

## Information Skills

Academic Year: ( 2018 / 2019 )

Review date: 10-05-2018

Department assigned to the subject: Department of Library Science and Documentation

Coordinating teacher: MENDEZ RODRIGUEZ, EVA MARIA

Type: Basic Core ECTS Credits : 3.0

Year : 1 Semester : 1

## STUDENTS ARE EXPECTED TO HAVE COMPLETED

None.

## COMPETENCES AND SKILLS THAT WILL BE ACQUIRED AND LEARNING RESULTS.

At the completion of this course, students will

1. Understand the importance of resource-based learning and research.
2. Recognize information problems and develop effective strategies to solve them.
3. Become familiar with general and specialized information sources, and be able to determine their appropriateness for the task at hand.
4. Determine the reliability and quality of information and its sources.
5. Develop their information retrieval skills, improving the precision and efficiency of their searches.
6. Use information ethically, avoiding plagiarism, and following academic conventions and professional requirements.

## DESCRIPTION OF CONTENTS: PROGRAMME

## UNIT 1. WHERE TO FIND RELIABLE INFORMATION

- Learn to use your Library. (UC3M Library)
- Competencies in information. The systematic process of searching and using information.
- Sources of information: typology of documents of habitual use in the academic field and the main reliable sources for its obtaining.

## UNIT 2. INFORMATION RETRIEVAL: GENERAL RESOURCES

- Basic concepts of information retrieval.
- Processes and tools in the search for electronic information.
- Knowledge and use of the main databases and multidisciplinary academic search engines.

## UNIT 3. INFORMATION RETRIEVAL: THEMATIC AND SPECIALIZED RESOURCES

- Knowledge and use of the main specialized databases (according to area of knowledge)
- New spaces for interaction with knowledge. Social networks as a source of scientific information.
- Criteria for evaluating information resources on the web. The fake news.

## UNIT 4. ETHICAL USE OF INFORMATION: CITATION AND REFERENCES

- Ethics and intellectual property. The academic work without plagiarism.
- Create and manage in text citations and bibliographic references. Present and organize references.
- Software products for generating and managing citations and bibliographies.

## LEARNING ACTIVITIES AND METHODOLOGY

Acquisition of theoretical knowledge (1 ECTS), through lectures, teaching materials prepared by the teacher, online tutorials, specialized reading, and the students' personal study, related to theoretical competences.

Acquisition of practical skills and abilities (2 ECTS), through case-studies oriented to information seeking in web sources, analysis of these sources, evaluation of results, presentation and citation of

content.

Student assignments will be done partly in a computers classroom with direct supervision of the teacher; and partly out of the classroom with the support and subsequent control of the teacher. These assignments will be in particular oriented on the acquisition and development of practical skills.

The days and hours of tutorship sessions for each group will be available in the course space in Aula Global. Students might ask for specific/especial tutorship session to the coordinator or professor on demand by email.

#### ASSESSMENT SYSTEM

This course follows exclusively a process of continuous assessment, according to the following parameters:

- Formative assessment based on self-assessment exercises to measure the acquisition of theoretical knowledge, and practical activities and exercises: up to 60% of the final grade.
- Final test held on the last day of classes, during usual hours and in a classroom to be determined: up to 40% of the final grade.

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Students who have participated in at least 30% of learning activities and ongoing evaluation and have not passed the subject may regain it by performing the following mandatory activities:

- Work proposed by the teacher (50% of grade). The deadline for delivery of the work is the day set for the test.
- Multiple choice test where the acquisition of specific knowledge of the subject (50% of grade) will be verified. This test will take place the day before the start of the extraordinary call. The teacher notify students classroom and time reserved for its realization.

If as a result of recovery activities the student surpasses the teacher subject shall amend the note on the scoresheet.

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**IMPORTANT NOTICE:** As in all your work, no copying or plagiarism is allowed. If such is detected, no credit for the activity will be given.

<b>% end-of-term-examination:</b>	0
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	100

#### BASIC BIBLIOGRAPHY

- Bobish, Greg y Jacobson, Trudi (ed.) The Information Literacy User's Guide: An Open, Online Textbook., Geneseo, NY: State University of New York at Geneseo (<http://opensuny.org/omp/index.php/SUNYOpenTextbooks/catalog/book/170>), 2014
- Pacios Lozano, Ana R. (coord.) Técnicas de búsqueda y uso de la información, Madrid: Editorial Universitaria Ramón Areces,, 2013

#### ADDITIONAL BIBLIOGRAPHY

- GRAY, Kathleen, et al. Web 2.0 authorship: Issues of referencing and citation for academic integrity, Internet and Higher Education, 2008, Vol. 11, issue 2, pp. 112-118. Available at ScienceDirect: doi:10.1016/j.iheduc.2008.03.001, 2008
- GRIMES, Deborah J. and Carl H. Boening. Worries with the Web: A Look at Student Use of Web Resources, College & Research Libraries, January 2001, pp. 11-22..
- LE ROUX, Willem H. and Ivan D. Burke. Collaborative Reference Management System [online]., University of Pretoria. Department of Library Services, 2008. Available at: [http://www.ais.up.ac.za/digi/docs/leroux\\_paper.pdf](http://www.ais.up.ac.za/digi/docs/leroux_paper.pdf) [Accessed: 26/05/2011].
- LIU, Ziming. Perceptions of credibility of scholarly information on the web., Information Processing and Management, 2004, Vol. 40, pp. 1027-1038. Available at ScienceDirect: [http://dx.doi.org/10.1016/S0306-4573\(03\)00064-5](http://dx.doi.org/10.1016/S0306-4573(03)00064-5).