

Academic Year: ( 2019 / 2020 )

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Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: ARAGON GONZALEZ, INES

Type: Basic Core ECTS Credits : 3.0

Year : 1 Semester : 2

Branch of knowledge: Social Sciences and Law

## OBJECTIVES

The aim of this course is that students acquire basic skills in handling information that will be useful both for college and your future professional practice.

Once the subject, students have the resources and skills necessary to develop autonomous learning throughout their lives, one of the basic ideas put forward by the European Higher Education Area.

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

The main goal of this course is helping students to develop key competencies on the management of information, which will be extremely useful not only for the good course of their studies but also for their future professional activity. After completing this course, students will have the resources and skills needed to develop their learning in an autonomous and lifelong manner, which is one of the main ideas underneath the European Space for Higher Education.

This course comprises the following contents:

### UNIT 1. WHERE TO FIND RELIABLE INFORMATION

- Data, information and knowledge
- Information skills
- Information sources: typology and searching
- Information resources assessment

### UNIT 2. INFORMATION RETRIEVAL IN DIGITAL ENVIRONMENTS: GENERAL RESOURCES

- Basic concepts
- Search processes of digital information
- Multidisciplinary databases
- Internet search tools

### UNIT 3. INFORMATION RETRIEVAL IN DIGITAL ENVIRONMENTS: SPECIALIZED RESOURCES

- Specialized portals and databases
- Selecting information resources on the Web
- New spaces for knowledge interaction

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

- Ethics and intellectual property rights
- The academic essay without plagiarism
- Citing and referencing bibliographies
- How to present and organize bibliographic references
- Reference and bibliography management software

## LEARNING ACTIVITIES AND METHODOLOGY

Acquisition of theoretical knowledge (1 ECTS credit) through theoretical classes, teaching materials developed by teachers, online tutorials, selected readings, as well as students' personal study. It is especially related with the theoretical competencies.

Acquisition of skills (2 ECTS credits) through practical case studies that focus on searching information from information sources available on the Internet, analyzing such sources, evaluating their results, as well as presenting the obtained contents and citing their sources.

Some of the activities will be done in a computer room with direct supervision from the teacher, and some other activities will be freely done by students, with subsequent supervision. They are especially related with practical competencies.

The days and hours of tutorials will be available on the subject space for the Aula Global.

## ASSESSMENT SYSTEM

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

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.

## 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, 2014. Disponible en: <http://opensuny.org/omp/index.php/SUNYOpenTextbooks/catalog/book/170>
- PACIOS LOZANO, A.R. (coord.) Técnicas de búsqueda y uso de la información, Madrid: Ramón Areces, 2013
- UNIVERSIDAD Carlos III de Madrid. Biblioteca Como elaborar un trabajo académico. Material de Autoformación, [http://www.uc3m.es/portal/page/portal/biblioteca/aprende\\_usar/autoformacion](http://www.uc3m.es/portal/page/portal/biblioteca/aprende_usar/autoformacion).

## ADDITIONAL BIBLIOGRAPHY

- MALDONADO, A. y RODRÍGUEZ, L. (coords.) La información especializada en Internet: directorio de recursos de interés académico y profesional, Madrid: CSIC, 2006.