Information Skills

Academic Year: (2024 / 2025) **Review date: 20-01-2025**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: PERIANES RODRIGUEZ, ANTONIO

Type: Compulsory ECTS Credits : 1.5

Year : 3 Semester : 1

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

None.

LEARNING OUTCOMES

CB1: Students have demonstrated possession and understanding of knowledge in an area of study that builds on the foundation of general secondary education, and is usually at a level that, while relying on advanced textbooks, also includes some aspects that involve knowledge from the cutting edge of their field of study.
CB3: Students have the ability to gather and interpret relevant data (usually within their field of study) in order to make judgements which include reflection on relevant social, scientific or ethical issues.
CB5: Students will have developed the learning skills necessary to undertake further study with a high degree of autonomy.
CG6: Aptitude for dealing with obligatory specifications, regulations and norms.
ECRT3: Ability to use IT search tools for bibliographic resources and information related to telecommunications and electronics.
RA1: Knowledge and Understanding. Knowledge and understanding of the general fundamentals of engineering, scientific and mathematical principles, as well as those of their branch or specialty, including some knowledge at the forefront of their field.
RA4: Research. Graduates will be able to use appropriate methods to carry out detailed research and studies of technical aspects, commensurate with their level of knowledge. The research involves bibliographic searches, design and execution of experiments, interpretation of data, selection of the best proposal and computer simulation. May require consultation of databases, standards and security procedures.
RA6: Generic competences. Graduates will have the generic skills necessary for engineering practice, and which are widely applicable. First, to work effectively, both individually and as a team, as well as to communicate effectively. In addition, demonstrate awareness of the responsibility of engineering practice, social and environmental impact, and commitment to professional ethics, responsibility and standards of engineering practice. They must also have knowledge of business and project management practices, as well as risk management and control, and understand their limitations. Finally, have the capacity for continuous learning.

OBJECTIVES

At the end of the course students will:

1. Understand the need to locate and use reliable sources and the importance of research based on digital information resources.
2. Know the main sources of information, both general and specialised in their discipline, identifying and selecting the most appropriate for each task.
3. Identify information needs and develop effective strategies to locate the appropriate sources.
4. Determine the reliability and quality of information and sources.
5. Retrieve information using accurate and effective searches.
6. Take into consideration the ethical use of information and avoid plagiarism applying academic and deontological regulations and conventions.

DESCRIPTION OF CONTENTS: PROGRAMME

UNIT 1. RETRIEVAL AND ORGANIZATION OF INFORMATION

- Principles and strategies for efficient information retrieval in the digital environment.
- Knowledge and use of the main gateways and collections of general and specialized digital information sources.
- Tools for the organization of information and management of references.

UNIT 2. ETHICAL USE OF INFORMATION

- Ethical use of information and intellectual property regulations.
- Avoiding plagiarism in scientific and academic works.
- Create and manage in-text citations and references in academic works.
- Organise references in academic papers and assignments.
- Similarity detection services to prevent plagiarism.

LEARNING ACTIVITIES AND METHODOLOGY

Teaching is online (synchronous). THE LAST THREE CLASSES ARE FACE-TO-FACE in Leganés

Acquisition of knowledge through theoretical classes with teaching materials prepared by the teacher, online tutorials and readings. Related to theoretical competences.

Acquisition of skills and abilities through practical cases of information search, analysis and evaluation of sources, and presentation and citation of results. Related to practical competences.

Days and times of tutorials will be available in Aula Global.

ASSESSMENT SYSTEM

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

For the evaluation of this subject, a continuous assessment process based on:

- FORMATIVE ASSESSMENT, based on practical assignments and self-evaluation exercises to measure the degree of acquisition of theoretical knowledge: 70%.

- FINAL EXAM held on the last day of class, in the usual classroom and timetable: 30%.

Students that fail the subject may pass it if they have participated in at least 30% of the scheduled learning activities. To do so, they will carry out the following compulsory activities:

- Multiple choice test: to verify the acquisition of theoretical knowledge. This test will take place the day before the start of the extraordinary exams. The teacher will communicate the time and classroom in Aula Global (50%).

- Practical work proposed by the teacher. Deadline for work delivery is the day of the multiple choice test (50% of the mark).

If the student satisfactorily completes the supplementary assessment, the record would be updated accordingly.

If the student passes the subject, the student record will be modified.

IMPORTANT NOTICE: Plagiarism is completely forbidden. If detected, no credit for the activity will be given.

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.