

The
Information Literacy Assignment
(ILA)



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For More Assistance

Your Library Coordinator is happy to provide you with assistance in

- formulating assignments
- suggestions as to appropriate resources
- guidance in APA format

In the library, you, and your students will find a variety of helpful hand-outs on

- electronic resources
- APA style
- other helpful topics

The Information Literacy Assignment

Introduction and Goals of the Information Literacy Assignment (ILA)

The ILA is an opportunity for students to display the knowledge they have gained and demonstrate their research and critical thinking skills. The ILA can take many forms depending on the class; however, the goals of the ILA remain constant from class to class:

- 1) Students are able to conduct academic research using hard-copy material, electronic information resources, and general search engines. Students are able to evaluate sources, particularly online sources, for validity, reliability and applicability.
- 2) Students are able to evaluate and synthesize their research into coherent arguments and/or reports. Students are able to share their knowledge gained with colleagues (other students), if asked.
- 3) Students have an understanding of APA formatting, particularly citing sources appropriately.

Instructors must ensure students are aware of the research process:

- 1) Choosing a topic
- 2) Conducting research and evaluating results
- 3) Synthesizing the research and creating an outline of how the research is to be presented
- 4) Communicating the information via the appropriate format (paper, memo, presentation, etc)

Instructors may choose one, or allow students to choose one, of many possible assignment options. Depending on the goals and content of the class, some forms of the ILA may not be appropriate, while others may be more appropriate.

The following pages contain information about each of the different suggested ILA assignment options.

What Does the ILA Look Like?

Here are twelve assignment options for an ILA. We recognize that there may be others that are appropriate. Please let us know if you have something that works for your class so we can include it here. Our assignment options include:

- Annotated Bibliography
- Brochure
- Compare and Contrast Report
- Detailed Outline
- Focused Report
- Memo
- Newsletter
- Persuasive Speech
- Presentation
- Portfolio with Reflection
- Poster
- Research Paper

Compare and Contrast Report

The Compare and Contrast Report of 2-3 pages (NOT including title page, abstract, references page, and any appendices) may be deployed. The student is assigned to conduct research on two or more concepts or applications (e.g., software solutions, hardware solutions, medical treatments, etc.) and then to express the benefits and deficits of the two or more concepts then describe under which circumstance each would be most effective. The report should follow the APA format.

Focused Report

The Focused Report is a short report of 2-3 pages (NOT including title page, abstract, references page, and any appendices) on the topic(s) selected by the instructor designed to cause the student to do research on the topic(s) or and provide detailed analysis on a specific topic or a synthesis of multiple topics. The report should follow the APA format.

The Research Paper

This is the most traditional option for the ILA. For this ILA students are to produce a 3-5 page (NOT including title page, abstract, reference page, and any appendices) research report. The topic of this paper is up to the instructor. Instructors may choose a topic or allow students to choose their own within general or specific parameters. The research paper allows students to further investigate any topic (with instructor permission) from within the course curriculum. In general, allowing students to choose a topic, with specific or general parameters, will increase interest in the assignment. The report should follow the APA format.

Sample Paper

A sample formatted paper is available. You, and your students, can find the sample paper in the **Tools** section of the Charter College Virtual Library accessed through Portal (Tools – Tutorials - APA Tutorial). There is also a WORD 2010 template available.

Brochure

The topic of the brochure is up to the instructor. Instructors may choose a topic or allow students to choose their own within general or specific parameters. The brochure allows students to further investigate any topic (with instructor permission) from within the course curriculum. In general, allowing students to choose a topic, with specific or general parameters, will increase interest in the assignment.

The student must include an APA formatted title page and a reference page on where the research was conducted in APA format. References should include sources for words and images.

Memo

Students are assigned to conduct research on a topic (e.g., a medical technique, new software, or the advantage of a specific air conditioner) and then write a memo (approximately 200 words) providing information on the research. The memo should follow industry standards and the student must include an APA formatted title page and a reference page on where the research was conducted in APA format.

Newsletter

Many adults are called upon in their jobs or other organizations to produce a newsletter. The newsletter allows students to further investigate a number of topics (with instructor permission) from within the course curriculum. Along with the Newsletter, students should submit a Title Page and a References page in American Psychological Association (APA) formatting. References should include sources for both words and images. Suggested length is two-page (two-sided) 2-column or 3-column newsletter that includes a WordArt title; 1-2 small pictures or clipart (size of a large postage stamp) with text wrap-around on the picture and a Dropcap.

Persuasive Speech

This option is required by the curriculum materials for ENG 101, but other classes may use it as well. The persuasive speech consists of a written and an oral aspect. Rather than only investigating a topic, students are required to have a position on an issue. All evidentiary support (quotes, statistics, etc.) must be cited in APA format.

The speech is to consist of an APA formatted title page, a transcript of the speech, and an APA formatted page of references. The instructor may determine length.

Portfolio with a Reflection Page

For classes in which literature reviews are conducted consistently throughout the module, this is an excellent option for the ILA. For this students are to gather all revised assignments, put them in order from least to most recent, and write at least one page reflecting on what they have learned, how their thinking might have changed, and how they intend to apply the knowledge they have gained during the course.

The portfolio consists of an APA formatted title page, the reflection, the revised assignments with APA citations and references, and a complete APA formatted list of references.

Poster

The topic of the poster is up to the instructor. Instructors may choose a topic or allow students to choose their own within general or specific parameters. The poster allows students to further investigate any topic (with instructor permission) from within the course curriculum. In general, allowing students to choose a topic, with specific or general parameters, will increase interest in the assignment.

Along with the poster, students should submit a Title Page and a References Page in American Psychological Association (APA) formatting. References should include sources for words and images.

Presentation

The presentation is very similar to the research paper option; however, the final product is a PowerPoint presentation, not a written paper. In general, each paragraph from the paper (for introduction and conclusion) or each “Statement of Organization” will be one PowerPoint slide. All evidentiary support (quotes, statistics, etc.) must be cited in APA format. Students must submit an APA formatted title page and an APA formatted References Page. References should include sources for words and images.

Sample Turn-In for Brochures, Posters, Memos, Presentations, etc.

A sample formatted Turn-In is available. You, and your students, can find the sample Turn-In in the **Tools** section of the Charter College Virtual Library accessed through Portal (Tools – Tutorials - APA Tutorial). There is also a WORD 2010 template available.

Annotated Bibliography

The topic of the annotated bibliography is up to the instructor. Instructors may choose a topic or allow students to choose their own within general or specific parameters. The annotated bibliography allows students to further investigate any topic (with instructor permission) from within the course curriculum. In general, allowing students to choose a topic, with specific or general parameters, will increase interest in the assignment. The annotated bibliography is to consist of an APA formatted title page, and APA citations with annotations. The instructor may determine the number of citations required.

Sample Turn-In for Annotated Bibliography

A sample formatted Turn-In is available. You, and your students, can find the sample Turn-In in the **Tools** section of the Charter College Virtual Library accessed through Portal (Tools – Tutorials - APA Tutorial). There is also a WORD 2010 template available.

Detailed Outline

The Detailed Outline is an outline of a topic broken into logical subsets. The student must include an APA formatted title page and a reference page on where the research was conducted in APA format.

Sample Turn-In for Detailed Outline

A sample formatted Turn-In is available. You, and your students, can find the sample Turn-In in the **Tools** section of the Charter College Virtual Library accessed through Portal (Tools – Tutorials - APA Tutorial). There is also a WORD 2010 template available.