

Competencies for Rubric Section of In-Service

- A. Understands the assignment and determines how much information is needed
 - a. Develops an idea and formulates questions
 - b. Identifies key concepts and terms
 - c. Defines a realistic plan and timeline
 - d. Understands what information is needed and how to obtain it both in the library and beyond

- B. Finds and evaluates the information needed
 - a. Constructs and implements a search strategy and uses various information resources (i.e. catalog, databases, search engines)
 - b. Understands and identifies which resources to use
 - c. Understands the difference between popular/scholarly, current/historical, and primary/secondary sources
 - d. Evaluates information found and determines the quality of information and it's source

- C. Incorporates the appropriate information
 - a. Reviews and determines if original information is satisfactory
 - b. If additional information is needed, revises initial search strategies
 - c. Integrates information including quotations and paraphrasing to support assignment

- D. Avoids plagiarism and cites sources correctly
 - a. Demonstrates an understanding of what constitutes plagiarism
 - b. Legally obtains, stores, and disseminates text, data, images, or sounds
 - c. Uses appropriate documentation style and uses it consistently