

Assessment : Information Literacy

	Less Than Adequate	Low Acceptable	High Acceptable	Optimum/Exceeds Expectations
Determination of the nature and extent of information needed	Has difficulty defining an information need and isolating key concepts. Needs assistance to identify synonyms that describe key concepts. Cannot develop a concise thesis statement to guide research process. Unaware of reliable, relevant sources of information.	With guidance, can define an information need and isolate key concepts. Formulates a thesis statement that needs considerable refinement in order to match a given timeline or project parameters. Can identify a few potentially reliable, relevant sources of information.	Defines an information need by naming key concepts and identifying synonymous terms for those concepts. Formulates a thesis statement with a manageable focus. Within a discipline, can identify several potential sources of reliable information to match the need.	Easily defines and articulates the need for information within a project's scope. Familiar with the types and formats of potential sources of information for a variety of disciplines. Weighs the costs and benefits of acquiring needed information for a given timeline and project parameters.
Effective and efficient utilization of appropriate information sources	Unfamiliar with the principal information retrieval systems (IRS) used to retrieve credible works. Regardless of the IRS used, restricts search terms to natural language. Does not modify search strategies in order to retrieve more highly relevant information. Has difficulty interpreting different citation styles. Loses track of information sources.	Familiar with a few information retrieval systems (IRS) and uses them repetitively regardless of the information need. Uses the same search statements in each IRS. Recognizes irrelevant search results but rarely modifies search strategy to obtain more highly relevant results. Has difficulty interpreting some citation styles and extracting complete citation information.	Investigates the scope, content, and organization of information retrieval systems (IRS) to determine their appropriateness. Constructs search statements appropriate for each IRS. Identifies gaps in retrieved information and determines whether search strategy needs revision. Understands the elements and syntax of citations. Manages search results effectively and retains pertinent citation information.	Routinely selects the most appropriate methods or systems for retrieving needed information. Constructs effectively-designed search strategies in a variety of information retrieval systems. Analyzes retrieved information and refines search strategies in order to access more relevant information. Uses technology to manage information. Retains pertinent citation information.
Critical evaluation of information and incorporation into knowledge base and value system	Seldom retrieves reliable, accurate, authoritative, or current information. Satisfied with inappropriate or insufficient information sources. Has difficulty establishing criteria for selecting relevant information to match a need. Fails to modify search strategies despite having insufficient or inappropriate information. Does not seek expert opinion or advice.	Unsure about the reliability, accuracy, and bias of information retrieved. Has difficulty establishing the authority and currency of information. Usually selects appropriate information for a given need but may leave gaps when drawing conclusions or testing theories. Frequently fails to devise new strategies for retrieving information. Needs guidance to obtain expert opinions or evidence.	Can articulate the reliability, accuracy, authority, bias, and currency of information retrieved. Recognizes the relevance of information in relation to the information need. Selects information that meets criteria for a given project. Draws conclusions, tests theories, and formulates new hypotheses based on the character of information retrieved. Seeks expert advice when finding less information than needed.	Easily extracts principal ideas from information retrieved and articulates its reliability, accuracy, authority, bias, currency, and relevance to the information need. Synthesizes main ideas to construct new hypotheses that may require additional information. Compares new knowledge with prior knowledge to draw conclusions, test theories, integrate, create new hypotheses. Validates understanding and interpretation by seeking expert opinion or evidence.
Use of information to produce and communicate via a product or performance	Conducts research process haphazardly or inadequately. Fails to choose appropriate formats to fit the project parameters. Prepares a poorly organized product or presentation.	With guidance, can organize content to support the purpose and format required. Uses inconsistent approach to conducting research. Prepares a product or presentation that lacks clarity or coherence and uses few formats.	Organizes content in ways that support the purpose and format required. Conducts research systematically with project parameters in mind. Communicates a product or presentation well using appropriate formats.	Organizes information logically and coherently. Revises the research process appropriately to fit project parameters. Prepares a highly effective presentation or product that incorporates various formats.
Understanding of the economic, legal, and social issues surrounding access to information and the ethical and legal uses of information	Ignores privacy and security concerns with regard to information sources. Violates laws, regulations, institutional policies, and etiquette related to access and use of information resources. Fails to acknowledge the use of information sources or cite appropriately in products or performances.	Sometimes ignores privacy and security concerns with regard to information sources. Makes invalid assumptions about laws, regulations, and institutional policies. Needs guidance to observe etiquette for use of information resources. Usually cites sources correctly and appropriately.	Respects privacy and security of information in both the print and electronic environments. Follows laws, regulations, institutional policies, and etiquette related to access and use of information resources. Acknowledges and cites information sources appropriately when communicating a product or performance.	Articulates how privacy and security of information applies to both print and electronic formats. Uses laws, regulations, institutional policies, and etiquette to access and publish information. Consistently acknowledges information sources appropriately in products or presentations.

