

## **Guidelines for Assignments - to be used for Information and Technology Literacy Assessment**

### **Assignments That Work:**

Choose the content for an assignment based on your own teaching goals and student learning outcomes that relate to information literacy and technology.

### **Research Papers:**

If giving a research paper as an assignment, provide students with some topic ideas. Some instructors provide a focus for student research papers, such as “The Cuban Missile Crisis” for a history class. Encourage students to focus individual topics more specifically, and assist them with the process of narrowing a topic. Topic selection is a key to success in writing a research paper, and lower division students may need more guidance in this area than upper division students.

Primary and secondary sources are used in many different fields, and lead students to evaluate and analyze the sources they are using. In order to introduce students to a broad range of printed and electronic resources, consider having a librarian provide a library instruction session focusing on electronic and printed sources useful for the class assignment. After students have submitted a list of preliminary sources, help them assess the sources for bias or point of view.

### **Analysis is a Key for Developing Information Literacy:**

Develop assignments that direct the students to analyze the information for a particular context, problem solution, audience, or purpose. (Example, rather than telling students to write about one of the ancient Greek gods of mythology, explain that the purpose of the report is to develop a museum display). The particular context given to students will allow them to critically think about how their reports should be argued and presented.

### **Projects Are Important Ways for Collaborative Learning and Synthesis:**

Use project-centered, problem-centered, or debate assignments for individual and group projects. If using a group assignment, make clear distinctions about which individual student is responsible for which question or portion of the project. Students should understand that their role is to gather information to be used by the group as a whole for a common purpose. Assign one student to be the facilitator whose role is to synthesize the individual students’ information into a final report and presentation. Their role should include monitoring the quality of each individual’s information and bringing the group to a consensus decision.

Use assignments that allow the use of multiple information sources – primary and secondary. Use assignments that allow for creative selection of the report and presentation medium.

### **Scientific Methods Work:**

For the sciences, an assignment that makes use of the scientific method, including purpose, hypothesis, data collection, data analysis, and conclusions is appropriate. Making use of a variety of information technologies for analysis is useful as well.