

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 : 1 Semester : 1

Branch of knowledge: Social Sciences and Law

**REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)**

neither

**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:**

- Data, information and knowledge.
- Competences in information.
- Sources of information: type and location
- Evaluation of information resources.

**UNIT 2: ETHICAL USE OF INFORMATION: CITATION AND REFERENCES:**

- Ethics and intellectual property.
- The academic work without plagiarism.
- Create quotes and bibliography.
- How present and organize references.
- Software for managing citations and bibliographies.

**UNIT 3. RETRIEVING ELECTRONIC INFORMATION: GENERAL RESOURCES:**

- Basic concepts.
- Processes in the search of electronic information.
- Multidisciplinary databases.
- Internet search tools.

**UNIT 4. RETRIEVING ELECTRONIC INFORMATION: SPECIAL RESOURCES:**

- Portals and specialized databases
- Selection of online resources
- New areas of interaction with knowledge. Social webs.

**LEARNING ACTIVITIES AND METHODOLOGY**

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

Acquisition of skills and abilities (total 2 ECTS) through case-studies oriented to information search in accessible sources using Internet, analysis of these sources, the evaluation of the results, presentation and citation of content.

The exercises will be done, some of them, in the informatics class with direct supervision of the teacher, and others, on free time and location, followed by the control of the teacher. They are in particular oriented on the acquisition and development of practical skills.

The days and hours of tutorials will be available on the respective space at 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 (60%)
- Final test held on the last day of classes, during usual hours and in a classroom to be determined (40%)

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 record 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.

<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://textbooks.opensuny.org/the-information-literacy-users-guide-an-open-online-textbook/>), 2014
- PACIOS LOZANO, A. (coord.) Técnicas de búsqueda y uso de la información, Fundación Ramón Areces, 2013

## ADDITIONAL BIBLIOGRAPHY

- It will be made available as the course progresses ., ., .

## BASIC ELECTRONIC RESOURCES

- They will be made available as the course progresses . .: <http://>.