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 : 1 Semester : 1

Branch of knowledge: Social Sciences and Law

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

None.

OBJECTIVES

The main goal of this course is helping students to develop key competences 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.
To achieve this goal, the student must acquire the following program outcomes, related to the following competences.

1. General competences
- Recognize information needs in any established context.
- Be familiar with the main sources of information, both general and specialized in their discipline.
- Learn and manage the most accurate seeking information strategies and tools for each particular information need.
- Be aware of the appropriate uses of information, both their own and retrieved from others.
- Have the ability to gather and interpret relevant data (usually within their field of study) to produce informed judgments that include reflection on relevant social, scientific or ethical issues.
- Have learning skills needed to undertake further study with a high degree of autonomy.

2. Specific competences
2.1. Cognitive
- Determine which is the information really needed to execute a task.
- Locate the available information sources (search engines, databases, other information resources) and evaluate the most appropriate sources for any specific information need.

2.2   Instrumental
- Identify and optimize the main information seeking and gather strategies using some selected sources.
- Access the sources, and obtain the necessary information provided in these sources.
- Understand the whole information obtained, for selecting only the most adequate for each context and situation.
- Synthetize, organize and present the information in a clear and accurate form.
- Regularly use citations and software for creating bibliographies, and understand the importance of this activity for themselves and their colleagues.
- Use of efficient ICT media to write technical and project reports on their subject area of knowledge and activity, and prepare quality presentations.

2.3. Attitudinal
- Critically evaluate the effectiveness, efficiency and quality of the search process performance and the obtained content, in order to get feedback that could allow the search refinement, if needed.
- Optimize the information searches: reduce the invest on time, and make better presentation of results.
- Work well in a team: share tasks, trust on the peers work, and accomplish the responsibilities undertaken.
- Ethical use of information: make an appropriate, responsible and legal use of the information that we

use and produce.
- Maintain an appropriate level of quality in the delivery of their work assignments: acquire some basic guidelines for submission, and respect the deadlines.

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.
-        Final test held on the last day of classes, during usual hours and in a classroom to be determined.

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 y 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/