uc3m | Universidad Carlos III de Madrid
Vicerrectorado de Estudios
Apoyo a la docencia y gestión del grado

COURSE: INFORMATION SKILLS		
DEGREE: Ciencias Políticas	YEAR: 1	TERM: 2

WEEKLY PLANNING						
			TEACHING (mark X)	SPECIAL ROOM FOR SESION (computer classroom, audio-visual classroom…)	WEEKLY PROGRAMMING FOR STUDENT		
S E M A N A	S E S I Ó N	DESCRIPTION	SEMINARS		DESCRIPCIÓN	CLASS HOURS	HOMEWORK HOURS (Max. Estim. 3,25h)
1	1	Course presentation Description of assignments and final assessment Unit 1: Where to find reliable information (I) - Competencies in information. The systematic process of searching and using information.	X	Computer room	Study Unit 1 Group building for final project on information searching, citing and referencing sources	1,5	3,25
2	2	Unit 1: Where to find reliable information (II) - Library session (schedule may vary depending on UC3M's Library availability)	X	Computer room	Study Library orientation materials Library Quiz	1,5	3,25
3	3	Unit 1: Where to find reliable information (III) - Sources of information: typology of documents of habitual use in the academic field and the main reliable sources for its obtaining.	X	Computer room	Study Unit 1 Unit 1 hands-on practice and assignment/s Unit 1 Quiz	1,5	3,25
4	4	Unit 2: Information retrieval in digital environments: general resources (I) - Basic concepts of information retrieval.	X	Computer room	Study Unit 2 Unit 2 hands-on practice and assignment/s	1,5	3,25

WEEKLY PLANNING							
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			SEMINARS		DESCRIPCIÓN	CLASS HOURS	HOMEWORK HOURS (Max. Estim. 3,25h)
5	5	Unit 2: Information retrieval in digital environments: general resources (II) - Processes and tools in the search for electronic information.	X	Computer room	Study Unit 2 Unit 2 hands-on practice and assignment/s	1,5	3,25
6	6	Unit 2: Information retrieval in digital environments: general resources (III) - Knowledge and use of the main databases and multidisciplinary academic search engines.	X	Computer room	Study Unit 2 Unit 2 hands-on practice and assignment/s Unit 2 Quiz	1,5	3,25
7	7	Unit 3: Information retrieval in digital environments: specialized resources (I) - Knowledge and use of the main specialized databases (according to area of knowledge)	X	Computer room	Study Unit 3 Unit 3 hands-on practice and assignment/s	1,5	3,25
8	8	Unit 3: Information retrieval in digital environments: specialized resources (II) - New spaces for knowledge interaction. Social networks as a source of scientific information.	X	Computer room	Study Unit 3 Unit 3 hands-on practice and assignment/s	1,5	3,25
9	9	Unit 3: Information retrieval in digital environments: specialized resources (III) - Criteria for evaluating information resources on the web. The fake news.	X	Computer room	Study Unit 3 Unit 3 hands-on practice and assignment/s Unit 3 Quiz	1,5	3,25
10	10	Unit 4: Ethical use of information: Citation and bibliography (I) - Ethics and intellectual property. The academic work without plagiarism.	X	Computer room	Study Unit 4 Unit 4 hands-on practice and assignment/s	1,5	3,25
11	11	Unit 4: Ethical use of information: Citation and bibliography (II) - Create and manage in text citations and bibliographic references. Present and organize references.	X	Computer room	Study Unit 4 Unit 4 hands-on practice and assignment/s	1,5	3,25

			WEEKLY PLANNING					
S E M A N A	**S E S I Ó N**	**DESCRIPTION**	**TEACHING (mark X)**	**SPECIAL ROOM FOR SESION (computer classroom, audio-visual classroom…)**	**WEEKLY PROGRAMMING FOR STUDENT**			
			SEMINARS		DESCRIPCIÓN	CLASS HOURS	HOMEWORK HOURS (Max. Estim. 3,25h)
12	12	Unit 4: Ethical use of information: Citation and bibliography (III) - Software products for generating and managing citations and bibliographies.	X	Computer room	Study Unit 4 Unit 4 hands-on practice and assignment/s Unit 4 Quiz	1,5	3,25
13	13	Final review of main topics covered. Final questions	X	Computer room	Finish and hand in final project	1,5	3,25
14	14	Final test	X	Computer room	Final test	1,5	3,25
					Subtotal 1	**21**	**46**
					***Total 1** (Hours of class plus student homework)*	**67**	

15		Tutorials, handing in, etc				1,8	7
					Subtotal 2	**9**	
					***Total 2** (Hours of class plus student homework)*	**9**	

TOTAL *(Maximun 75 horas)*	**75**