

Checklist to Evaluate Information Literacy Assignments

The checklist is divided into three sections that align with the *Project Information Literacy* report. On a scale from 1-3 (1=Not Well and 3= Very Well), how well does your assignment handout do the following...

ASSIGNMENT REQUIREMENTS	Not Well		Very Well
Provides project parameters (e.g., structure, mechanics, number of pages or word count, length, required headings)	1	2	3
Identifies number of sources required	1	2	3
Defines types of sources required	1	2	3
Specifies a citation style to use	1	2	3
Includes grading/rubric criteria	1	2	3
RESEARCH GUIDANCE			
Instructs on how best to select a topic	1	2	3
Informs students as to where to go to find information sources	1	2	3
Specifies recommended sources to use (e.g. database name)	1	2	3
Modeling / examples	1	2	3
Describes how to prevent plagiarism (e.g. note-taking techniques, how to paraphrase)	1	2	3
Explains how to evaluate sources for appropriateness	1	2	3
Includes graded component that offers feedback on the process of research (rather than only the final product)	1	2	3

Assignment # _____

KEY FINDINGS FROM PROJECT INFORMATION LITERACY

76% of students surveyed considered written guidelines about course-related assignments to be one of the most helpful materials an instructor can provide.

Students tend to use handouts to define the information-gathering context to find and use appropriate information sources.

84% of students have trouble just getting started.

Written guidelines for research assignments play an integral role in helping students define situational context--how to meet the instructor's expectations.

Over 50% of students are frustrated by not finding the sources they wanted.

Checklist to Evaluate Information Literacy Assignments

SUPPORT/HELP	Not Well		Very Well
Lists library assistance:			
• Library Information Desk (open 24/5)	1	2	3
• 24/7 Chat Help	1	2	3
• Research Consultations	1	2	3
• LibGuides	1	2	3
• If applicable, lists Interlibrary Loan services	1	2	3
Lists ARC for tutoring (e.g. citations and editing)	1	2	3
Lists ITS for technology help	1	2	3

Get Library Assistance for your students by checking out our Website



library.lmu.edu/gethelp

ARC:

<http://academics.lmu.edu/arc/>

ITS Help Desk:

<http://its.lmu.edu/>

What would you do to adapt this handout for your own discipline?
