Toolkit to Take to Workplace: Equipping Students for Success Beyond College

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“Information literacy is the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning.”

- Framework for Information Literacy for Higher Education
# Top 10 Skills

**in 2020**

1. Complex Problem Solving
2. Critical Thinking
3. Creativity
4. People Management
5. Coordinating with Others
6. Emotional Intelligence
7. Judgment and Decision Making
8. Service Orientation
9. Negotiation
10. Cognitive Flexibility

**in 2015**

1. Complex Problem Solving
2. Coordinating with Others
3. People Management
4. Critical Thinking
5. Negotiation
6. Quality Control
7. Service Orientation
8. Judgment and Decision Making
9. Active Listening
10. Creativity

Source: Future of Jobs Report, World Economic Forum

January 18, 2016

https://www.weforum.org/reports/the-future-of-jobs
Competency gap

Solitary nature of knowledge acquisition and application

Completion of assigned practices

Stable set of texts or tools

Teamwork

Ability to adapt to information context

Ability to recognize and adapt to non-academic needs

Stable set of texts or tools

More on competency gap

 Abilities graduates are lacking in:

• engaging the team during the research process,
• using a variety of formats,
• finding patterns and making connections, and
• being thorough in the research process.

Evaluate
Goal: Create a good transferrable toolkit that would

- highlight institutional resources for various needs,
- identify similar free online resources,
- include important workplace competencies beyond “finding stuff,” and
- combines tools and best practices.
How do I tie it all together?

The I-LEARN Model

Skills valued by employers

New definition of information literacy
• If I build it will they come?

• Why would they want to use it?
Right word, right moment

DIGITAL

Roll-out of the institutional IT ‘ecosystem’
Digital Literacy

This guide will help you to use information technologies and the internet to find, evaluate, use, and share information in order to succeed academically and in your future career development.

What is digital literacy?

Digital literacy is “a person's ability to perform tasks effectively in a digital environment... Literacy includes the ability to read and interpret media, to reproduce and manipulate digital items, and to evaluate and apply new knowledge gained from digital environments.” (Barbara R. Jones-Kavaler and Suzanne L. Flannigan: Connecting the Digital Dots: Literacy of the 21st Century)

Digital Literacy

- Functional skills
- Creativity
- Critical thinking and evaluation
- Effective communication
- Cultural and social understanding
- The ability to find and select information
- Collaboration
- E-safety

While these abilities enhance aspects of your life, this Guide focuses on the application of digital literacy to your academic career and your future workplace.

http://guides.libraries.uc.edu/digliteracy
Digital materials and where to find them

What are digital materials?
Digital materials are those that can be accessed by computers. Some of them are "born-digital," or originated in a digital form (for example, pictures taken with a digital camera, web pages, tweet feeds, etc.), others were converted into digital files.

Please remember that information you need for your research purpose may NOT be available in a digital format. Online search tools may point you to sources in print, on film or microforms, etc. In some instances, you may need to use non-digital research tools, such as print indexes.

Where do digital materials reside?
Did you know that when you search Google you reach ONLY 4% of the content available on the Internet?
The infographic below demonstrates this very well.

Note that many scholarly articles and other resources required for your assignments are below the surface.
This page points you to the best tools for finding quality digital resources in UC Libraries and on the Internet.

Blogs

In the libraries
- UC Libraries Blog

On the public Web
- Attop
- Blog Catalog
- Blog Search Engine
- iceRocket
Digital materials and where to find them.

Recent addition: people as information sources

Newspapers online

At UC Libraries

See our Newspapers Online Guide for links to premium newspaper databases.

On the Public Web

Many newspaper sites provide free access only to part of the content.

Free historical newspapers sites

- Chronling America
- Elaphind.com
- Google Newspapers
- Historical Newspapers Online - Newspapers by State (Penn Libraries Guide)
- NewspaperCat (University of Florida) - U.S. and Caribbean newspapers

People

While working on a computer it's easy to forget that people are a very important source of information. An expert may be sitting right next to you or next door.

In a digital environment it may also be more effective to go directly to an expert rather than continuing to search and sift through myriad of results. Identify experts and decide how to contact them: through social media, by phone, email, etc.

Tools and techniques for identifying experts

- Google Scholar
- Highly Cited Researchers
- Nexis Uni (formerly Lexis-Nexis Academic)

Nexis Uni can help you identify experts who said or wrote something on a topic. The search string below will find experts on alternative energy with variations, such as "alternative sources of energy," "energy alternatives," etc. Substitute your terms in the following search statement:

alternative w/2 energy w/10 (expert or authority or professor or fellow) w/30 (said or says or write! or wrote)

- LinkedIn Advanced People Search
- Twingulate
- How to find an expert and tap research networks on deadline. Tips on Google Scholar and Microsoft Academic Search
Use digital sources critically

Urban legends and hoaxes

Selected sites to help you identify hoaxes, scams, etc.

- Hoax List: Current Nonsense & Urban Legends
- The Museum of Hoaxes
- Snopes.com
- Urban Legends and Hoaxes Resource Center

News/fake news

Use the CRAMP criteria to analyze news sources.

HOW TO SPOT FAKE NEWS

CONSIDER THE SOURCE
Click away from the story to investigate the site's mission and its contact info.

READ BEYOND
Headlines can be astoundingly off the mark. What's the whole story?

CHECK THE AUTHOR
Does the author have a track record of facts or falsehoods?

SUPPORTING SOURCES?
Click on those links. Examine if the information actually supports the idea.

CHECK THE DATE
Reported news must have appeared within the past week.

IS IT A JOKE?
This isn't serious news. It might be satire. Read the site's guidelines and note its tone.

CHECK YOUR BIAS
Consider if your own beliefs might cloud your judgment.

ASK THE EXPERTS
Ask a librarian, or consult a fact-checking site.

This infographic is based on IFLA (International Federation of Library Associations) & Institutions' 2014 article: How to Spot Fake News.

Fast-checking and fake news debunking sites

Reputable fast-checking organizations focused on U.S. national news:

- FactCheck.org
- PolitiFact
- false, Mislabeled, Clickbait, and Satirical "News" Sources
- Snopes.com
- Washington Post Fact Checker
- Truth or Fiction
- Washington Post Fact Checker
Create and publish content

Web pages and sites
- Populare
- Weebly
- WordPress.com

Writing and fonts
- Google Fonts
- Dafont
- Word2CleanHtml

Creating an effective presentation

Best practices for various presentation formats
- Infographics
  - Infographics Best Practices
  - Top Tips from Experts on What Makes a Great Infographic
  - Print
- Brochures and newsletters
  - PowerPoint
- Best Practices for Presentation Design
  - PowerPoint DOs and DON Ts
  - Poster
- Poster Design: Design Tips for Research Poster Presentations
- scientifically Speaking (PDF file)
  - More useful information
- 7 Most Common Data Visualization Mistakes
- A Students’ Guide to Personal Publishing
- Visual Rhetoric (from Purdue Online Writing Lab, AKA OWL)
- Wordpress.org

Publish your content
A Students’ Guide to Personal Publishing (Issues to consider, guidelines to publish by)
Where to publish or share your content.
So, did they come?

- 3044 views July 1, 2015 – September 1, 2017

- **Most popular pages:**
  - Tips for online searching
  - Ethics and copyright
  - Use digital sources critically
  - Digital materials and where to find them

- Requests from other institutions to use as a template or copy content

- Repurposed content
Faculty testimonial:

“I referred my online students to your guide and students used Weebly, Infogram, Piktochart, and Kaltura. I linked them directly to the copyright and fair use resources on this page - that was their only source of information.”
Classroom instruction strategies

• focus on asking questions
• collaborative active learning
• source analysis
• asking students to reflect on research and learning
Continuing to close the gap – future directions

- Collaborate with faculty to design assignments that reflect workplace realities; involve subject specialists.
- Encourage team consultations with librarians.
- Teach identification of experts as sources.
- Discuss tools and sources for collaboration and sharing during research; encourage faculty to incorporate social media into research assignments.
- Go beyond the curriculum – reach out to campus groups that perform tasks similar to those at workplace.

Thank you!
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Modified from http://www.elcomcms.com/resources/blog/posts?tag=collaboration

http://gigix.thoughtworkers.org/


http://www.mathiaspoulsen.com/a-model-for-digital-literacy/

http://footage123.com/video/1767905-question-marks-blue-spinning-backgorund