**Information Literacy Rubric Cheat Sheet**

**Complete this page and return it to Martie Kaczmarek, OIRA @mkaczmarek@ccsu.edu**

**Faculty Name: Department:**

**Course Name & Number: Academic Year:**

**Number of Artifacts Submitted: Date Submitted:**

**Information Literacy: Does your assignment explicitly address each of the categories below? The categories listed below will be used to score student assignments. Please confirm that your instructions address each category.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Description** | **Yes** | **No** | **Partially** |
| **1. Determine the Extent of Information Needed** | Effectively defines the scope of the research question or thesis. |  |  |  |
| Effectively determines key concepts. |  |  |  |
| The types of information (sources) selected directly relate to concepts or answer research question. |  |  |  |
| **2. Access the Needed Information** | Accesses information using effective, well-designed search strategies and most appropriate information sources |  |  |  |
| **3. Evaluate Information and its Sources Critically** | Thoroughly (systematically and methodically) analyzes own and others' assumptions. |  |  |  |
| Carefully evaluates the relevance of contexts when presenting a position. |  |  |  |
| **4. Use Information Effectively to Accomplish a Specific Purpose** | Communicates, organizes and synthesizes information from sources to fully achieve a specific purpose, with clarity and depth. |  |  |  |
| **5. Access and Use Information Ethically and Legally** | Students use correctly all of the following information use strategies (use of citations and references; choice of paraphrasing, summary, or quoting; using information in ways that are true to original context; distinguishing between common knowledge and ideas requiring attribution) |  |  |  |
| Students demonstrate a full understanding of the ethical and legal restrictions on the use of published, confidential, and/or proprietary information. |  |  |  |

**Supporting Information:**

**Definition -** The ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand. - The National Forum on Information Literacy.