

**Information Literacy, Spring 2025**

|  |  |
| --- | --- |
| **Course:** GENE 101-01 and 02  **Course Title:** Information Literacy  **Class Meeting Time and Location:**  GENE 101-01: T: 11:00 am-12:40 pm, B205  GENE 101-02: R: 11:00 am-12:40 pm, B205 | **Instructor**: Rita W. El-Haddad, Ph.D.  **Office Location:** Sciences Building, A313  **Office Phone:** 1802040 ext. 3222  **Email**: relhaddad@auk.edu.kw  **Office Hours**:  Sundays: 9:00-9:45 am and 11:15 am-2:00 pm  Tuesdays and Thursdays: 9:00-9:45 am and 1:30-2:00 pm, or by appointment |

**AUK Mission Statement:**

The American University of Kuwait is a liberal arts institution dedicated to teaching, learning, and scholarship. The University offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment that encourages critical thinking, effective communication, personal growth, service, and leadership.

**College Mission Statement:**

The College of Arts and Sciences (CAS) is committed to cultivating lifelong learning that empowers students to pursue technical competency in professional fields, self-awareness, a sense of civic and moral responsibility, and a breadth of vision in the tradition of liberal arts education. The College offers quality undergraduate programs leading to a bachelor’s degree.

**Catalog Course Description:**

In this course, students will learn about basic principles of information literacy and how to apply this knowledge in scholarly research. Students will develop their strategic searching skills to retrieve both scholarly and non-scholarly sources as well as to evaluate their credibility. This class will have an emphasis on using library resources as well as the open web. Students will apply these skills in the classroom and also study case-studies exemplifying the concepts described in the classroom.

**Course Learning Outcomes:** Upon successful completion of the course, students will be able:

|  |  |
| --- | --- |
| **Course Learning Outcomes (CLOs)** | **Corresponding General Education Learning Outcomes (GELOs)** |
| 1. Identify the difference between scholarly and non-scholarly sources. | GELO 3: Critical Analysis and Reasoning; GELO 4: Information Literacy |
| 1. Determine which search tools and types of sources are relevant depending on the type and scope of research to be conducted. | GELO 3: Critical Analysis and Reasoning; GELO 4: Information Literacy; GELO 10: Digital and Technological Literacy |
| 1. Locate and use different search tools available through the open web and the AUK Library Catalog to retrieve specific types of sources. | GELO 4: Information Literacy; GELO 10: Digital and Technological Literacy |
| 1. Assess the credibility, relevance, and bias of sources that are retrieved through searches. | GELO 2: Integrative reasoning; GELO 3: Critical Analysis and Reasoning; GELO 4: Information Literacy |
| 1. Identify elements of a citation and write reference lists according to the appropriate citation style | GELO 4: Information Literacy; GELO 8: Written Communication |
| 1. Identify how to respect intellectual property rights and adhere to guidelines for fair use. | GELO 2: Integrative reasoning; GELO 3: Critical Analysis and Reasoning; GELO 4: Information Literacy; GELO 12: Social Responsibility |

**Course Delivery/Methodology:**

For this course, we will be meeting in person. Course material and assessments will be posted on Moodle and/or given out in class. All assignments done in class must be submitted as hard copy. You will be completing the following evaluations for this course: in-class worksheets, homework, quizzes, and exams. To successfully complete this course, you need to attend regularly, finish readings, and complete all assignments by the posted due dates and times.

**Required Textbook/Required Readings:**

The Information Literacy User’s Guide. (2014). Edited by Greg Bobish and Trudi Jacobson. The State University of New York Open Textbooks. **This book is open access and available for free** – please click here: <https://knightscholar.geneseo.edu/cgi/viewcontent.cgi?article=1018&context=oer-ost>

**Supplemental Resources (optional):**

1. Foundations of Information Literacy

<https://ebookcentral.proquest.com/lib/auk-ebooks/detail.action?docID=30604919>

1. Academic Writing Library Guide (AUK Library Guide)

<https://libguides.auk.edu.kw/writing>

1. Foundations of Information Ethics

<https://auk.on.worldcat.org/oclc/1112153029>

1. Information is power (Video)

<https://auk.on.worldcat.org/oclc/1000197863>

1. Respecting Intellectual Property Online (Video)

<https://auk.on.worldcat.org/oclc/1081438524>

1. How to detect fake news in times of pandemic? (News Article)

<https://auk.idm.oclc.org/login?url=https://advance.lexis.com/api/permalink/9e18bbc0-4076-436f-984f-b52689d44154/?context=1516831>

1. Biased Credibility and Sharing of Fake News on Social-Media: Considering Peer Context and Self-Objectivity State (Article)

<https://auk.on.worldcat.org/oclc/9377715068>

1. Fake News and Alternative Facts: Information Literacy in a Post-Truth Era

https://auk.on.worldcat.org/oclc/1048398514

1. Mendeley (Referencing Tool)

<https://www.elsevier.com/solutions/mendeley>

1. Developing information literacy skills: a guide to finding, evaluating, and citing sources

<https://auk.on.worldcat.org/oclc/1337066860>

1. Informed societies: why information literacy matters for citizenship, participation and democracy

<https://auk.on.worldcat.org/oclc/1138677383>

**Evaluations and Grading:**

|  |  |  |
| --- | --- | --- |
| **Evaluation Type** | **Weight** | **CLO** |
| In-Class Worksheets (Groups) | 15% | CLOs 1, 2, 3, 4, 5 |
| Homework (Groups) | 15% | CLOs 2, 3, 4, 5 |
| Quizzes | 20% | CLOs 1, 2, 4, 5, 6 |
| Exams | 50% | CLOs 1, 2, 4, 5, 6 |
| **Total** | **100%** |  |

**💡 In-Class Worksheets:**

Engage and Think in Class: Our class time will include discussions and activities related to our information literacy topics. You will work in groups and learn from others. These activities are designed to make you apply what we're learning and to help everyone understand the topics better. You can choose your own groups for the In-Class Worksheets.

📚 **Homework:**

Team Learning for Different Concepts: You will work in groups to complete a specific assignment for different topics that we cover. For the first few topics you will be assigned a group and after that you can choose your own groups. Only one member must submit the completed assignment for the group, but make sure all names are included. You can share the grade as a group or be graded individually based on your contributions.

**✅ Quizzes:**

Check Your Understanding: Quizzes are given to see how well you understand the material from each topic. These quizzes are completed to check your understanding of the material and to prepare you for the exams.

⏳ **Exams**:  
Demonstrate Your Mastery: Exams will assess your overall understanding and mastery of the topics covered in class. These will be comprehensive assessments to ensure you've grasped key concepts and can apply what you've learned throughout the course.

**AUK Official Grading Scale:**

|  |  |  |
| --- | --- | --- |
| **Letter Grade** | **Percentage** | **University Points** |
| A | 94-100 | 4.0 |
| A- | 90-93 | 3.7 |
| B+ | 87-89 | 3.3 |
| B | 84-86 | 3.0 |
| B- | 80-83 | 2.7 |
| C+ | 77-79 | 2.3 |
| C | 74-76 | 2.0 |
| C- | 70-73 | 1.7 |
| D+ | 67-69 | 1.3 |
| D | 64-66 | 1.0 |
| D- | 60-63 | 0.7 |
| F | 0-59 | 0.0 |

**AUK Attendance Policy:**

The American University of Kuwait recognizes that class attendance is an important element of students’ classroom success. Students are expected to attend all classes, laboratories, and/or required fieldwork. Because excessive absences prevent students from receiving full course benefits and disrupt orderly course progress, AUK has established the following policy on class attendance. Any student who misses more than 15% of class sessions of any course during a semester should expect to fail, unless s/he submits documented evidence to the course instructor of inpatient medical care, death of an immediate family member, academic instructional activities, or national athletic activities. If excused, students are required to satisfy all coursework due or assigned during their absence as determined by the course instructor. If a student does not submit documented evidence for her/his absence exceeding the limit, it is the student’s responsibility to withdraw from the course by the specified deadline, as indicated on the academic calendar. Students who withdraw from a course receive a grade of “W”. Students who do not withdraw from a course nor submit supporting documents for excessive absences will receive a grade of “FN” (failure for non-attendance).

**Code of Academic Honesty and Integrity**:

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of academic, personal and social conduct and to take full responsibility for their individual and collective action. Such regulations are found in the American University of Kuwait Catalogue, Student Handbook, and the AUK website at [www.auk.edu.kw.](http://www.auk.edu.kw/) Any question of interpretation regarding the code of academic honesty and Integrity shall be reported to the appropriate academic dean. The Code shall be reviewed annually at the discretion of the academic deans. Any student or student organization found to have committed the cited violations or misconduct, either on or off campus, is subject to the disciplinary sanctions outlined in adjudication procedures. Plagiarism, cheating, and other forms of academic dishonesty will result in failure on the evaluation or assignment or potentially failing the course.

**🚫 Plagiarism:**

Plagiarism is when someone tries to pass off another person's work as their own. This can happen whether the original work has been published or not. Examples of plagiarism include using someone else's words or ideas without proper citation, submitting a paper you bought or found online as your own, and claiming another's academic work as yours. It's crucial to always acknowledge your sources and present your own, original thoughts in your work.

**📝 Cheating:**

Cheating involves dishonest practices in your academic work. This includes copying assignments from others, collaborating on work not approved for group effort, looking at someone else's answers during an exam when not allowed, and sharing answers or work with others to copy. Cheating undermines the integrity of our academic environment and will not be tolerated.

**💡 Generative AI Usage Policy:**

In our course, I encourage the responsible use of AI tools, like CoPilot, Perplexity, ChatGPT, and others, for completing assignments. However, it's important to clearly state when you're using these tools in your submissions. We will provide guidelines on how to appropriately credit the use of AI in your work, ensuring transparency and academic integrity.

**Academic Support:**

The Writing and Tutoring Center (WTC) focuses on empowering students to become independent and successful learners by developing their literacy skills, enhancing their understanding, and helping them improve their academic and study skills. WTC offers tutoring and writing consultations to all AUK students, and collaborates with academic departments to continuously develop more effective learning support and classroom workshops. WTC also works with faculty and other support units on campus to recognize and respect the rights and equality of all who seek assistance. Students can schedule appointments through the TutorTrac online appointment system, or they can drop in for assistance. The center also uses various digital platforms to conduct online operations.

**Disability Accommodations:**

AUK provides equal and inclusive educational environment in order to enable all students to meet and perform requisite academic standards and to participate in the opportunities and activities of its community. If you believe you can benefit from accommodations for a learning, physical, or mental health disability, [click here to book a session through the Counseling Center/Disability Services Booking Page,](https://outlook.office365.com/owa/calendar/AUKCounselingCenter@aukmail.onmicrosoft.com/bookings/s/M9S9QHYoOk6pT9HpV85mMw2) to ask about disability services at AUK, initiate an accommodation plan, or receive disability services. You can also email counseling@auk.edu.kw if you need assistance in booking a session.

**AUK Library Services:**

The AUK Library provides you with the necessary support to conduct research and find additional readings for your class work. Need to research but don’t know where to start? Not sure how to find and use online resources (books, data, articles...etc.)? Not sure how to cite a source or develop a reference list? Ask a librarian! Research help is available through email, MS Teams, Zoom. Contact the library at: library@auk.edu.kw or go to <https://www.auk.edu.kw/academics/Library>to begin your search!

**🕒 Policy for Late Submissions:**

We understand that sometimes you might need a little extra time. Here's how we manage late submissions fairly:

* **24-Hour Grace Period:** If you submit your assignment within 24 hours after the deadline, there will be no penalty.
* **Late Deductions:** If you submit your assignment after the 24-hour grace period, there will be a 10% penalty for each day it is late. The maximum penalty is 50% for assignments submitted five days late or more.
  + Please note: Homework assignments will be accepted late per the above information. However, once they are graded, I will not accept late submissions as students would already have the answers.
* **In-Class Worksheets:** These must be done on time and cannot be submitted late. We will not count your lowest score to help if you miss one.
* **Quizzes:** These must be done on time during class, and there are no make-ups for missing the quizzes.

This policy is to help you plan and manage your time well, while also offering some flexibility for unforeseen circumstances. Please ensure you manage your time effectively to meet deadlines.

**📧 Communication Policy:**

Effective communication helps everyone. Here are some tips for emailing me:

* **Use Your University Email:** Always send emails from your AUK email account.
* **Include Course and Section Number:** In the email subject, please mention your course and section (like "GENE, Section 01"). It helps me respond to you faster.
* **Check the Syllabus First:** Many answers to your questions are in the syllabus. Please look there before emailing.
* **Response Time:** I will try to reply to emails within 24 hours on weekdays. If you don't hear back from me within a day, please email me again. I typically don't respond to emails over the weekend, but rest assured that I will get back to you first thing on Sunday.

These guidelines are to make sure we can communicate clearly and effectively.

**💻 What to Do If You Have Technology Problems:**

Sometimes, technology issues can happen. Here's what to do:

* **Email Me the Assignment**: If you can't submit your work through Moodle due to a technology problem, email it to me before the deadline. This shows me you finished on time.
* **Upload to Moodle Later**: Once the problem is fixed, please also upload your assignment to Moodle.
* **Save Your Work**: Always save and back up your work regularly to avoid losing it.

This approach ensures that technology problems do not affect your grade unfairly.

**Course Schedule:** Dates of when topics are covered may vary as the semester progresses

|  |  |  |
| --- | --- | --- |
| WEEK | TOPIC | READINGS/DUE DATES |
| Week 1  Feb. 16-20 | Introduction to the course and information literacy  **Feb. 20 Drop/Add deadline at 4:00 pm** | Syllabus Review  What is information literacy?  The value of library research and the importance of information literacy.  How does this course fit in with the general education curriculum?  *Reading:* Chapter 1: Identify (p. 7-10) |
| Week 2  Feb 23-27 | **Feb. 25-27:National and Liberation Days – No Classes – (University closed)** | **No Classes this week. National and Liberation Days – University Closed Tuesday-Thursday** |
| Week 3  Mar. 2-6 | Types of search tools | What are the types of search tools available?  What type of access do different search tools have?  What types of sources can be found with different search tools?  Using Google  *Reading:* Chapter 1: Identify (p. 10-14)  *Reading:* Chapter 2: Scope (p. 15-20)  *Reading:* Chapter 3: Plan (p. 26-31) |
| Week 4  Mar. 9-13 | Practical Session: Research questions and keyword searching | **Class will be held in the open lab, G101**  Writing a research question  Search terms as “gateways” to research.  Keyword searching:   * Synonyms * Boolean operators * Truncation * Quotations * Search filters   Introduction to Library Search All  *Reading:* Chapter 2: Scope (p. 20-25)  *Reading:* Chapter 3: Plan (p. 31-46) |
| Week 5  Mar. 16-20 | **Quiz 1**  Scholarly versus non-scholarly sources | **Quiz 1 (Covering material from Weeks 1 and 3)**  What are primary and secondary sources?  What is the difference between scholarly and non-scholarly sources, and why is that important?  What is a peer-reviewed (scholarly) article?  What distinguishes peer-reviewed articles from newspaper or magazine articles?  How do scholarly books differ from non-scholarly books?  What types of sources are scholarly?  What types are non-scholarly?  *Reading:* Chapter 4: Gather (p. 47-54; 59-62) |
| Week 6  Mar. 23-27 | **Quiz 2**  Peer review, the academic publishing process, and how to read scholarly articles | **Quiz 2 (Covering material from Weeks 4-5)**  The importance of peer review  What is the academic publishing process like?  Tips for reading a peer-reviewed (scholarly) articles |
| Mar. 30-Apr. 3 | **Eid El Fitr and Spring Break – University Closed** | |
| Week 7  Apr. 6-10 | Evaluating sources and the CRAAP test | Evaluating the quality of sources  Determining bias  CRAAP Test  *Reading:* Chapter 5: Evaluate (p. 63-70; 73-76) |
| Week 8  Apr. 13-17  Midterms | **Exam 1**  Plagiarism and citation | **Exam 1 (Covering material from Quiz 1 and Quiz 2 – Weeks 1, 3-5)**  Why do we cite?  Plagiarism  *Reading:* Chapter 6: Manage (p. 78-85) |
| Week 9  Apr. 20-24 | **Quiz 3**  Open access, predatory journals, and using Google Scholar | **Quiz 3 (Covering material from Weeks 6-7)**  What is an “open access” journal?  Predatory journals  Using Google Scholar to search for sources  *Reading:* Chapter 5: Evaluate (p. 70-73)  *Reading:* Chapter 9: Science Literacy (p. 126-128) |
| Week 10  Apr. 27-May 1 | Practical Session: Using A.I. in your research | **Class will be held in the open lab, G101**  How to use AI to search for sources and to summarize and simplify information  AI programs to be covered:   * Microsoft Co-Pilot * SciSpace * ChatGPT * Perplexity |
| Week 11  May 4-8 | **Quiz 4**  Copyright and fake news | **Quiz 4 (Covering material from Weeks 8-9)**  Copyright  Fake news  *Reading:* Chapter 7: Present |
| Week 12  May 11-15 | Citation | How to cite (APA and MLA)  Using Google Scholar for citing  Using Databases for citing  Using citation generators for citing  Purdue OWL  DOIs  *Reading:* Chapter 4: Gather (p. 55-58)  *Reading:* Chapter 6: Manage (p. 86-88) |
| Week 13  May 18-22 | **Exam 2**  Fair use and the JSTOR case | **Exam 2 (Covering material from Quiz 3 and Quiz 4 – Weeks 6-9)**  Fair Use  JSTOR Case  *Reading:* Chapter 6: Manage (p. 87-88) |
| Week 14  May 25-29 | **Quiz 5**  Practical Session: Newspaper and magazine databases, academic books, subject-specific databases | **Quiz 5 (Covering material from Weeks 10-11)**  **Class will be held in the open lab, G101**   * Using search terms to find newspaper and magazine articles using library databases: * Introduction to Academic Search Ultimate * Finding academic books: print and electronic (e-books). * Finding academic articles in subject specific databases. |
| Week 15  Jun. 1-5 | Conference Hours  **June 5th-8th:Waqfat Arafat and Eid Al Adha** – University Closed | No classes for GENE 101-01 – I will be in my office for conference hours  GENE 101-02 – No class due to Waqfat Arafat and Eid Al Adha |
| Week 16  Jun. 8-12 | **Quiz 6**  Practical Session: Reviewing all searching skills | **Quiz 6 (Covering material from Weeks 12-14)**  **Class will be held in the open lab, G101**  Review of all previous practical sessions:   * Library Search All * Academic Search Ultimate * Subject-Specific Databases * Newspapers and Magazine Databases * Google Scholar * Using AI   *Reading:* Conclusion (p. 130-133) |
| Week 17  Jun. 15-19 | **Final Exam (Covering material from weeks 10-14)**  **GENE 101-01: Final Exam will be Sunday, June 15th, from 10:30 am-12:30 pm in the B Building Ground Floor Auditorium**  **GENE 101-01: Final Exam will be Monday June 16th, from 10:30 am-12:30 pm in the B Building Ground Floor Auditorium** | |

**Syllabus Changes:**

There may be changes to the schedule and syllabus during the semester. When this happens, I will inform you in class and over email.