Information Skills

Academic Year: (2018 / 2019) **Review date: 09-05-2018**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: NAVARRO BONILLA, DIEGO

Type: Basic Core ECTS Credits : 3.0

Year : 1 Semester : 1

Branch of knowledge: Social Sciences and Law

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

None.

OBJECTIVES

At the completion of this course, students will
- Understand the importance of resource-based learning and research.
- Recognize information problems and develop effective strategies to solve them.
- Become familiar with general and specialized information sources, and be able to determine their appropriateness for the task at hand.
- Determine the reliability and quality of information and its sources.
- Develop their information retrieval skills, improving the precision and efficiency of their searches.
- 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.

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.

Students not passing this subject will have an additional opportunity to make up for it provided they have participated in at least 30% of its learning and continuous assessment activities. To benefit from this opportunity, students must complete the following activities:

- 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 the student satisfactorily completes the supplementary assessment, the record would be updated accordingly.
- Work proposed by the teacher (50% of grade). The deadline for delivery of the work is the day set for the test.

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.

% end-of-term-examination:	0
% of continuous assessment (assigments, laboratory, practicals…):	100

BASIC BIBLIOGRAPHY

- Bothma, T.J.D. Navigating Information Literacy: your Information Society Survival Toolkit, Pearson Prentice Hall, 2012
- Turabian, Kate L., revised by Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Press Editorial Staff Student's Guide to Writing College Papers, Chicago: The University of Chicago Press, 2010

BASIC ELECTRONIC RESOURCES

- Bobish, Greg and Jacobson, Trudi (ed.) . The Information Literacy User's Guide: An Open, Online Textbook. Geneseo, NY: State University of New York at Geneseo: //textbooks.opensuny.org/the-information-literacy-users-guide-an-open-online-textbook/