# The Information Literacy Project

**Brought to you by  
University Libraries and UT Online  
at The University of Toledo**

**Librarian**: Elaine Reeves, MLIS, MA, BA

**Office Hours**: By Appointment

**Office Location**: Carlson Library

**Office Phone**: 419-530-2868

**Email**: Elaine.Reeves@utoledo.edu

**Term**: Ongoing

**Class Location/Times**: Online

**Course Website**: [Blackboard Learn](https://blackboard.utdl.edu/)

**Instructor’s Website**: [Elaine’s Staff Profile](http://www.utoledo.edu/library/info/dir/ereeves.html)

## COURSE OVERVIEW

The Information Literacy Project is a course designed by UT Libraries and UT Online to teach students the essential information literacy skills that will be valuable throughout their college career. In this course, students will learn how to effectively find and use information and increase their research abilities. The Information Literacy Project is composed of six individual modules that discuss topics ranging from the basics of retrieving information, to utilizing effective search techniques, to evaluating sources for usefulness and quality.

## COURSE OBJECTIVES

Upon completion of this course, students will be able to:

1. Identify the extent of information needed for academic research.
2. Retrieve the needed research information effectively and efficiently.
3. Evaluate research information and research sources critically.
4. Use research information effectively to accomplish a specific academic purpose.
5. Describe the social issues surrounding the use of research information, and access and use the information ethically and legally.

## COURSE TEACHING STRATEGIES

This fully online course is designed to stimulate student learning through the self-paced delivery of online readings, streaming video with audio, and independent practice activities. No-campus, real-time, or face-to-face meetings are required.

## PREREQUISITES

None

## REQUIRED TEXTBOOK

There is no required textbook for this course. All reading materials are available in Blackboard. Students are encouraged to seek clarification of the reading materials and other resources at any time.

### ACADEMIC DISHONESTY

Students are responsible for knowing what constitutes academic dishonesty. Please read [The University’s Policy Statement on Academic Dishonesty](http://www.utoledo.edu/dl/students/dishonesty.html).

### COPYRIGHT NOTICE

UT faculty are free to use the modules to supplement learning experiences within their own courses, specifically when it comes to research, writing, and using library resources with proficiency.

## AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. In accordance with the ADA and university policy, if you have a documented disability and require accommodations to obtain equal access in this course; please contact the librarian to discuss any necessary accommodations. Please contact the [Office of Student Disability Services](http://www.utoledo.edu/offices/student-disability-services/) for verification of eligibility at 419-530-4981 (voice) or 419-530-2612 (TDD).

## **GENERAL ACCESSIBILITY STATEMENT ON COURSE TECHNOLOGY**

In conjunction with The University’s commitment to ensuring equal access to all technology-based information, this course contains technologies that learners can use regardless of age, ability, or situation. The course’s platform, [Blackboard Learn](http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx), is a certified web-accessible platform, satisfying Level AA conformance criteria of Web Content Accessibility Guidelines (WCAG 2.0). External sites used in the course, such as [UT LibGuides](https://blackboard.utdl.edu/bbcswebdav/courses/QMRS15/VPAT_LibGuides-v2.pdf), are compliant with Section 508 standards, and the media players used in the course support closed captioning, are keyboard operable, and compatible with screen reading software.

If any accommodations beyond what is provided are needed for equal access to any of this course content, please contact the instructor as soon as possible.

MODULE LAYOUT   
There are six learning modules in the course. Each module begins with an introduction, followed by measurable learning objectives, and a series of independent reading and learning activities, including a "Check My Understanding" quiz that allows you to double-check your learning and understanding of the information presented. At the end of each module, an optional active learning activities and a list of references are provided as additional learning opportunities or extensions. Students who would like to complete these optional active learning activities may email the course librarian for assignment feedback. The course librarian will typically respond to email with 24 to 48 hours.

## GRADING POLICIES

Currently, the course is not offered for credit. The Project is available for all UT students to use on a voluntary basis. However, faculty members do have the option of downloading the modules into their courses and using the quizzes and optional active learning activities for grading purposes.   
  
The “Check My Understanding” quizzes at the end of each module do not reflect a grade for course credit, but do provide immediate feedback that will allow students to evaluate their own understanding as they go through each module. There is also a non-graded preview quiz that can be taken before you begin the modules, and a non-graded graded summary quiz that can be taken after the modules are complete. “Check My Understanding” quizzes can be taken multiple times until the student is satisfied with their own level of understanding.

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| --- | --- |
| **Practice Activity** | **Total Points** |
| Non-Graded Preview Quiz | -- |
| **Module 1 Quiz** | **30** |
| *Module 1 Optional Active Learning Activity* | **--** |
| **Module 2 Quiz** | **30** |
| *Module 2 Optional Active Learning Activity* | **--** |
| **Module 3 Quiz** | **30** |
| *Module 3 Optional Active Learning Activity* | -- |
| **Module 4 Quiz** | **30** |
| *Module 4 Optional Active Learning Activity* | -- |
| **Module 5 Quiz** | **30** |
| *Module 5 Optional Active Learning Activity* | -- |
| **Module 6 Quiz** | **30** |
| *Module 6 Optional Active Learning Activity* | -- |
| Non-Graded Summary Quiz | -- |
| **Total Possible Points** | **180** |

A set of optional active learning activities is provided at the end of each module. These activities are designed to help students actively engage with the material, and to practice their information literacy skills in an applied setting. Although these activities are not graded, students can email [Elaine.Reeves@utoledo.edu](mailto:Elaine.Reeves@utoledo.edu) in order to receive guidance and direct feedback about their performance on each activity.

## COMMUNICATION GUIDELINES In this self-paced course, students will have the opportunity to communicate via email, chat, and discussion:

## Email:

If you are having trouble understanding any aspect of this course, please contact me at [Elaine.Reeves@utoledo.edu](mailto:Elaine.Reeves@utoledo.edu). I am eager to be of help, and will typically respond to email within 24 to 48 hours.

### Chat:

A link to a real-time communication or **chat** tool has been added to the Course Menu. We will not be using this tool as part of our course activities; however, the tool is available for you to use if and when you need it. To that end, I would be happy to arrange a time to meet with you in a chat room if you feel that you have questions that would best be answered in real-time. Conversely, you could also use the tool to meet with fellow students online in order to enhance your understanding of course concepts.

### Discussion:

A link to an “Introduce Yourself” discussion forum has been added to the Course Menu. We will not be using this tool as part of our course activities; however, you are encouraged to use this space to introduce yourself to me and other participants in the course.

### Netiquette:

It is important to be courteous and civil when communicating with others. Students taking online courses are subject to the communication regulations outlined in the Student Handbook. To ensure your success when communicating online, take time to familiarize yourself with the “dos" and "don'ts" of [Internet etiquette](https://www.utoledo.edu/dl/students/netiquette.html).

## TECHNICAL SKILLS

To succeed in this course, it will be important for students to possess the following technical skills:

1. Open, close, and save electronic files.
2. Copy, paste, and use a URL or web address.
3. Download and install programs and plug-ins.
4. Send and receive email with attachments.
5. Locate and access information using a web search engine.
6. Use a learning management system.

## TECHNOLOGY REQUIREMENTS

### Browser Check Page

Students will need to have access to a properly functioning computer in order to successfully complete the course. [The Browser Check Page](http://www.utoledo.edu/dl/helpdesk/browser-check.html) will enable you to perform a systems check on your browser, and to ensure that your browser settings are compatible with [Blackboard](https://blackboard.utdl.edu), the learning management system that hosts this course.

### Software

Student computers need to be capable of running the latest versions of plug-ins, recent software and have the necessary tools to be kept free of viruses and spyware. The computer needs to run the following software, available in the [UT Online Download Center](http://www.utoledo.edu/dl/main/downloads.html).

* Word Processing Software
* Adobe Acrobat Reader
* Java Plugin Console
* Adobe Flash Player
* Google Chrome Browser - **Recommended**

### Internet Service

High-speed Internet access is recommended, as dial-up may be slow and limited in viewing information and completing practice activities. This course does contain streaming audio and video content.

### UT Student Labs

A list and schedule for on-campus computer labs is available on the [Open Lab for Students](http://www.utoledo.edu/it/CS/Lab_hours.html) webpage.

### UT Virtual Labs

Traditionally, on-campus labs have offered students the use of computer hardware and software they might not otherwise have access to. With UT's Virtual Lab, students can now access virtual machines loaded with all of the software they need to be successful using nothing more than a broadband Internet connection and a web browser.

The virtual lab is open 24/7 and 365 days a year at [VLAB: The University of Toledo's Virtual Labs](http://www.utoledo.edu/it/VLab/Index.html).

## TECHNICAL SUPPORT Please visit the [Browser Check Page](http://www.utoledo.edu/dl/helpdesk/browser-check.html) to tune up your browser for the course.

**\*\*If you encounter technical difficulties with Blackboard, please contact the** [**UT Online Help Desk**](http://www.utoledo.edu/dl/helpdesk/index.html)**\*\*** at (419) 530-8835 or [utdl@utoledo.edu](mailto:utdl@utoledo.edu). The Help Desk offers extended hours in the evenings and on weekends to assist students with technical problems. When calling after hours, leave a detailed message, including your Rocket Number and phone number, and a UT Online staff member will respond on the next business day.

**\*\*Technical questions related to on-campus Internet access, virtual labs, hardware, software, personal website hosting, and UTAD account management can be directed to UT’s** [**IT Help Desk**](http://www.utoledo.edu/it/CS/HelpDesk.html)**\*\*** at (419) 530-2400 or [ithelpdesk@utoledo.edu](mailto:ithelpdesk@utoledo.edu).

**\*\*Technical questions related to UT’s Library Catalogue, UTMOST, UT LibGuides, OhioLINK, and other online journals and databases can be directed to Carlson Library staff\*\*** at (419) 530-2324 or the [Ask a Librarian](http://libraryh3lp.com/chat/carlsonref@chat.libraryh3lp.com?skin=14883) chat tool.

## TECHNOLOGY PRIVACY POLICIES

This course will use tools that will require learners to create an account with a username and password. To safeguard your account on each platform, please make note of the following privacy policies:

* [UT IT Responsible Use Policy](http://www.utoledo.edu/policies/administration/info_tech/pdfs/3364_65_05.pdf)
* [YouTube Privacy Policy Guidelines](https://www.youtube.com/static?template=privacy_guidelines)
* [SpringShare LibApps Privacy Policies (LibGuides)](http://www.springshare.com/privacy.html)

## LEARNER SUPPORT

The University of Toledo offers a wide range of academic and student support services that can help you succeed:

### Student Disability Services

[Student Disability Services](http://www.utoledo.edu/offices/student-disability-services/index.html) provides accommodations and support services to students with disabilities.

### eLibrary Services Portal

The [eLibrary](http://www.utoledo.edu/dl/students/elibrary.html) is a customized gateway to UT Libraries for online students. It was designed to help you locate the best online library resources without leaving Blackboard.

### Counseling Center

[The Counseling Center](http://www.utoledo.edu/studentaffairs/counseling/) is the University's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services. The Counseling Center staff provide counseling (individual and group), mental health and wellness programming, and crisis intervention services to help students cope with the demands of college and to facilitate the development of life adjustment strategies.

Military Service Center   
UT’s [Military Service Center](https://www.utoledo.edu/call/military/index.html) recognizes the sacrifices of our service members and their families and is dedicated to helping them achieve continued success in life. They provide accessible educational and degree completion opportunities and a wide range of customized support services, including educational benefit processing, mentoring, advocacy, and networking.

### Services for Online Students

Knowing what to do, when to do it, and who to contact can often be overwhelming for students on campus - even more so for distance learners. Visit the [Resources for Current Students](https://www.utoledo.edu/dl/students/index.html) webpage to learn more about the wide range of services for online students.