English 101 Information Literacy Goals and Skills

The English 101 goals and skills standards were created to provide a guide for instructors and librarians to focus on a select group of skills to teach based on the information need of the First-Year cohort.

**Standard 1 Skills**

- Select a topic following assignment guidelines and in consultation with the instructor. Narrow or broaden a topic based on background reading and preliminary research.
- Identify key terms and concepts about a topic in background reading or preliminary research.
- Identify questions or issues about a topic from background reading or preliminary research.
- Formulate a research question or thesis statement for an assignment based on background reading or preliminary research.
- Conduct background reading or preliminary research using reference works in the library reference collection, online subscription databases, and the Internet.
- Explain the distinction between general and subject-specific encyclopedias and dictionaries, and sources of biographical information and statistics.
- Summarize key information from reference sources, including citations of important books, articles, and websites.
- Recognize basic differences in audience, authorship, and article characteristics between newspapers, magazines, and scholarly journals.
- Identify types of information sources (scholarly or popular, books or articles or websites) that are appropriate for the topic and assignment.

**Standard 2 Skills**

- Explain the scope and content of the Library Catalog and article databases such as Academic OneFile and Academic Search Complete.
- Distinguish between full-text searching on the Internet and searching records in the library catalog or an article database.
- Know the concept of bibliographic records and recognize that records are divided into searchable fields.
- Create search terms and phrases from important terms and concepts related to the topic.
- Use Boolean operators (And, Or, Not) for search phrases in the library catalog and article databases.
- Use quotes for searching exact phrases.
- Use truncation and nesting in more complex search phrases as needed.
• Know the concept of controlled vocabulary and be able to use subject headings, subject terms, and descriptors to refine searches and find similar information.
• Limit to full-text in article databases.
• Know how to sort and limit results in an article database with regard to types of sources.
• Explain the difference between PDF and HTML full-text.
• Distinguish between an abstract and the complete text of an article.
• Interpret location, call number, and status of an item in the library catalog and use this information to locate the item on library shelves.
• Recognize Library of Congress classification numbers used in the Upstate Library and know that LC classification is organized into broad subject areas designated by letters.‡
• Know the organization of the library into several collections identified by location code in the library catalog.
• Know the service desks in the library and what kind of help is available at each access point; reference, circulation, and computer lab.
• Identify print, media, and electronic formats in which the most relevant sources for the topic appear.

Standard 3 Skills
• Examine sources to evaluate reliability, validity, accuracy, authority, timeliness, and point of view or bias.
• Identify and understand the author’s point.
• Summarize main ideas, analyze structure and logic of arguments, and recognize bias.
• Make inferences, draw conclusions and explain reasoning.
• Identify counterarguments and understand how they are used.
• Identify points of agreement and disagreement with the author.
• Reconcile differences in arguments and counterarguments.
• Select information from the source that is pertinent to the thesis statement/research question and the focus of the topic.

Standard 4 Skills
• Use source material to support claims or positions in the final product.
• Use paraphrase and direct quotation accurately and judiciously.
• Cite sources accurately.
• Understand and apply characteristics of an academic essay in organizing paper.

Standard 5 Skills
• Use MLA documentation style accurately and consistently for references and works cited list in paper.
• Understand what constitutes plagiarism.
• Explain the purpose of citation and attribution.