Tutorial Letter 101/3/2020

Developing Information Skills

INS1502

Semesters 1 and 2

Department of Information Science

IMPORTANT INFORMATION:
This tutorial letter contains important information about your module.

BARCODE

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1 INTRODUCTION

Welcome to module INS1502. This module covers information and skills that will help you to understand the basic research process at tertiary level and plan for various information tasks, such as academic essays and other assignments.

After completing this module, you should be able to find, evaluate, organise and use verified information successfully. You will learn more about reference techniques, writing skills and essay writing. The skills you learn in this module will stand you in good stead throughout your academic and working career and can form the basis for advanced research skills.

2 PURPOSE AND OUTCOMES

2.1 Purpose

The purpose of this module is to teach students how to plan for information tasks and effectively locate, evaluate and organise information needed to write information tasks such as academic essays.

2.2 Outcomes

After completion of this module, you should be able to:

- Competently plan information tasks (such as writing an academic essay);
- Find and evaluate relevant information for an information task;
- Apply thinking skills to organise retrieved information and write an information task;
- Use in-text references; and
- Compile references or a list of sources cited.

3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer

Your lecturer for INS1502: *Developing information skills for lifelong learning* is Dr N Wessels. Your lecturer is here to help you. Please do not hesitate to contact your lecturer if you have any issues that you want to discuss. **E-mails will be answered quickly and is the preferred way of keeping contact**. If you do not get a reply at the telephone number, send an e-mail.

Contact details:

Dr N Wessels
TvW Building 10-175
Muckleneuk Campus, Pretoria
Telephone (012) 429 6416
E-mail: wessen@unisa.ac.za

Your contact details:

Please provide the following in your correspondence:

- Your student number;
- Your name and surname; and
- The relevant module code, in this case INS1502.

3.2 Department

This module is one of the offerings of the Department of Information Science.
The department can be contacted at:

E-mail: Infoscience@unisa.ac.za

Tel Number: 012 429 6071
Fax Number to e-mail: 086 614 2512

3.3 University

The University can be contacted in various ways. Consult your brochure *Study@Unisa* in this regard. This brochure is available online on myUnisa.

4 RESOURCES

4.1 Study material

The INS1502 module is based on one study guide and three tutorial letters. They are available online on myUnisa.

- Study guide: Tutorial Letter INS1502/501/3/2020
- Main tutorial letter: Tutorial Letter INS1502/101/3/2020
- Feedback tutorial letter: Tutorial Letter INS1502/201/2020
- General tutorial letter: Tutorial Letter INKALLE/302/4/2020

4.2 Prescribed book(s)

There is no prescribed book for this module.

4.3 Recommended book(s)

A valuable textbook is:

Machet, M.P. 2012. Mastering information skills for the 21st century. Pretoria: Unisa Press. ISBN 978-1-86888-595-4

A very useful book for referencing is:

Burger, M. 2010. *Bibliographic style & reference techniques*. Pretoria: Unisa Press.
ISBN 978-1-86888-603-6

Recommended books can be requested online, via the Library catalogue.

4.4 Electronic reserves (e-reserves)

E-reserves can be downloaded from the Library catalogue. More information is available at:

http://libguides.unisa.ac.za/request/request

Check electronic reserves on myUnisa.

Useful links:

- Victoria University. 2015. *Academic support and development: An example of an essay plan.* https://www.vu.edu.au/sites/default/files/campuses-services/pdfs/working-plan.pdf (Accessed 7 May 2019).
- University of Hull. 2019. *Essay: A detailed look at planning and writing them.* http://www2.hull.ac.uk/lli/PDF/Essays.pdf (Accessed 7 June 2019).
- University of Nottingham. 2014. *Planning and preparing to write assignments*. http://www.nottingham.ac.uk/studentservices/documents/planning-and-preparing-to-write-assignments.pdf (Accessed 7 June 2019).

4.5 Library services and resources

The Unisa Library offers a range of information services and resources:

- For detailed Library information go to: http://www.unisa.ac.za/sites/corporate/default/Library
- For research support and services (e.g. personal librarians and literature search services) go to http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support

The Library has created numerous Library Guides: http://libguides.unisa.ac.za

Recommended guides:

- Request and download recommended material: http://libguides.unisa.ac.za/request/request
- Postgraduate information services: http://libguides.unisa.ac.za/request/postgrad
- Finding and using library resources and tools: http://libguides.unisa.ac.za/Research_skills
- Frequently asked questions about the Library: http://libguides.unisa.ac.za/ask
- Services to students living with disabilities: http://libguides.unisa.ac.za/disability

5 STUDENT SUPPORT SERVICES

5.1 Study@Unisa Brochure

The *Study@Unisa* brochure is available on myUnisa: www.unisa.ac.za/brochures/studies.

This brochure has all the tips and information you need to succeed at distance learning and, specifically, at Unisa.

Work through the brochure. It will help you with general administrative as well as study procedures at Unisa. Please make sure that you understand the content of this brochure. **Teaching staff are, for example, not involved in administrative issues around assignments and examinations**. These issues and many more are explained in the brochure.

5.2 E-Tutors

There are no planned face-to-face tutor activities for INS1502.

UNISA is committed to supporting you in your studies. E-tutors have been appointed to assist you to achieve your educational goals. This module is one of those that have e-tutors available. The e-tutors will provide online support and guidance on the myUnisa portal. Please interact actively and participate on the tutor site, as this has the dual function of providing tutorial guidance and opportunities for you to engage meaningfully with fellow students. Activate your myLife e-mail account to make use of this added advantage.

Once you have been registered, you will be allocated to a group of students with whom you will be interacting during the tuition period. You will also be allocated to an e-tutor, who will be your tutorial facilitator. You will receive an SMS informing you about your group, the name of your e-tutor and instructions on how to log onto myUnisa, in order to receive further information on the e-tutoring process. Note that you have to be registered to your myLife e-mail, to be linked to the e-tutor system.

Online tutorials are conducted by qualified e-tutors who are appointed by Unisa. The tutorials are offered free of charge to you, the student. All you need to have to be able to participate in e-tutoring, is a computer with internet connection. If you live close to a Unisa Regional Centre or a Telecentre contracted with Unisa, please feel free to visit any of these, to access the internet. E-tutoring takes place on myUnisa, where you are expected to connect with other students in your allocated group. It is the role of the e-tutor to guide you through your study material during this interaction process. For you to get the most out of online tutoring, you need to **participate** in the online discussions that the e-tutor will be facilitating.

5.3.1 Multilingual Glossary

Consult the prototype glossary of information science terms that will be posted on myUnisa under the INS1502 site for clarification. Terms are currently translated into Northern-Sotho and Zulu.

6 STUDY PLAN

You should spend at least 120 hours studying for this module. You will need to pace yourself throughout the semester to ensure that you keep up with the workload. This is definitely not a

module that you can "cram" a few days before the examination. The INS1502 module is not difficult, but there is a number of information skills and competencies that you have to master.

Note that INS1502 is a **semester module**. You will register for either **Semester I** or **Semester II.** Make sure that you know for which semester you are registered and complete the appropriate assignments.

- Carefully, read through this tutorial letter, namely *Tutorial Letter INS1502/101/3/2020.* It introduces you to INS1502, discusses examination admission and contains the **assignment topics.**

- The study guide for this module is **in the form of a 501 tutorial letter**. Therefore, you have to consult *Tutorial Letter INS1502/501/3/2020.*

- Turn to the study guide for INS1502, and read Learning Unit 1. This will give you an overview of the module.

- Draw up your own study programme, taking the assignment due dates and the examination date (available on myUnisa) into consideration.

- Start working through the study guide as soon as you receive it, together with the other study material; particularly *Tutorial Letter INKALLE302/4/2020.*

7 PRACTICAL WORK

There are practical exercises in your study guide. It will be to your advantage to work through these. The more you practice information skills at work and at home, the more you will benefit.

8 ASSESSMENT

8.1 Assessment criteria

The following criteria are worth mentioning:

- Information tasks can be planned competently if students are able to apply various information skills.

- Information that is relevant to an information task will be retrieved from different reference sources and information systems.

- Retrieved information will be organised by applying thinking and writing skills to complete an information task.

- A bibliography (list of sources) and in-text references will be compiled for a completed assignment according to the Harvard method.

8.2 Assessment plan

The assessment plan is based on the criteria listed in Section 8.1.

Remember, the combined mark that you obtain for Assignment 01 and Assignment 02 will count 20% (10% per assignment) of your final mark. As such, you should ensure that you have written and submitted **both** the compulsory assignments.

8.3 Assignment numbers

8.3.1 General assignment numbers

Two compulsory assignments have been set per Semester. You must submit Assignment 01 AND Assignment 02 for the semester you are registered for. Refer to Section 12 for *Assignment Topics*.

8.3.2 Unique assignment numbers

The unique numbers of each assignment are provided with each assignment topic and in 8.4 below.

8.4 Assignment due dates

DUE DATES FOR SEMESTER I		
Assignment Number	*Due Date*	*Unique Number*
01	13 March 2020	652103
02	17 April 2020	716094

DUE DATES FOR SEMESTER II		
Assignment Number	*Due Date*	*Unique Number*
01	11 August 2020	530843
02	11 September 2020	837014

8.5 Submission of assignments

Your assignments must reach Unisa on or before the due dates for the semester you are registered for. Please remember to give the assignment the same number as the one appearing in this tutorial letter. Assignments can be submitted online via myUnisa (the preferred and more secure option), or posted. If posted, please keep a copy of your assignment.

Enquiries about whether assignments were received by the University should be addressed to:

E-mail: assign@unisa.ac.za

State the module code, semester and the assignment number when enquiring about an assignment, as well as your student number.

Please note that teaching staff are **not** involved in the administrative issues of receiving, registering and despatching of assignments. Assignments must be submitted via official channels. Assignments sent directly to teaching staff will not be accepted.

For detailed information on assignment issues, please refer to the brochure *Study@Unisa,* which is available online.

8.6 The assignments

The assignment topics can be found in Section 12.

8.6.1 Plagiarism in assignments

If you use the ideas and arguments of other authors or present facts that you have obtained from other published and non-published works, you must cite the sources to indicate where you have found them. You should be honest and **not** use another person's work as your own. If you fail to acknowledge the sources, you are committing plagiarism. This is a serious academic offence and can lead to the rejection of your assignment answer. Unisa's official plagiarism policy can be accessed at:

http://cm.unisa.ac.za/contents/departments/tuition_policies/docs/copyrightinfringement_and_plagiarism_policy_16nov05.pdf

8.6.2 Multiple choice questions (MCQs)

Multiple-choice questions are part of the assignment questions that you are asked to complete as part of this module. You may not be familiar with multiple-choice questions. This is an assessment option used to mark many assignments by computer. The value of multiple-choice questions are that answers are assessed objectively. Carneson, Delpierre and Masters (1996)[1] define a multiple choice question (MCQ) as "a question in which students are asked to select one alternative from a given list of alternatives in response to a 'question stem'".

Read the brochure *Study@Unisa* for more information on MCQs. Additional information on MCQs will be posted on the myUnisa site of this module.

Assignment 2 uses the multiple choice method.

8.7 Other assessment methods

Assignment 1 uses a different approach to assessment. It contains elements of essay writing, but requires a work plan on the topic provided.

8.8 The examination

You will write examinations in May/June or October/November, depending on whether you are registered for Semester I or Semester II.

There is **one** examination paper for INS1502, which you should complete within a **duration of two hours**. The examination consists of **two compulsory sections:**

- Section A consists of multiple-choice questions; and
- Section B is made up of a number of shorter questions.

To pass this module, you must obtain a minimum of 50% overall (examination plus assignment marks), subject to the examination sub-minimum of 40%. Your final mark is made up as follows:

Examination (80%) + Two Compulsory Assignments (10% each) = 100%.

There are 30 multiple choice questions of two (2) marks each for a total of 60%. The other part of the paper, which counts 40% of the marks, consists of a number of short questions.

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[1] Carneson, J., Delpierre, G. & Masters, K. 1996. *Designing and managing multiple choice questions*. http://www.uct.ac.za/projects/cbe/mcqman/mcqappb.html

The examination paper is based on the following:

- The INS1502 study guide;
- The assignments; and
- The tutorial letters.

9 FREQUENTLY ASKED QUESTIONS

The *Study@Unisa* brochure contains an A–Z guide of the most relevant study information. Please read this carefully. It provides relevant information pertinent to your studies at Unisa.

10 SOURCES CONSULTED

Sources consulted are mentioned throughout this tutorial letter.

11 CONCLUSION

We sincerely hope that this module and its contents will be helpful to you in your further studies.

Regards

Dr N Wessels

wessen@unisa.ac.za

12 ADDENDUM

The assignments topics are provided below. Again, ensure that you complete the assignments for the semester you are registered for.

12.1 FIRST SEMESTER COMPULSORY ASSIGNMENTS

12.1.2 ASSIGNMENT 01

SEMESTER I: ASSIGNMENT 01

DUE DATE: 13 March 2020

Assignment instruction:
Compile a *work plan* for the following essay topic:

> Discuss and evaluate the potential role smart phones can play in online learning at an ODL institution. Consider positive and negative implications.

Total for assignment 1: 100%

The UNIQUE NUMBER for this assignment is 652103

SOURCES TO CONSULT FOR ASSIGNMENT 01

University of South Africa. Department of Information Science. 2020. *Tutorial Letter INS1502/501/3/2020*.

Tutorial Letter INKALLE302 for 2020

Own Sources

NB: Part of compiling the work plan is to find sources of your own. This must be evident in the plan. Please use authoritative sources in your plan.

Do **not** copy the sections from the study guide. You have to show relevant sources that you found. You will earn 0% if you copy from any source.

GUIDELINES FOR ASSIGNMENT 01

READ THE FOLLOWING GUIDELINES CAREFULLY!

You will NOT do well if you do not follow these guidelines.

1. Do **NOT** write an essay; **only compile a work plan**.

   NOTE: You will receive 0% for this assignment if you write an essay. The idea is to plan and practise how to prepare for an essay before actually writing it.

2. Read the following sections in your study material ***before*** you compile your **work plan** on the above topic:

   - Learning Unit 2

   - A work plan was developed in the Study Guide in Section 2.6.4 for the topic *Explain why buying a pirated DVD or music CD is stealing.* Be guided by this example on how to compile a work plan. Remember, this is not the only way to plan an information task, and yours may look different. **Do not copy the topic of this example**.

   - Usually, when preparing for an assignment the work plan will be less formal. However, for this assignment you are required to show a broader and in depth understanding of planning, retrieving and using information.

3. The work plan should reflect:
   - Your knowledge of the subject matter; and
   - Your ability to draw up a work plan.

4. Include **two definitions** for **one of** the keywords.

   - Find one acceptable definition in the literature. Definitions can be found in a dictionary, an encyclopaedia, text books or in research articles. Make sure that you include in-text references. **Your definition must not come from the study guide or tutorial letters**. Find other sources.

   - Write one definition relevant to the topic in your own words. This should be your own definition based on several sources. It should not be longer than a brief paragraph.

   - A definition should ensure that the word has only one meaning and cannot be confused with other words. The first step in defining a word is to use a comprehensive and reputable dictionary.

5. Your work plan should include:

   - The assignment topic keyword(s) or concept(s);
   - Action words;
   - Structured format;

- Indication of the audience;
- Your **brief** thoughts on the topic/strategy;
- Your search strategy where you must indicate how and where you found your information (See Study Guide Section 7.2);
- Relevant headings and sub-headings (See Study Guide Section 2.6.2);
- Short notes on the information (i.e. evidence that you actually read and understood the sources) under the headings and subheadings (See Study Guide Section 3.3);
- In-text references (See Study Section 8.8.6 and 10.4 as well as Tutorial Letter INKALLE302 for 2020); and
- A list of references used to find information on the topic (See Study Guide Learning Unit 10 and Tutorial Letter INKALLE302 for 2020).

6. Find relevant information sources using a library catalogue, online and bibliographic databases and/or the internet.

7. The key components of the mark sheet that is used to assess this assignment include:

Work Plan Content	50
Definitions	10
Search Strategy	10
List of Sources	10
In-text References	5
Language	5
Presentation	10
TOTAL	100%

Note the percentages that will be allocated.

An example of how the mark sheet is used to give you guidance on your answer to Assignment 1 is presented below. Note that the mark sheet may change.

INS1502 MARK SHEET

Consult the Guidelines in Tutorial Letter 101

CONTENT (50 marks)	
• You have not compiled a work plan (WP)* • You discussed the wrong topic* • You wrote an essay* • Your WP is incomplete • Your WP must indicate that you actually read your sources • This is a repeat/copy of the study guide example without insight *Receives 0%	• Identify the keywords • Indicate the verbs/actions • Use headings and subheadings • Headings and subheadings must be relevant • Provide brief notes under each heading/subheading • Read about note taking • Discussion/body etc are not acceptable headings
DEFINITIONS (10 marks)	
• Include 2 definitions for 1 of the keywords • Choose relevant keywords • Your definitions are too brief and not explicit enough	• See study guide unit 3 • Write one definition in your own words, not copied verbatim • Refer to the Guidelines in your 101 Tut Letter
SEARCH STRATEGY (10 marks)	
• Discuss your search strategy for finding sources – what, how, where	• Read study guide unit 7 • Where is it?
LIST OF SOURCES (10 marks)	
• Work through study guide unit 10 • You omitted a list of sources • Your list is not presented correctly • List of sources must not be numbered or bulleted • Your sources have no relation to the topic	• Use Wikipedia with caution • Google (etc) is a search engine, not a source • Find relevant sources of your own – not just the study guide or sources in the SG • Include a variety of sources • A URL is not a reference
IN-TEXT REFERENCES (5 marks)	
• Expand with in-text references • Acknowledge sources in your text • Your in-text referencing format is incorrect	• Read study guide 8.8.6 & 10.4 • Sources listed in your List of sources must be reflected in your text and vice versa
LANGUAGE (5 marks)	
• Proofread your work • Syntax • Do not use sms language • Use the spell/grammar checker	• Check spelling • Rather use “simple” words that you understand, than “fancy” words (eg use walk and not “perambulate” • Write in your own words.
PRESENTATION (10 marks)	
• Assignments must be neat • Present discussion logically • Repeat the topic to focus • Avoid repetition • Preferably type • You copied verbatim.	• Number headings correctly • Your headings must indicate what you will discuss • It seems as if you rushed this assignment • Preferably submit online
PLAGIARISM	
This is a serious offence. You will receive 0% if caught out.	Copying from another student is also form of plagiarism Your work is the same as student ……..
YOUR FINAL MARK	**%**

12.1.2 ASSIGNMENT 02

SEMESTER I: ASSIGNMENT 02

DUE DATE: 17 April 2020

This assignment consists of twenty (25) multiple-choice questions (MCQs) that you must answer online on myUnisa (the preferred option) or manually using a mark-reading sheet.

Choose the most correct option.

You will find instructions on answering MCQs in the booklet *Study@Unisa*. Please ensure that you read these instructions carefully before conducting this assignment as incorrectly completed MCQs will result in a poor mark. Some information on MCQs will also be posted on myUnisa for INS1502.

The unique number for this assignment is 716094

SOURCES TO CONSULT FOR ASSIGNMENT 02

University of South Africa. Department of Information Science. 2020. *Tutorial Letter INS1502/501/3/2020*.

SEMESTER I

MULTIPLE CHOICE QUESTIONS (MCQs) FOR ASSIGNMENT 2

QUESTION 1

The twenty-first century is regarded as an/a …

1. industrial society
2. agricultural society
3. social media society
4. information society

QUESTION 2

Using a library is a good research strategy because libraries …

1. have books on specific topics
2. have handouts explaining how to get books on interlibrary loans
3. use a catalogue to describe sources
4. provide high-quality and verified resources

QUESTION 3

The uniform resource locator (URL) is …

1. region-specific
2. used as a myUnisa indicator
3. the address of a website
4. provides a list of subjects on a website

QUESTION 4

The last stage before submission of an assignment is …

1. drawing up a work plan
2. proofreading the content
3. adding the list of references
4. compiling the table of contents

QUESTION 5

Information literacy is to … what the alphabet is to reading.

1. computer skills
2. lifelong learning
3. data, information and knowledge
4. information and communication technologies

QUESTION 6

Referencing refers to a process of …

1. acknowledging the use of other's work
2. copyright and plagiarism
3. selecting relevant sources
4. using dictionaries and encyclopaedias

QUESTION 7

The Dewey Decimal System (DDC) divides knowledge…

1. chronologically
2. numerically
3. by subject
4. into ten call numbers

QUESTION 8

The main advantage of the internet as opposed to a library is …

1. The internet is less expensive to access
2. Libraries have less books on various topics
3. The internet contain verified information

4. Ease of access

QUESTION 9

Which one of the following criteria is useful to evaluate information on the WWW?

1. Author affiliations are negligible
2. All acronyms are acceptable
3. Currency is important
4. Advertisements contain relevant information

QUESTION 10

Which citation is correct for a website?

1. University of Hull. 2019. Essay: A detailed look at planning and writing them. http://www2.hull.ac.uk/lli/PDF/Essays.pdf (Accessed 7 June 2019).
2. University of Hull. (2019). *Essay: A detailed look at planning and writing them.* http://www2.hull.ac.uk/lli/PDF/Essays.pdf (Accessed on 7 June 2019).
3. *Essay: A detailed look at planning and writing them.* University of Hull. 2019. http://www2.hull.ac.uk/lli/PDF/Essays.pdf .
4. University of Hull. Essay: A detailed look at planning and writing them. Available: www2.hull.ac.uk/lli/PDF/Essays.pdf (Accessed 7 June 2019).

QUESTION 11

The ISBN of a book is used …

1. as part of a catalogue record description
2. in a list of sources in an essay
3. as a call number
4. as part of the DDC number

QUESTION 12

An example of tacit knowledge is …

1. a system of symbols
2. the experience of an expert
3. participant observation
4. statistics

QUESTION 13

The internet and the World Wide Web are entities that are ….

1. fluent
2. static
3. stable
4. fluid

QUESTION 14

Which of the following would be a suitable heading in an academic essay?

1. Conclusion
2. Heading
3. Body
4. Discussion

QUESTION 15

A work plan ….

1. Should be included in your final assignment
2. Covers the complete discussion of an essay
3. Should not be changed once finalised
4. Is a rough draft of an information task

QUESTION 16

An assignment requires that you write an academic essay. Using the list (1–5) given below, identify one correct answer that demonstrates the sequence for the general format of an academic essay.

1. List of sources
2. Introduction
3. Conclusion
4. Definitions
5. Headings and subheadings (topic specific)

1. 2, 1, 5, 3, 4,
2. 2, 4, 5, 3, 1
3. 2, 1, 5, 4, 3
4. 5, 2, 1, 3, 4

QUESTION 17

Which word(s) or concept(s) in the following topic provide you with the key to what must be discussed in the task?

“In an essay of 1200 words, explain why South Africa needs more social workers to play a role in combatting AIDS in rural areas in particular.”

1. Essay of 1200 words
2. Role play; rural
3. Aids; social workers
4. Explain

QUESTION 18

To find out if the Unisa library subscribe to the *Journal of South African Law*, you would look in:

1. a database
2. a periodical index
3. the library catalogue
4. the reference section

QUESTION 19

Which would be the best verified information source to use to find information on the latest research on the AIDS epidemic?

1. Scientific Journal
2. Website
3. Book
4. Newspaper

QUESTION 20

Intellectual property, copyright and plagiarism refer to the …

1. South African Act of Access to Information
2. Application of academic writing skills
3. Ethical use of information
4. Act on Protection of Personal Information

QUESTION 21

A biography is:

1. A list of countries
2. A list of information sources
3. An index of subjects
4. Someone's life story

QUESTION 22

Words such as investigate, review and describe in an assignment topic:

1. describe the audience
2. supply the topic
3. provide instructional terms
4. indicates the work plan

QUESTION 23

Dick, AL. 2002. South Africa's information industry and Mbeki's African Renaissance. *Mousaion* 20(1):23–27.

The reference above is a bibliographic citation for a …

1. Personal interview with AL Dick
2. Journal article
3. Book chapter
4. Conference proceeding

QUESTION 24

What types of search results would you likely get if you type "libr*" into a database search?

1. Articles that focus on libraries
2. Articles written that contain terms such as Libra, library, librarians, libretto
3. Articles on operas
4. Articles written by librarians

QUESTION 25

An in-text reference to a book should include …

1. Author; date of publication; page numbers
2. Title; author; date of access
3. DOI; page numbers
4. Title; date of publication; URL

12.2 SECOND SEMESTER COMPULSORY ASSIGNMENTS

12.2.1 ASSIGNMENT 01

SEMESTER II: ASSIGNMENT 01

DUE DATE: 11 August 2020

Assignment instruction:
Compile a *work plan* for the following essay topic:

> Discuss and evaluate the potential role smart phones can play in online learning at an ODL institution. Consider positive and negative implications.

Total for assignment 1: 100

The UNIQUE NUMBER for this assignment is 530843

SOURCES TO CONSULT FOR ASSIGNMENT 01

University of South Africa. Department of Information Science. 2020. *Tutorial Letter INS1502/501/3/2020*.

Tutorial Letter INKALLE302 for 2020

Own Sources

NB: Part of compiling the work plan is to find sources of your own. This must be evident in the plan. Please use authoritative sources in your plan.

Do **not** copy the sections from the study guide. You have to show relevant sources that you found. You will earn 0% if you copy from any source.

GUIDELINES FOR ASSIGNMENT 01

READ THE FOLLOWING GUIDELINES CAREFULLY!

You will NOT do well if you do not follow these guidelines.

8. Do **NOT** write an essay; **only compile a work plan**.

   NOTE: You will receive 0% for this assignment if you write an essay. The idea is to plan and practise how to prepare for an essay before actually writing it.

9. Read the following sections in your study material ***before*** you compile your **work plan** on the above topic:

   - Learning Unit 2

   - A work plan was developed in the Study Guide in Section 2.6.4 for the topic *Explain why buying a pirated DVD or music CD is stealing.* Be guided by this example on how to

compile a work plan. Remember, this is not the only way to plan an information task, and yours may look different. **Do not copy the topic of this example**.

- Usually, when preparing for an assignment the work plan will be less formal. However, for this assignment you are required to show a broader and in depth understanding of planning, retrieving and using information.

10. The work plan should reflect:
    - Your knowledge of the subject matter; and
    - Your ability to draw up a work plan.

11. Include **two definitions** for **one of** the keywords.

    - Find one acceptable definition in the literature. Definitions can be found in a dictionary, an encyclopaedia, text books or in research articles. Make sure that you include in-text references. **Your definition must not come from the study guide or tutorial letters**. Find other sources.

    - Write one definition relevant to the topic in your own words. This should be your own definition based on several sources. It should not be longer than a brief paragraph.

    - A definition should ensure that the word has only one meaning and cannot be confused with other words. The first step in defining a word is to use a comprehensive and reputable dictionary.

12. Your work plan should include:

- The assignment topic keyword(s) or concept(s);
- Action words;
- Structured format;
- Indication of the audience;
- Your **brief** thoughts on the topic/strategy;
- Your search strategy where you must indicate how and where you found your information (See Study Guide Section 7.2);
- Relevant headings and sub-headings (See Study Guide Section 2.6.2);
- Short notes on the information (i.e. evidence that you actually read and understood the sources) under the headings and subheadings (See Study Guide Section 3.3);
- In-text references (See Study Section 8.8.6 and 10.4 as well as Tutorial Letter INKALLE302 for 2020); and
- A list of references used to find information on the topic (See Study Guide Learning Unit 10 and Tutorial Letter INKALLE302 for 2020).

13. Find relevant information sources using a library catalogue, online and bibliographic databases and/or the internet.

14. The key components of the mark sheet that is used to assess this assignment include:

Work Plan Content	50
Definitions	10
Search Strategy	10
List of Sources	10
In-text References	5
Language	5
Presentation	10
TOTAL	100%

Note the percentages that will be allocated.

An example of how the mark sheet is used to give you guidance on your answer to Assignment 1 is presented below. Note that the mark sheet may change.

INS1502 MARK SHEET

Consult the Guidelines in Tutorial Letter 101

CONTENT (50 marks)	
• You have not compiled a work plan (WP)* • You discussed the wrong topic* • You wrote an essay* • Your WP is incomplete • Your WP must indicate that you actually read your sources • This is a repeat/copy of the study guide example without insight *Receives 0%	• Identify the keywords • Indicate the verbs/actions • Use headings and subheadings • Headings and subheadings must be relevant • Provide brief notes under each heading/subheading • Read about note taking • Discussion/body etc are not acceptable headings
DEFINITIONS (10 marks)	
• Include 2 definitions for 1 of the keywords • Choose relevant keywords • Your definitions are too brief and not explicit enough	• See study guide unit 3 • Write one definition in your own words, not copied verbatim • Refer to the Guidelines in your 101 Tut Letter
SEARCH STRATEGY (10 marks)	
• Discuss your search strategy for finding sources – what, how, where	• Read study guide unit 7 • Where is it?
LIST OF SOURCES (10 marks)	
• Work through study guide unit 10 • You omitted a list of sources • Your list is not presented correctly • List of sources must not be numbered or bulleted • Your sources have no relation to the topic	• Use Wikipedia with caution • Google (etc) is a search engine, not a source • Find relevant sources of your own – not just the study guide or sources in the SG • Include a variety of sources • A URL is not a reference
IN-TEXT REFERENCES (5 marks)	
• Expand with in-text references • Acknowledge sources in your text • Your in-text referencing format is incorrect	• Read study guide 8.8.6 & 10.4 • Sources listed in your List of sources must be reflected in your text and vice versa
LANGUAGE (5 marks)	
• Proofread your work • Syntax • Do not use sms language • Use the spell/grammar checker	• Check spelling • Rather use “simple” words that you understand, than “fancy” words (eg use walk and not “perambulate” • Write in your own words.
PRESENTATION (10 marks)	
• Assignments must be neat • Present discussion logically • Repeat the topic to focus • Avoid repetition • Preferably type • You copied verbatim.	• Number headings correctly • Your headings must indicate what you will discuss • It seems as if you rushed this assignment • Preferably submit online
PLAGIARISM	
This is a serious offence. You will receive 0% if caught out.	Copying from another student is also form of plagiarism Your work is the same as student ……..
YOUR FINAL MARK	**%**

12.2.2 ASSIGNMENT 02

SEMESTER II: ASSIGNMENT 02

DUE DATE: 11 September 2020

This assignment consists of twenty (25) multiple-choice questions (MCQs) that you must answer online on myUnisa (the preferred option) or manually using a mark-reading sheet.

Choose the most correct option.

You will find instructions on answering MCQs in the booklet *Study@Unisa*. Please ensure that you read these instructions carefully before conducting this assignment as incorrectly completed MCQs will result in a poor mark. Some information on MCQs will also be posted on myUnisa for INS1502.

The unique number for this assignment is 837014

SOURCES TO CONSULT FOR ASSIGNMENT 01

University of South Africa. Department of Information Science. 2020. *Tutorial Letter INS1502/501/3/2020*.

SEMESTER II

MULTIPLE CHOICE QUESTIONS (MCQs) FOR ASSIGNMENT 2

QUESTION 1

One of the characteristics of an information society is that it supports …

1. The use of the internet
2. Generation X and generation Y
3. Sms communication above e-mails
4. A lifelong learning environment

QUESTION 2

Google Chrome is a/an …

1. Search engine
2. Online catalogue
3. Web browser
4. World wide web site

QUESTION 3

The following Boolean operator(s) will narrow a search:

1. AND
2. AND; NOT
3. OR; NOT
4. OR

QUESTION 4

The ability to work with information in order to solve problems is called:

1. Information literacy
2. Information society
3. Information obesity
4. Information overload

QUESTION 5

Which statement about the internet is correct?

1. Social networking services form part of the internet.
2. Information on the internet is checked for bias.
3. The internet ensures cyber-security.
4. The internet includes all publicly available information in the world.

QUESTION 6

Poverty rate in Africa and information access: the case of the internet is the title of a journal article. Which one of the concepts listed below is **not** a keyword?

1. Poverty
2. Information access
3. Rate; case
4. Internet

QUESTION 7

Brainstorming an assignment topic is a technique that helps to:

1. Draw a conclusion
2. Identify the issues that might be involved
3. Find peer-reviewed information
4. Decide on reference techniques

QUESTION 8

A newsgroup on the internet requires:

1. Working in real time
2. Video meetings
3. GoogleGroups
4. Evaluation of information

QUESTION 9

You are required to compile a list of sources. Using the list 1-6 below, identify one correct answer that demonstrates the correct sequence for the list of sources:

1. James, DM. 2008. School librarianship: Career choice and recruitment. *Journal of Education for Library and Information Science* 49(3):210–229.

2. Morgan JC, Farrar B & Owens I. 2009. Documenting diversity among working LIS graduates. *Library Trends* 58(2):192–214.

3. Bird, E. 2012. Role call. *School Library Journal* July:18–22.

4. McInroy, M. 1990. Regrets? I've had but few – since I left librarianship. *Australian Academic & Research Libraries* 21(1): 23–32.

5. Makhanya, M. 2015. Connectivity can bring quality education to all. *Mail &Guardian* 13 February. http://mg.co.za/article/2015-02-12-connectivity-can-bring-quality-education-to-all (Accessed 16 February 2019).

6. Jiyane, GV & Onyancha, OB. 2010. Information literacy instruction in academic libraries and LIS schools in institutions of higher education in South Africa. *SAJLIS* 76(1):11-23.

1. 3, 2, 6, 1, 5, 4
2. 3, 2, 1, 6, 5, 4
3. 5, 2, 3, 1, 4, 6
4. 3, 1, 6, 5, 4, 2

QUESTION 10

Which of the following concepts makes it legally right to reproduce a substantial portion of the works of another person with permission?

1. Copyright
2. Intellectual property rights
3. Fair use
4. Freedom of information

QUESTION 11

You are required to locate peer-reviewed articles on a topic that was assigned to you. Where would you find this information?

1. Newspapers
2. Magazines
3. Scientific journals
4. Tutorial letters and study guides

QUESTION 12

Use the following Dewey call numbers to answer this question:

1. 370.23 MORR
2. 371.03 LANS
3. 371.33 SCHU
4. 371.35 ROSS

A book with the call number 371.33 ROSS, would be placed:

1. Between 1 and 2
2. Between 2 and 3
3. Between 3 and 4
4. After 4

QUESTION 13

An abstracting journal is used to:

1. Find abstracts
2. Find scientific journal articles
3. Find popular magazines
4. Find subjects in a book

QUESTION 14

Two activities involved in organising information for an assignment are:

1. Locating relevant sources; selecting the information
2. Visiting an academic library; using the catalogue
3. Evaluating information; writing the task
4. Identifying the keywords; taking notes

QUESTION 15

When synthesising information the following steps are followed:

1. Organise information
2. Identify concepts

3. Start an outline for an assignment
4. Distinguish facts
5. Take notes

Which arrangement would be a logical order to follow when preparing for an essay?

1. 2, 4, 5, 1, 3
2. 1, 2, 4, 3, 5
3. 2, 1, 5, 4, 3
4. 2, 4, 1, 3, 5

QUESTION 16

Which of the following is a suitable ready reference source that could be used to start an information task?

1. Library catalogue
2. Directory
3. Google
4. Subject encyclopaedia

QUESTION 17

The Dewey Decimal Classification system divides knowledge:

1. Into call numbers
2. By subject
3. Chronologically
4. Numerically and alphabetically

QUESTION 18

Which type of reference source will you use to answer the following query?

What is the meaning of the Russian word "Matryoshka"?

1. Language dictionary
2. Subject dictionary
3. *Oxford English dictionary*
4. Biographical dictionary

QUESTION 19

The quality of information can be measured by various criteria. Which criterion is incorrect?

1. Accuracy
2. Authority
3. Accessibility
4. Verifiability

QUESTION 20

The OPAC at the UNISA Library is a/an ....

1. Classification system designed by Dewey to control knowledge
2. Online cataloguing system for finding information sources in a specific library
3. System for classifying information sources according to subjects
4. Unisa Interlibrary Loan system

QUESTION 21

South African students' preferred mode of access to information is via:

1. Personal computers
2. Word of mouth
3. Smartphones
4. Websites

QUESTION 22

You are searching for information on the cellphone suppliers Vodacom and Cell C excluding MTN. What would you type into a database search to find the most relevant sources for your topic?

1. Vodacom AND Cell C AND MTN
2. Vodacom OR Cell C AND MTN
3. Vodacom OR Cell C NOT MTN
4. Vodacom AND Cell C NOT MTN

QUESTION 23

Which statement is correct with regard to an information task?

1. If I present my own point of view it must be substantiated.
2. Information in printed sources is always unbiased.
3. I should include information in an assignment if it is remotely relevant.
4. I should mostly use the study guide to write an assignment.

QUESTION 24

Which statement is correct regarding search engines?

1. Google is the best search engine available.
2. Different search engines offer different search options.
3. Metasearch engines offer limited search capabilities.
4. Search engines are examples of classification systems.

QUESTION 25

Which citation for a journal article available online is correct according to the abbreviated Harvard Method?

1. Prince Igwe. (2019). Poverty rate in Africa and information access: the case of the internet. College & Research Libraries 80(5). https://crln.acrl.org/index.php/crlnews/article/view/17754/19571 (Accessed 5 June 2019).

2. College & Research Libraries 80(5). Poverty rate in Africa and information access: the case of the internet. https://crln.acrl.org/index.php/crlnews/article/view/17754/19571 (Accessed on 5/6/ 2019).

3. PJ Igwe. 2019. Poverty rate in Africa and information access: the case of the internet. College & Research Libraries 80(5). https://crln.acrl.org/index.php/crlnews/article/view/17754/19571 (Accessed 5 June 2019).

4. Igwe, PJ. 2019. Poverty rate in Africa and information access: the case of the internet. *College & Research Libraries* 80(5). https://crln.acrl.org/index.php/crlnews/article/view/17754/19571 (Accessed 5 June 2019).