APPLICATION FOR INFORMATION LITERACY INTENSIVE COURSE DESIGNATION

Information Literacy: Students will learn to identify their information needs, then locate, evaluate, and appropriately integrate information to accomplish a specific purpose. Students will demonstrate the ability to use current technology as well as other research resources to successfully find, and then effectively communicate the information.

Course Proposed: _____Course Number _____
Course Title_____

If this course required a description change for this application, please check here: ____

PROPOSER:

1. Complete the following section and attach documentation (course description, assignments, sample syllabi, performance objectives, and/or other sources of evidence) to show that the course meets all of the necessary criteria. Check the criteria on this form and indicate on your documentation the associated criteria by number.

2. Submit the form, signed by the appropriate department chairperson or program coordinator and the dean in your area, for approval to ElleYarborough, Chair of the Core Academic Skills Committee.

CRITERIA: To meet the IL requirement, a course must meet the following criteria.

_____ 1. The syllabus will require at least one substantial research assignment, such as a research paper, speech, marketing or business plan, or presentation. To assist in the assignment creation process, please see the following library guide https://necc.mass.libguides.com/CASinfolitfacultypack or email a librarian at reference@necc.mass.edu.

The assignment will require the student to:
- Define the scope of a research question or thesis.
- Select a variety of credible sources appropriate to the topic
- Cite all sources ethically in an appropriate style
- Demonstrate an understanding of the research process (for instance, documenting their research process in some way)

_____ 2. One or more assignments will require students to actively engage with evaluating sources for credibility and relevance.

_____3. One or more assignments will require students to make use of NECC library resources, for example: books, electronic books, general and/or subject specific databases.

Students will be required to demonstrate an understanding of the difference between: web sources and library databases, scholarly and popular sources, and/or primary and secondary sources.

NOTE: Criteria 2 & 3 can be met either as a part of the research-based assignment in #1, or as stand-alone assignments at the instructor's discretion.

_____4. Students will meet with reference librarians at least twice. A typical model for in person classes is once during a class session, and a one-on-one librarian/student appointment outside class. 100% online classes may have a library guide that can be embedded in Blackboard and students can set up virtual appointments with librarians. These models are flexible, however, and can be adjusted to meet course needs. Librarians are happy to assist with this process.

Intended Learning Outcomes for Students: Recommended to be included on course syllabi along with any other course-specific outcomes:

Students will have the opportunity to develop knowledge and/or skills concerning the ability to:
      1. Choose a viable research topic and clearly define research goals.
      2. Access needed information effectively and efficiently from a variety of print and electronic sources.
      3. Evaluate information critically, choosing relevant, timely, and authoritative sources.
      4. Use information effectively to produce research projects which accomplish specific purposes required by course instructors.
      5. Use information ethically and legally, citing sources in proper style.

Further Justification/Explanation

If the course description and/or attached documentation do not clearly demonstrate that the proposed course meets all of the criteria for the designation listed on page 1, please provide further explanation here as to how the course fulfills those criteria. Please provide the name and contact information for a faculty member that can answer questions and serve as a point of contact for this application: