Information Skills

Academic Year: (2019 / 2020) **Review date: 05-07-2019**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: ARAGON GONZALEZ, INES

Type: Basic Core ECTS Credits : 3.0

Year : 2 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

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

This course comprises the following contents:

UNIT 1: Where to find reliable information
- Data, information and knowledge
- Competences in information
- Sources of information: typology and location
- Evaluation of information resources

UNIT 2. Information Retrieval: general resources
- Basic concepts of Information Retrieval
- Information search processes in electronic environments
- Multidisciplinary databases
- Internet search tools

UNIT 3. Information Retrieval: thematic and specialized resources
- Portals and specialized databases
- Selection of online resources
- New spaces of knowledge interaction

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.

This course has a single examination session; there is no extraordinary call. In case of failing, 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 the student satisfactorily completes the supplementary assessment, the final grade would be updated accordingly.

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

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

ADDITIONAL BIBLIOGRAPHY

- MARTÍN VEG, Arturo Fuentes de información general, Gijón: Trea, 1995