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

COURSE: INFORMATION SKILLS		
DEGREE: Turismo	YEAR: 1	TERM: 2

WEEKLY PLANNING						
S E M A N A	**S E S I Ó N**	**DESCRIPTION**	**TEACHING (mark X)** SEMINARS	**SPECIAL ROOM FOR SESION (computer classroom, audio-visual classroom…)**	**WEEKLY PROGRAMMING FOR STUDENT**	
					DESCRIPCIÓN	CLASS HOURS
1	1	Course presentation\nDescription of assignments and final assessment\nUnit 1: Where to find reliable information (I)\n- Competencies in information. The systematic process of searching and using information.	X	Computer room	Study Unit 1\nGroup building for final project on information searching, citing and referencing sources	1,5
2	2	Unit 1: Where to find reliable information (II)\n- Library session (schedule may vary depending on UC3M's Library availability)	X	Computer room	Study Library orientation materials\nLibrary Quiz	1,5
3	3	Unit 1: Where to find reliable information (III)\n- 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\nUnit 1 hands-on practice and assignment/s\nUnit 1 Quiz	1,5
4	4	Unit 2: Information retrieval in digital environments: general resources (I)\n- Basic concepts of information retrieval.	X	Computer room	Study Unit 2\nUnit 2 hands-on practice and assignment/s	1,5

Note: In the final column "HOMEWORK HOURS (Max. Estim. 3,25h)" the value for all four rows is **3,25**.

			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)
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

			TEACHING (mark X)		WEEKLY PROGRAMMING FOR STUDENT		
WEEKLY PLANNING							
S E M A N A	S E S I Ó N	DESCRIPTION	SEMINARS	SPECIAL ROOM FOR SESION (computer classroom, audio-visual classroom…)	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	