

## 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
<b>1. Determine the Extent of Information Needed</b>	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.			
<b>2. Access the Needed Information</b>	Accesses information using effective, well-designed search strategies and most appropriate information sources			
<b>3. Evaluate Information and its Sources Critically</b>	Thoroughly (systematically and methodically) analyzes own and others' assumptions.			
	Carefully evaluates the relevance of contexts when presenting a position.			
<b>4. Use Information Effectively to Accomplish a Specific Purpose</b>	Communicates, organizes and synthesizes information from sources to fully achieve a specific purpose, with clarity and depth.			
<b>5. Access and Use Information Ethically and Legally</b>	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.