Information Literacy Portfolio
IDS 105 – Spring 2006

Revised on 3-23-06

The purpose of this project is to teach you how to conduct research on a topic, choosing a variety of appropriate and reliable sources. You will incorporate your findings into a final paper, citing (giving credit to) the sources you used, using a prescribed standard format. At the end of the course, you should be able to find books in the CCC library catalog, find articles using CCC Information databases and locate reliable websites, using evaluation techniques.

This project will be presented with the help of CCC Librarians in 2 class sessions. **It will be worth 20% of your final grade, of which 10% will be given for your bibliography and 10% for your final paper. Turn in your bibliography and information literacy search sheets by April 18 The due date for your paper is May 2. The following steps will help you begin the research project.**

PART 1: CHOOSE A TOPIC—OPPOSING VIEWPOINTS
Using the Information Databases link from the library web page, select Opposing Viewpoints and pick a topic of interest to you, This database has two opposite points of view on topics, such as euthanasia, the death penalty, medical use of marijuana, gays in the military, etc. **All students will pick a different topic. Discuss the topic selection with your instructor, who will approve the topic. Please see your instructor for the topic sign up sheet.**

Opposing Viewpoints Resource Center

You are to choose an aspect of your topic and describe **one or both** of its opposite viewpoints in your paper. To get started, write a topical question to focus your research. (This question can also serve as the title of your paper.) Identify the main concepts or keywords in your question, then think of 2 or 3 more related concepts to serve as keywords. These keywords will be essential to finding relevant information quickly as you research your topic in Part 2. Your Library instructor will demonstrate this process. **You cannot pick the main topic or related keywords that will be demonstrated in the library session.**

For example:
Topic: euthanasia
Question: Is euthanasia to relieve suffering morally acceptable?
Keywords: euthanasia, suffering, moral, ethical, right to die

> → **Submit your topic, question, and keywords (on a piece of paper) to your instructor for approval before proceeding.**
> →

PART 2: CONDUCT LIBRARY RESEARCH ON YOUR TOPIC

→ **IMPORTANT:**
As you find information in books or online:
- **Always remember to gather all necessary citation information for the sources you use.** Your instructor will explain what information is needed.

- **For each source (book, article, and website), write a 2 or 3 sentence summary of the most important facts, points or arguments contained in that source.**

You will need this information when citing your sources in your Bibliography, described below.

→ Use your topic **KEYWORDS** to conduct the following information searches. Your instructor will demonstrate online searching techniques for books, articles and web sites.

You will be required to fill out an Information Literacy Search Sheet for this project. You will be given this sheet and an example at the first library session.

Find reference materials for background information on your topic.

Locate one reference book using the CCC library catalog **or** one online reference source, such as from Encyclopedia Britannica. Reference books must be used in the library. The CCC library catalog is located on the library home page. Encyclopedia Britannica is located on the library's Information Databases web page. Printout the reference book entry using the library catalog and attach it to your information literacy search sheet. If you use the encyclopedia, print out the entry from Encyclopedia Britannica and attach it to your information literacy search sheet. Include either the reference book **or** the encyclopedia entry in your bibliography.

Find non-reference or circulating books using the CCC library catalog.

A CCC Library catalog search for books on your topic will likely yield books containing both background and in-depth information, and you will need both types of information for your paper. Non reference or circulating book may be borrowed to take home. The CCC library catalog is located on the library home page. **Remember to attach copies of the printout from the catalog for the book you found.** Include the book in your bibliography.

Find articles on your topic

Books often do not contain the most recent information. For current topics, journal articles are a good source of information. Use one of CCC Library's <u>Information Databases</u> to **find 2 articles pertaining to the differing viewpoints on your topic. The articles should be more than two pages long. →Include the article citations for your 2 articles in your Bibliography. Remember to attach copies of the journal articles you used.** You may find the following databases useful:

Academic Search Premier
Infotrac OneFile

Health Source

Find information on the Internet

Using the **KEYWORDS** for your topic, use a search engine to research your topic on the Internet. The more keywords you include in your search, the more relevant the "hits" will be to your research. You may have to try various combinations of keywords to find information helpful to you. Here are two well-known Internet search engines:

GOOGLE
YAHOO

- →**Find one reliable and one non-reliable website and include them in your Bibliography. Remember to attach the first page of the websites, which includes the Internet address.**

But---**how do you decide which websites** to choose among the many shown in your results list? The following will help you understand how to evaluate a website.

Evaluate what you find on the Internet

The Internet is a vast resource for information. It is self publishing, meaning anyone can (and often does) post a website. Different sites exist to inform, sell, advertise, persuade, entertain, and report research. Since you are researching a topic involving two opposite points of view, your Internet search results will include websites supporting one point of view over the other. It is up to you to determine if the owner or publisher of the website is qualified to speak with authority on your topic and if information found on the site is reliable. Remember, there are two legitimate opposite viewpoints on your topic. You will most likely discover that each viewpoint is supported by authoritative, reliable sources.

The following guide will help you determine which websites are suitable sources to use in your research. This guide is available on the library web page.

Five Criteria for Evaluating Web Pages

Bibliography

The library sessions will discuss the following:

What is a bibliography?

Why you have to include a bibliography in a paper.

You will be provided with examples of bibliographies.

The format of the bibliography must be in the MLA format of the booklet provided to you in class. Additional copies may be obtained in the library. An electronic version of the MLA format is also on the library web page.

PART 3: FINAL PAPER

You have conducted research, using appropriate and reliable sources, to gather information on your topic from books, articles, and websites. **Write a 2-4 page paper describing your opinion on your topic.** If you use a direct quote from a book, article, or website, make sure you put quotation marks around it.

Your paper must include the following:

- **Your opinion of the topic you chose.**
- **Are there specific authors, of books or journal articles you agree or disagree with?**
- **Were the Internet sites helpful for your research? Why or why not? Use your website checklist to answer this.**
- **Your paper must have a bibliography or work cited page that tells what sources you used, such as books, articles and websites.**

Format of Final Paper:

- Electronic Word Document (such as MicroSoft Word)
- Double-spaced
- Default Word Document margins (usually about an inch)
- **Page one** of your Word Document is a **cover page** which includes **the title of your paper (your topic question), your name, course number, instructor's name, and due date.**

To receive full credit for this project, you must
- **Submit and receive approval for your topic, question, and keywords before beginning your research.**
- **Submit your Bibliography (on paper or by E-mail) by the due date your instructor assigns.**
- **Submit your Information Literacy Search Sheet to your course instructor.**
- **You must also include copies of the journal articles you found, printouts of the book titles from the library catalog, and the first page of the websites, which includes the Internet address.**