

Specific Knowledge Checklist for Information Literacy Skills

MIDDLE & HIGH SCHOOL

This checklist has been created to assist media specialists in clearly identifying what needs to be taught and to check or date lessons as they are taught. It is divided into Orientation and Research Skills. The varying timeframes for orientation may require teaching some of these basic skills as the classes come in for research projects. It is also understood that some skills that appear on the Elementary Checklist may need to be reviewed or taught.

This checklist is another module in the information literacy materials created and supported by Learning Resources & Instructional Material. It is to be used in conjunction with the *RPM: The Research Process Model* and *The Information Literacy Handbook*.

The skills listed here support the benchmarks identified in Cluster 4: Reference & Research and are taken from the revised Sunshine State Standards (May 8, 2007).

Benchmark LA.8.2.2.3 The student organizes information to show understanding or relationships among facts, ideas, & events (i.e. representing key points within text through charting, mapping, paraphrasing, summarizing, or comparing/contrasting).

Benchmark LA.8.6.2.2 The student assesses, organizes, synthesizes, & evaluates the validity & reliability of information in text, using a variety of techniques by examining several sources of information, including both primary & secondary sources.

Benchmark LA.8.6.2.1 The student selects a topic and develops a search plan with multiple research strategies, & applies evaluative criteria (e.g. scope & depth of content, authority, reputation of author/publisher) to assess appropriateness of resources

Benchmark LA.910.6.2.2 & LA.1112.6.2.2 The student organizes, synthesizes, analyzes & evaluates the validity & reliability of information from multiple sources (including primary & secondary sources) to draw conclusions using a variety of techniques, & correctly uses standardized citations.

Benchmark LA.910.6.2.3 & LA.1112.6.2.3 The student writes an informational report that integrates information and makes distinctions between the relative value and significance of specific data, facts, & ideas.

**ORIENTATION
RPM**

- Review each step of the RPM
- Stress that all research, school or personal, requires using the process.
- Illustrate the process using a scenario

Rules & Procedures	Location	Tools	Reading Motivation Programs	Miscellaneous
<ul style="list-style-type: none"> ___ Circulation ___ Hours of operation ___ Care and use of equipment ___ Computer/printer use ___ Passes ___ Photocopying ___ E-mail use 	<ul style="list-style-type: none"> ___ Collections/sections of the media center • Fiction • Non-fiction • Biography • Reference • Easy books • Special collections (Spanish, Creole, etc.) • Magazines/ newspapers ___ Computer workstations 	<ul style="list-style-type: none"> ___ Media Center/school website ___ SAVVYCAT ___ Proquest ___ Grolier ___ SIRS ___ Infotrac ___ Atomic Learning ___ Accelerated Reader/ Reading Counts *Demonstration of skill: use SAVVYCat to locate book by subject, find book in media center, check out. 	<ul style="list-style-type: none"> ___ Sunshine State Readers ___ Reading Across Broward ___ Broward Teen Readers' Choice Award 	<ul style="list-style-type: none"> ___ Extra Curricular Activities ___ Book club ___ Student aides

RESEARCH/INFORMATION LITERACY

RPM Tasks #1 – 6

- Review each step of the RPM
- Stress that all research, school or personal, requires using the process.
- Illustrate the process using a scenario.

Task #1: Define the Information Need	Task #2: Information Seeking Strategies	Task #3: Locate and Access Information	Task #4: Analyze and Extract Information	Task #5: Organize and Present Information	Task #6: Evaluate the Process and Product
<p>___ Narrow topic</p> <p>___ Create Search question(s)</p> <p>___ Consider format of end product</p> <p>Tools</p> <p>___ Inspiration</p> <p>___ Graphic Organizers</p> <p>___ Questionnaire</p> <p>___ Preliminary Search</p>	<p>___ Brainstorm all possible resources</p> <p>___ Select appropriate resources</p> <p>___ Select a variety of resources</p> <ul style="list-style-type: none"> • Primary Sources • Secondary Sources 	<p>Online Databases</p> <p>___ Select appropriate database</p> <p>___ Access database</p> <p>___ Keyword Search</p> <p>___ Subject Search</p> <p>___ Natural Language Search</p> <p>___ Boolean Search</p> <p>___ Scan results and select article</p> <p>___ Print/e-mail article</p> <p>Online Catalog/SAVVYCAT Basic</p> <p>___ Access site</p> <p>___ Input search terms</p> <p>___ Select desired entry</p> <p>___ Record call number</p> <p>___ Save to list (optional)</p> <p>___ Locate the book</p> <p>___ Check "All Schools" if available</p> <p>Advanced</p> <p>___ Interpret full record</p> <ul style="list-style-type: none"> • Author, title, illustrator, publisher, date • Location information • Subject • Notes <p>___ Navigation buttons</p> <ul style="list-style-type: none"> • Home • Help • New search <p>___ Browse</p> <ul style="list-style-type: none"> • Combined search • Change limits <p>Print Resources</p> <p>___ Text Organization (Table of Contents, Index)</p> <p>___ Specialized Encyclopedias, other reference tools</p> <p>Internet</p> <p>___ URL</p> <p>___ Search engines and searching strategies</p> <p>___ Bookmarking</p> <p>___ Downloading text, multimedia</p> <p>___ Website Evaluation</p>	<p>___ Skimming</p> <p>___ Scanning</p> <p>___ Note-taking</p> <p>___ Evaluate information for authority, accuracy, objectivity, currency, coverage</p>	<p>Organization Tools</p> <p>___ Create outline/storyboard/plan for project using Inspiration</p> <p>Ethical Use of Information</p> <p>___ Bibliographic Format (Citations and Bibliography/Works Cited)</p> <p>___ Plagiarism</p> <p>___ Copyright</p> <ul style="list-style-type: none"> • Text • Graphics • Audio/video <p>Presentation Tools Basic</p> <p>___ mPower</p> <p>___ PowerPoint</p> <p>___ AppleWorks Presentation</p> <p>___ HyperStudio</p> <p>___ Word Processors –</p> <ul style="list-style-type: none"> • Microsoft Word • Appleworks <p>Advanced</p> <p>___ Apple's Keynote</p> <p>___ iMovie</p> <p>___ Digital camera</p> <p>___ Scanner</p> <p>___ Spreadsheet</p> <p>___ Database</p> <p>___ Desktop Publishing</p> <ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • AppleWorks <p>___ Website</p> <ul style="list-style-type: none"> • Dreamweaver • Microsoft Publisher • Microsoft Word 	<p>Assessment strategies</p> <p>___ Checklist</p> <p>___ Rubric</p> <p>___ Student Reflection</p> <p>___ Peer Review</p>

