

|                                   |              |              |
|-----------------------------------|--------------|--------------|
| <b>COURSE: INFORMATION SKILLS</b> |              |              |
| <b>DEGREE:</b>                    | <b>YEAR:</b> | <b>TERM:</b> |

| WEEKLY PLANNING                      |                            |   |                      |  |  |             |   |
|--------------------------------------|----------------------------|---|----------------------|--|--|-------------|---|
| S<br>E<br>M<br>E<br>S<br>T<br>R<br>E | S<br>E<br>S<br>I<br>Ó<br>N | DESCRIPTION   | TEACHING<br>(mark X) | SPECIAL ROOM<br>FOR SESION<br>(computer<br>classroom,<br>audio-visual<br>classroom...) | WEEKLY PROGRAMMING FOR STUDENT   |             |   |
|                                      |                            |   | SEMINARS             |  | DESCRIPCIÓN  | CLASS HOURS | HOMEWORK<br>HOURS<br>(Max. Estim.<br>3,25h) |
|                                      | 1                          | Unit 1: Information retrieval in digital environments (I)<br>- Organizing your research plan: steps and search terms.   | X                    | Online   | Study Unit 1<br>Group building for final project on information<br>searching, citing and referencing sources | 1,5         | 3,25  |
|                                      | 2                          | Unit 1: Information retrieval in digital environments (II)<br>- Processes and tools for the information search in databases and<br>academic search engines.           | X                    | Online   | Study Unit 1<br>Unit 1 hands-on practice and assignment/s  | 1,5         | 3,25  |
|                                      | 3                          | Unit 1: Information retrieval in digital environments (III)<br>- Knowledge and use of the main multidisciplinary and<br>specialized databases (by area of knowledge). | X                    | Online   | Study Unit 1<br>Unit 1 hands-on practice and assignment/s<br>Unit 1 Quiz                                     | 1,5         | 3,25  |
|                                      | 4                          | Unit 2: Ethical use of information: Citation and bibliography (I)<br>- Ethics and intellectual property. The academic work without<br>plagiarism.                     | X                    | Online   | Study Unit 2<br>Unit 2 hands-on practice and assignment/s  | 1,5         | 3,25  |

| WEEKLY PLANNING                                       |                            |  |                      |  |  |             |   |
|---|----------------------------|--|----------------------|--|--|-------------|---|
| S<br>E<br>M<br>A<br>N<br>A<br>*                       | S<br>E<br>S<br>I<br>Ó<br>N | DESCRIPTION  | TEACHING<br>(mark X) | SPECIAL ROOM<br>FOR SESION<br>(computer<br>classroom,<br>audio-visual<br>classroom...) | WEEKLY PROGRAMMING FOR STUDENT   |             |   |
|   |                            |  | SEMINARS             |  | DESCRIPCIÓN  | CLASS HOURS | HOMEWORK<br>HOURS<br>(Max. Estim.<br>3,25h) |
|   | 5                          | Unit 2: Ethical use of information: Citation and bibliography (II)<br>- Create and manage in text citations and bibliographic references. Present and organize references. | X                    | Online   | Study Unit 2<br>Unit 2 hands-on practice and assignment/s                | 1,5         | 3,25  |
|   | 6                          | Unit 2: Ethical use of information: Citation and bibliography (III)<br>- Software products for generating and managing citations and bibliographies.                       | X                    | Online   | Study Unit 2<br>Unit 2 hands-on practice and assignment/s<br>Unit 2 Quiz | 1,5         | 3,25  |
|   | 7                          | Final test   | X                    | Online   | Final test   | 1,5         | 3,25  |
|   | 8                          | Additional session   | X                    | Online   | Finish and hand in final project   | 1,5         | 3,25  |
| <b>Subtotal 1</b>                                     |                            |  |                      |  |  | <b>12</b>   | <b>26</b>                                   |
| <b>Total 1 (Hours of class plus student homework)</b> |                            |  |                      |  |  | <b>38</b>   |   |
| 15  |                            | Tutorials, handing in, etc   |                      |  |  | 0,9         | 3,5   |
| <b>Subtotal 2</b>                                     |                            |  |                      |  |  | <b>4</b>    |   |
| <b>Total 2 (Hours of class plus student homework)</b> |                            |  |                      |  |  | <b>4</b>    |   |
| <b>TOTAL (Maximun 43 horas)</b>                       |                            |  |                      |  |  | <b>42</b>   |   |

(\*) Subject that is taught in alternate weeks. It should be indicated, where appropriate, 1,3,5,7,9,11,13 o 2,4,6,8,10,12,14