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| COURSE: INFORMATION SKILLS | | |
| DEGREE: Dual Bachelor in International Studies - Law | YEAR:1 | TERM: 1 |

| WEEKLY PLANNING | | | | | | | |
|--------------------------------------|----------------------------|---|----------------------|--|---|-------------|---|
| S E M E S T R E | 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) |
| 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 |

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| 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 |

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| | | | 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 | |