



RITL300 – Advanced Digital Literacy Master Course Syllabus

Course Overview (QM Standards 1.2)

Course Catalog Description: Examination of online search/retrieval skills used to define, access, evaluate, manage, integrate, create, and use digital information ethically; emphasis on critical thinking and practical use of Web 2.0 tools.

Course Platform: Blackboard Learn 9.1; this class is 100% online; you must use the WVROCKS portal to log into the course and there is no requirement to come to a campus or meet online at a specific date/time.

The purpose of Advanced Digital Literacy is to expose you to the digital literacy and computing skills that enable them to define, access, evaluate, manage, integrate, create, and use digital information ethically. By using search strategies, hands-on experiences, and discussing issues pertaining to information in the online environment, you will become competent users of the materials presented while learning to create information tools that are applicable to any discipline. We will experience scenarios and projects that allow you to apply critical thinking and problem-solving skills to the digital environment-- a skill set identified as Information and Communication Technology (ICT) Literacy. Computing skills learned in this course are especially helpful to distance or returning students in the RBA program but can be used to support the research needs in any course!

iSkills™ Competency-based Test

- Each student is required to take the iSkills™ exam during the first week of this course.
- Several testing periods are provided. Please consult the announcements and calendar.
- This is a proctored exam so you must indicate which testing period you wish to sit for the 50 minute test.
- To obtain 3 hours of credit for the Advanced Digital Literacy Skills course, you must test at or above the 85% percentile on iSkills™.
 - This is a nationally normed ETS problem-based test that takes 50 minutes to complete and your scores will be available immediately.
 - Check the ISKILLS SCHEDULE tab and sign up. You must take your iSkills test during the first week of this course!
 - If you score 85% -89% on iSkills, congratulations! You receive a B for this class and are finished if you choose to accept the B and not complete the course.
 - If you score 90%-100% on iSkills, congratulations! You receive an A for this class and are finished! You will not be required to complete the course.

- If you score 84% or below on iSkills™, you will be required to complete all the readings and assignments provided during this 8 week course.

8-Week Online Course

- The content of this course is compressed into eight weeks based on the principles of information and computing literacy standards established by the International ICT Literacy Panel and the American Library Association's Association of College & Research Libraries.
- These competencies were adapted to a nationally-normed exam provided by the Educational Testing Service (iSkills™) in 2009.
- The online modules contain the outcomes and experiential learning tasks that pertain to established current information literacy goals and objectives.
- It is presented within four modules that contain a lecture, videos, reading assignments, discussion postings, a technology blog, hands-on assignments, quizzes and more.
- In addition to providing a detailed calendar of due dates, your instructor will guide you throughout the class and help keep you on track!

Course Purpose: The purpose of Advanced Digital Literacy Skills is to expose you to the digital literacy and computing skills that enable you to define, access, evaluate, manage, integrate, create, and use digital information ethically. By using search strategies, hands-on experiences, and discussing issues pertaining to information in the online environment, you will become competent users of the materials presented while learning to create information tools that are applicable to any discipline. We will experience scenarios and projects that allow you to apply critical thinking and problem-solving skills to the digital environment-- a skill set identified as Information and Communication Technology (ICT) Literacy. Computing skills learned in this course are especially helpful to distance or returning students in the RBA program but can be used to support the research needs in any course!

Course Objectives: In this class each module will concentrate on providing the ICT skills to identify and perform goals that are included in the lesson.

- **DEFINE:** Articulate the scope of an information problem in order to facilitate the electronic search for information.
- **ACCESS:** Collect and/or retrieve information in digital environments.
- **EVALUATE:** Judge whether information satisfies an information problem.
- **MANAGE:** Organize online information to help you or others find it later.
- **INTEGRATE:** Interpret and represent information in digital environments.
- **CREATE:** Adapt, apply, design, or construct information in digital environments.
- **COMMUNICATE:** Disseminate information tailored to a particular audience in an effective digital format.
- **USE INFORMATION ETHICALLY:** Identify intellectual property and use online information ethically.

Pre-Requisites (QM Standard 1.6)

There are no course prerequisites for this course other than being an RBA (Regents Bachelor of Arts) student.

Minimum Technical Requirements and Online Resources (QM Standards 1.5 & 1.7)

In addition to a web browser (preferable Firefox) that is Blackboard compatible, you will need the other WVROCKS supported technologies outlined in the student policies section.

Online Resources: This course makes use of many online resources. I have made every effort to make sure the links I have are up-to-date. However, due to the changing nature of the web, you may find that a resource is temporarily unavailable or has been removed. If this should happen, please send me an email and I will find an alternative resource or modify the assignment accordingly.

Instructor Information (QM Standards 1.8 & 5.3)

Individual instructors complete this information.

Virtual Office Hours

I am available in my virtual office by appointment only. Send me an email to set up an appointment.

Personal Commitment

My personal commitments to you as a participant include:

- I will reply to course mail messages within 24 hours;
- I will read all discussion postings and will reply where appropriate within 3 days
- I will acknowledge my receipt of every course mail message immediately upon reading it. If I am unable to respond to the request or concern at the time of initial reply, I will give you an estimated time for my next reply.
- If I am going to be away from the course space for more than a day or two, I will send a message to you indicating the length of my absence.
- I will regularly update information regarding due dates in the course announcements.

Optional/Required Course Materials (QM Standard 4.6)

You will find your required textbook information in the course catalog at <http://ilearn-wvrocks.wvnet.edu>. All other materials are found in the individual course modules.

Grading Policy (QM Standard 3.2)

Evaluation and Grading

Before starting your modules and assignments, you must take the iSkills exam. If you score 85% or higher, the following options are available to you:

iSkills Score:	Result:	Option:
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90% to 100%	Receive grade of A from iSkills for this course.	Accept A and do not complete course modules & assignments.
85% to 89%	Receive grade of B from iSkills for this course. Choose one of two options:	Accept B; do not complete course modules & assignments. Reject B; complete course modules & assignments.
0% to 84%	Receive no credit from iSkills for this course.	Complete course modules & assignments.

For Module Quizzes and Assignments, your grade will be available immediately in the My Results tool. It normally takes me a couple of days to provide comments and a grade for each of your Module Discussions and Hands-on Experiences. Grades for your Tech Blog Postings will be posted at the end of week 4 and again at the end of week 8.

Format: To calculate your individual grade percentages divide the total number of points you have earned by the total possible and use this guide:

Module Tasks	Points Each	3 Credit Hours
4 Quizzes	20	80
4 Assignments	20	80
4 Discussions	20	80
4 Hands-On Experiences	20	80
10 Tech Blog Postings	2	20
TOTAL		340

Scale: You will be able to track your progress in the **My Results** tool as points are earned.

Points	Range	Grade
305 to 340 points	90 - 100	A
271 to 304 points	80 - 89	B
237 to 270 points	70 - 79	C
203 to 236 points	60 - 69	D
Less than 202 points	0 - 59	F

Module Objectives and Assessments (QM Standard 2.2, 2.3, 2.4, 2.5, 3.4, 3.5, 5.1)

Module 1

After you have complete the readings and content for this module you will be able to:

- Develop a clear, concise, and topical research strategy to fulfill the information need presented. [**M1A1: Quiz, M1A2: Assignment**]
- Apply database search techniques and strategies to a search. [**M1S1: Self-Assessment, M1A1: Quiz, M1A2: Assignment**]
- Conduct database searches that yield appropriate results. [**M1A1: Quiz, M1A2: Assignment**]
- Generate and combine search terms (keywords) to satisfy the requirements of a particular research task. [**M1A3: Hands-on Experience, M1A4: Discussion, M1A5: Blog**]
- Browse one or more resources to locate pertinent information. [**M1A3: Hands-on Experience, M1A4: Discussion, M1A5: Blog**]
- Decide which resources will yield the most useful information for a particular need. [**M1A3: Hands-on Experience, M1A4: Discussion, M1A5: Blog**]
- Develop rapport with instructor and peers in the online community. [**M1U2: Discussion**]

Module 2

After you have complete the readings and content for this module you will be able to:

- Judge the usefulness of web pages and online journal articles provided. [**M2A1: Quiz, M2A2: Assignment, M2A4: Discussion**]
- Evaluate whether a source contains appropriate, current, and relevant information. [**M2S1: Self-Assessment, M2A1: Quiz, M2A2: Assignment, M2A4: Discussion**]
- Identify which search results sufficiently cover the research need. [**M2A1: Quiz, M2A2: Assignment, M2A4: Discussion**]
- Organize search results in appropriate folders based on a critical view of the subjects or contents. [**M2A3: Hands-on Experience, M2A5: Blog**]
- Arrange information logically. [**M2A3: Hands-on Experience, M2A5: Blog**]
- Sort and tag files, folders, links, or search results to clarify clusters and stacks of related information. [**M2A3: Hands-on Experience, M2A5: Blog**]

Module 3

After you have complete the readings and content for this module you will be able to:

- Compile websites or resources on a specific topic from multiple databases by summarizing information into a publicly accessible Wiki. [**M3A1: Quiz, M3A2: Assignment, M3A3: Hands-on Experience, M3A4: Discussion**]

- Synthesize information from a variety of types of sources according to specific criteria in order to evaluate the information fully. [**M3S1: Self-Assessment, M3A1: Quiz, M3A2: Assignment, M3A3: Hands-on Experience, M3A4: Discussion**]
- Represent results from an academic topic in Wiki format to provide the foundation for a more in-depth research project in the future. [**M3A1: Quiz, M3A2: Assignment, M3A3: Hands-on Experience, M3A4: Discussion**]
- Compile and format a web document to meet specific needs for a topic. [**M3A5: Blog**]
- Provide an annotation for each source describing the currency, authority, etc. [**M3A5: Blog**]
- Create a web product using evaluated sources to support a research topic. [**M3A5: Blog**]

Module 4

After you have complete the readings and content for this module you will be able to:

- Format a document to make it more useful to a particular audience. [**M4A1: Quiz, M4A2: Assignment, M4E1: Extra Credit**]
- Transform complex subjects into a succinct presentation supported by research materials. [**M4A1: Quiz, M4A2: Assignment**]
- Select, design, and organize slides for a presentation. **M4A1: Quiz, M4A2: Assignment**]
- Spot plagiarism and avoid this practice by citing intellectual resources sources correctly. [**M4S1: Self-Assessment, M4A3: Hands-on Experience, M4A4: Discussion, M4A5: Blog**]
- Recognize the issues that contribute to information inequities in our society. [**M4A3: Hands-on Experience, M4A4: Discussion, M4A5: Blog**]
- Identify legal issues that impact internet privacy and security. [**M4A3: Hands-on Experience, M4A4: Discussion, M4A5: Blog**]
- Cite research materials and use technology tools to synthesize information and support an argument for a presentation. [**M4A3: Hands-on Experience, M4A4: Discussion, M4A5: Blog**]