Information Skills

Academic Year: (2022 / 2023) **Review date: 20-05-2022**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: ARAGON GONZALEZ, INES

Type: Compulsory ECTS Credits : 1.5

Year : 3 Semester : 1

DESCRIPTION OF CONTENTS: PROGRAMME

UNIT 1. INFORMATION RETRIEVAL IN ELECTRONIC ENVIRONMENTS
- Organizing your research plan: steps and search terms.
- Processes and tools for the information search in databases and academic search engines.
- Knowledge and use of the main multidisciplinary and specialized databases (by area of knowledge).

UNIT 2. 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

TEACHING IS FULL TAUGHT IN THE SYNCHRONOUS AND INTERACTIVE ONLINE MODALITY

THEORETICAL-PRACTICAL CLASSES. [12 hours with 100% classroom instruction, 0.48 ECTS]
Knowledge and concepts students must acquire. Student receive course notes and will have basic reference texts to facilitate following the classes and carrying out follow up work. Students partake in exercises to resolve practical problems and participate in workshops and evaluation tests, all geared towards acquiring the necessary capabilities.

TUTORING SESSIONS. [1 hours of tutoring with 100% on-site attendance, 0.08 ECTS]
Individualized attendance (individual tutoring) or in-group (group tutoring) for students with a teacher.

STUDENT INDIVIDUAL WORK OR GROUP WORK [24,5 hours with 0 % on-site, 0.98 ECTS]

METHODOLOGIES

THEORY CLASS. Classroom presentations by the teacher with IT and audiovisual support in which the subject`s main concepts are developed, while providing material and bibliography to complement student learning.

PRACTICAL CLASS. Resolution of practical cases and problems, posed by the teacher, and carried out individually or in a group. Case-studies oriented to information seeking in web sources, analysis of these sources, evaluation of results, presentation and citation of content.

TUTORING SESSIONS. Individualized attendance (individual tutoring sessions) or in-group (group tutoring sessions) for students with a teacher as tutor.
The days and hours of tutorship sessions for each group will be available in the course space in Aula Global.

ASSESSMENT SYSTEM

TOTAL CONTINUOUS EVALUATION.
Due to the applied nature or special characteristics of the subject, the evaluation is of papers, projects, presentations, exercises, internships and workshops throughout the course. Represents 100% of the final grade, thus evaluation is not possible with a final exam.

For the evaluation of this subject, a continuous assessment process will be exclusively followed, 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 70% of the final grade.

- Final test held on the last day of classes, during usual hours: up to 30% of the final grade (ON-SITE)

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 the time for its realization.

- Work proposed by the teacher (50% of grade). Deadline for work delibery is the date of the exam.

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.

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

BASIC BIBLIOGRAPHY

- Bobish, Greg y Jacobson, Trudi (ed.), 2014 The Information Literacy User´s Guide: An Open, Online Textbook , Geneseo, NY: State University of New York at Geneseo, Disponible en: http://textbooks.opensuny.org/the-information-literacy-users-guide-an-open-online-textbook/
- Pacios Lozano, Ana R. (coord.), 2013 Técnicas de búsqueda y uso de la información, Madrid: Editorial Universitaria Ramón Areces.