

## College of Marin Common Rubric: Information Literacy (03/2012)

Literacy Standard	Advanced (4)	Proficient (3)	Satisfactory/Basic (2)	Not Satisfactory/Below Basic (1)
<b>Determines the extent of the information needed</b>	<ul style="list-style-type: none"> <li>♦ Articulates a clear and complete research question.</li> <li>♦ Pinpoints the key concepts and terms.</li> <li>♦ Quickly and efficiently redefines or modifies the scope of research to achieve a manageable focus.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Frames an appropriate research question.</li> <li>♦ Identifies applicable concepts and terms that are suitable to the need.</li> <li>♦ Redefines or modifies the scope of research to achieve a manageable focus.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Formulates a rudimentary research question.</li> <li>♦ Produces some basic concepts and terms related to the need.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Unable to express an appropriate research question that is based on an information need.</li> <li>♦ Does not develop any concepts and terms that are related to the scope of research.</li> </ul>
<b>Accesses the needed information effectively and efficiently</b>	<ul style="list-style-type: none"> <li>♦ Accesses numerous sources in a wide variety of formats (books, online articles, etc.).</li> <li>♦ Executes a strategic search in a timely and organized manner.</li> <li>♦ Deep understanding of search functionality. Analyzes the search results and quickly modifies search terms as needed.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Accesses a sufficient number of sources in multiple formats.</li> <li>♦ Performs a strategic search within a reasonable timeframe.</li> <li>♦ Understands the overall relationship of the results to the search terms; modifies search as needed.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Accesses a minimal number of information sources; format is not diverse.</li> <li>♦ Develops a search strategy; attempts may lack success.</li> <li>♦ Demonstrates limited understanding of the relationship of the results to the search terms; may not modify search.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Unable to access sources of information in any format.</li> <li>♦ Unable to develop a coherent search strategy.</li> <li>♦ Fails to understand overall relationship of the source to the search terms.</li> </ul>
<b>Evaluates information and sources critically</b>	<ul style="list-style-type: none"> <li>♦ Independently evaluates information and sources, to assess its accuracy, authority, and timeliness.</li> <li>♦ Uses specific criteria to discern objectivity or fact from bias or propaganda.</li> <li>♦ Clearly articulates how the identified information relates to the research.</li> <li>♦ Completes research with an extensive number of reliable sources.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Evaluates information and sources, with limited guidance, to assess its accuracy, authority, and timeliness.</li> <li>♦ Distinguishes between information that is objective from that which is clearly biased.</li> <li>♦ Able to explain how the identified information is relevant to the research.</li> <li>♦ Acquires an adequate number of reliable sources to complete research.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Requires significant guidance to evaluate information and sources for accuracy, authority, and timeliness.</li> <li>♦ Demonstrates some ability to distinguish between information that is objective from that which is clearly biased.</li> <li>♦ Struggles to make the connection between information and its relevance to the research.</li> <li>♦ Obtains a limited number of reliable sources; research may not be complete.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Does not understand that information and its sources must be evaluated for accuracy, authority, and timeliness.</li> <li>♦ Cannot distinguish between information that is objective from that which is clearly biased.</li> <li>♦ Unable to discriminate between relevant and irrelevant information.</li> <li>♦ Fails to produce any reliable sources of information.</li> </ul>
<b>Uses information effectively to accomplish a specific purpose</b>	<ul style="list-style-type: none"> <li>♦ Properly incorporates information into assignment and builds upon it.</li> <li>♦ Seamlessly integrates information from a variety of sources, paraphrasing, quoting, and summarizing where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Uses only information appropriate to the assignment.</li> <li>♦ Successfully integrates information by quoting and paraphrasing as needed, drawing on at least two different sources.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Includes some suitable information, but needs work.</li> <li>♦ Attempts to integrate information with some success, but may rely too heavily on quotations and only use a single source.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Fails to use information that is appropriate to the assignment.</li> <li>♦ Does not effectively integrate information.</li> </ul>
<b>Understands the economic, legal, and social issues surrounding the use of information, and access and uses information ethically and legally.</b>	<ul style="list-style-type: none"> <li>♦ Fully comprehends that plagiarism is a moral issue and a form of academic dishonesty.</li> <li>♦ Demonstrates awareness of the controversy surrounding the concept of 'intellectual property'.</li> <li>♦ Cites works flawlessly, using information ethically and within institutional guidelines.</li> <li>♦ Clearly articulates the value of information to a free and democratic society.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Understands the concept of plagiarism.</li> <li>♦ Cites works effectively by properly quoting and listing references.</li> <li>♦ Able to discuss how free access to information and free expression contribute to a democratic society.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Has rudimentary understanding of plagiarism.</li> <li>♦ Attempts to follow citation format; cited information may be occasionally inaccurate or inappropriate.</li> <li>♦ Demonstrates elementary understanding of the role that free access to information plays in a democratic society; may have difficulty explaining.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Does not understand plagiarism.</li> <li>♦ Copies and/or paraphrases the information and ideas of others without giving credit to authors; fails to follow any proper citation format.</li> <li>♦ Unaware of the role that free access to information plays in a democratic society.</li> </ul>