joanna Burckhardt, Mary MacDonald and Andree Rathemacher.**

COMPETENCY   ASSESSMENT CRITERIA

	N/A*	N/E**	Novice	Proficient	Accomplished
1. Formulates and defines an information need clearly A. Topic / keyword identification **p. 27-31** **Ex. 11-12** B. Extent and depth of information needed **Handout**	❑ ❑	❑ ❑	❑ No idea of topic / keyword and how to phrase question ❑ No idea of extent and depth of information needed	❑ Some idea of topic / keyword and how to phrase question ❑ Some idea of both extent and depth	❑ Knows exactly what topic / keyword and phrase to use ❑ Clear idea of extent and depth
2. Knows information sources A. Types[1] **p. 11 Ex. 5, p. 26 Ex. 10, p. 62 Ex. 26, p. 60-61** B. Formats[2] **p. 62 Ex. 26, p. 63, p. 65 Ex. 28, p. 75 Ex. 31**	❑ ❑	❑ ❑	❑ No idea of types ❑ No idea of formats	❑ Some idea of types ❑ Some idea of formats	❑ Knows all the types ❑ Knows all the formats

*   Not Applicable
**   No Evidence
[1]   Primary vs. secondary, general vs. discipline-specific, popular vs. scholarly, current vs. historical, local vs. external sources, interlibrary loan etc.
[2]   <u>Print</u>: book (encyclopedias, handbooks, dictionaries, indexes, etc.), periodicals, AV, microform: <u>Electronic</u>:   database, website, on-line catalogs, etc.

Competencies	N/A*	N/E**	Novice	Proficient	Accomplished
3. Constructs/implements effective search strategies A. Knowledge of information organization and how to look for materials **p. 49 Ex. 19, p. 50, 52-54** B. Knowledge of searching tools [3] **p. 75 Ex. 31** C. Knowledge of search strategies[4] or how to refine search **p. 30-31 Ex. 12, p. 67 Ex. 29**	☐ ☐ ☐	☐ ☐ ☐	☐ No knowledge ☐ No knowledge ☐ Does not know how to refine search	☐ Knows about library classification system, etc., and how materials are organized ☐ Some knowledge ☐ Knows some strategies	☐ Uses knowledge to focus on searching topic ☐ Knows searching tools and how to use them ☐ Applies all strategies as relevant
4. Applies criteria for evaluating Information **p. 77-78 Ex. 32** A. Relevance **p. 15 Ex. 6** B. Reliability / authority **p. 15 Ex. 6** C. Timeliness **p. 15 Ex. 6 p. 34- 35 Ex. 13**	☐ ☐ ☐	☐ ☐ ☐	☐ Cannot judge relevance ☐ Accepts all information found ☐ Does not check for timeliness	☐ Can judge relevance ☐ Some idea which information is reliable ☐ Checks dates of information found	☐ Can distinguish gradations of relevancy ☐ Questions authority all the time ☐ Selects the most up-to-date information depending on the topic

*   Not Applicable
**   No Evidence
[3]   Searching Tools: (Reference books above,), on-line catalog, library databases, Internet search engines and directories,
[4]   Strategies: Boolean, proximity, nesting, truncation, etc.

Competencies	N/A*	N/E**	Novice	Proficient	Accomplished
5. Follows institutional guidelines which relate to access, information and copyright **p. 39 Ex. 15 p. 40- 43 Ex. 16 (Advanced)**	❑	❑	❑ Has rudimentary understanding of plagiarism	❑ Understands plagiarism, and does not plagiarize; cites sources in proper format	❑ Obtains copyright permission, stores and disseminates text, data, images, and sounds within legal and institutional guidelines
6. Self-Assessment	❑	❑	❑ Identifies major weaknesses, and strengths with assistance	❑ Synthesizes feedback from instructor and integrates with self-assessment	❑ Utilizes self-assessment and feedback to determine means of modifying performance