Definition: Information literacy is the ability to know when there is a need for information, and to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand (The National Forum on Information Literacy).

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| **Categories** | **Needs Improvement**  **(poor)**  **1** | **Developing**  **(low satisfactory)**  **2** | **Proficient**  **(high satisfactory)**  **3** | **Outstanding**  **(exceeds expectations)**  **4** | **Score** |
| **Determine information needed** | * Defining the purpose of the paper is lacking. * Key components not determined. | * Incompletely defines the purpose of the paper (parts are missing, remains too broad or too narrow, etc.). * Few key concepts determined. | * Completely defines the purpose of the paper. * Key concepts determined. | * Effectively defines the purpose of the paper. * Effectively determines key concepts. |  |
| **Access needed information** (Relevance) | * Lacks relevance in information sources retrieved. | * Limited and similar relevant information sources retrieved. | * Broad and varied relevant information sources retrieved. | * Extensive, varied, and relevant information sources retrieved. |  |
| **Evaluate information and its sources critically**  (How relevant) | * Begins to recognize own or others’ assumptions. * Begins to identify the relevance of contexts when presenting a position. | * Somewhat identifies own or others’ assumptions. * Identifies the relevance of contexts when presenting a position. | * Interprets own and others’ assumptions. * Analyzes the relevance of several contexts when presenting a position. | * Thoroughly (systematically and methodically) analyzes own and others’ assumptions. * Carefully evaluations the relevance of all contexts when presenting a position. |  |
| **Use information to accomplish a specific purpose** | * The information is fragmented and/or used inappropriately (misquoted, taken out of context, or incorrectly paraphrased). * Unsuccessfully communicates information from sources. * Intended purpose is not achieved. | * Interprets information from sources. * Communicates and/or organizes information from sources. * Intended purpose is partially achieved. | * Analyzes information from sources. * Communicates and organizes information from sources with clarity and/or depth. * Intended purpose is achieved with clarity and/or depth. | * Synthesizes information from sources. * Communicates and organizes information from sources with clarity and depth. * Intended purpose is achieved with clarity and depth. |  |
| **Access and use information ethically and legally** (Understand restrictions on the use of published, confidential, and/or proprietary information) | * Correctly uses one of the following: * Citations and references * Paraphrasing, summarizing, or quoting * Using information in ways that are true to original context * Distinguishing between common knowledge and ideas requiring citation | * Correctly uses two of the following: * Citations and references * Paraphrasing, summarizing, or quoting * Using information in ways that are true to original context * Distinguishing between common knowledge and ideas requiring citation | * Correctly uses three of the following: * Citations and references * Paraphrasing, summarizing, or quoting * Using information in ways that are true to original context * Distinguishing between common knowledge and ideas requiring citation | * Correctly uses all of the following: * Citations and references * Paraphrasing, summarizing, or quoting * Using information in ways that are true to original context * Distinguishing between common knowledge and ideas requiring citation |  |