



Teaching Guide

Teaching Guide				
Identifying Data				2019/20
Subject (*)	Fundamentals of Information and Documentation		Code	710G04001
Study programme	Grao en Xestión Dixital de Información e Documentación			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	1st four-month period	First	Basic training	6
Language	Spanish			
Teaching method	Face-to-face			
Prerequisites				
Department	Humanidades			
Coordinador	Alfaya Lamas, Elena	E-mail	elena.alfaya@udc.es	
Lecturers	Alfaya Lamas, Elena	E-mail	elena.alfaya@udc.es	
Web				
General description	Subject centered on traditional/digital knowledge, techniques and essential abilities related to Information and Documentation management. .			

Study programme competences

Code	Study programme competences
A1	CE1 - Know and understand the theoretical and methodological principles of information and documentation management to apply them in their professional activity
A3	CE3 - Knowing the reality and the social conditioning factors that influence the management of information
B2	CB2 - Apply the knowledge acquired and their ability to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study
B3	CB3 - Be able to integrate knowledge and face the complexity of making judgments based on information that, being incomplete or limited, includes reflections on social and ethical responsibilities linked to the application of their knowledge and judgments
B4	CB4 - Know how to communicate their conclusions -and the knowledge and ultimate reasons that sustain them- to specialized and non-specialized audiences in a clear and unambiguous way
B5	CB5 - Possess the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous
B6	CG1 - Capacity for cooperation, teamwork and collaborative learning
B7	CG2 - Capacity for reflection and critical reasoning
B8	CG3 - Capacity for planning, organization and management of resources, information and operations
B9	CG4 - Capacity for analysis, diagnosis and decision making
B11	CG6 - Ability to understand the importance, value and function of the Digital Information and Documentation Management in the current ICT society
C3	CT3 - Develop oneself for the exercise of a citizenship that respects democratic culture, human rights and the gender perspective
C6	CT6 - Develop the ability to work in interdisciplinary or transdisciplinary teams, to offer proposals that contribute to a sustainable environmental, economic, political and social development
C7	CT7 - Assess the importance of research, innovation and technological development in the socio-economic and cultural progress of society

Learning outcomes

Learning outcomes	Study programme competences		
Knowing and learning the main theoretical and methodological principles for information and documentation management so as to apply them to professional activities.	A3	B2 B5 B6 B7 B8 B9	C3



Knowing documental institutions and its characteristics.	A1 A3	B3 B4 B6 B8 B11	C3 C6 C7
Main search strategies to obtain information.	A3	B4 B5 B8	C6

Contents	
Topic	Sub-topic
1. INTRODUCTION TO INFORMATION THEORY	1.1. Introduction: from the origins of writing to knowledge and information society. 1.2. Main Concepts. 1.3 Bibliography.
2. LIBRARY, ARCHIVES AND MUSEUMS TIPOLOGIES	2.1 Introduction 2.2 Concepts, functions and typologies of libraries, documentation centres, archives and museums. 2.3 Definition of document and types. 2.4 Bibliography.
3. DIGITAL BIBLIOGRAPHIC TOOLS MANAGEMENT	3.1 Standards and citation styles. 3.2 Bibliographic generators. 3.3 How to write a list of references.
4. DIGITAL INFORMATION RETRIEVAL	4.1. Introduction to information selection, recuperation and evaluation. 4.2. Search strategies. 4.3 Bibliography 4.4 Some examples
5. INFORMATION MANAGEMENT IN ORGANIZATIONS	5.1 Introduction: Concepts, antecedents and tendencies. 5.2 Principles of information management. 5.3 Processes and phases 5.4 Bibliography

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student's personal work hours	Total hours
Objective test	A1 B2 B3 B5 B7 B8 B9 C3 C7	2	20	22
Guest lecture / keynote speech	A1 A3 B2 B3 B4 B6 B11 C6	23	4	27
Supervised projects	A1 B2 B3 B6 B7	6	45	51
Workbook	A1 A3 B6 B7 B8	8	20	28
ICT practicals	A1 A3 B4 B8 B9 B11	8	12	20
Personalized attention		2	0	2

(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies	
Methodologies	Description
Objective test	Assessment of knowledge acquired by pupils. Final objective test. No less than a 5/10 to pass. No less than a 4/10 to calculate the average punctuation and be assessed.



Guest lecture / keynote speech	Lecturer's oral exposition and explanation of the contents of the subject. Examples and models to follow. Questions and answers.
Supervised projects	Use of the concepts and techniques learnt in class. Guidance and supervision from the lecturer. Individual activity that should follow the guidelines provided in Moodle and in class by the lecturer. The student should write a LIST of BIBLIOGRAPHIC REFERENCES BIBLIOGRÁFICAS on a topic related to Social Sciences. The DataBases studied have to be used and information retrieved from them. Guidelines in MOODLE. To be handed 1 month before the final exam.
Workbook	Summary and comment on academic papers, videos, conferences and so on. These reading lists deep in the contents of the subject. A minimum of 1 reading for topic is required to pass. A standardized for must be followed. it is provided in Moodle.
ICT practicals	Practical activities for each of the 5 topics. The activities must be handed no later than 2 weeks after having finished each topic. It is necessary to pass the practical activities to pass the subject.

Personalized attention

Methodologies	Description
Guest lecture / keynote speech Supervised projects Objective test ICT practicals	Individual tutorials, e-mail and Moodle forum for questions and answers. It is especially important to go to the tutorials before handing the supervised project so as to check it with the lecturer and do any necessary modification. Note for Spanish students with "dispensa académica": De maneira específica, las medidas de dedicación para el "Alumnado con reconocimiento de dedicación a tempo parcial e dispensa académica de exención de asistencia" son las que siguen: -Los/as alumnos/as deben ponerse de acuerdo con la profesora para fijar varias tutorías con el fin de seguir la materia con efectividad. -Deben asistir a clase el mínimo de horas fijadas en el reglamento. -Deben realizar tanto el examen como las prácticas, las lecturas y el trabajo. -Las fechas de entregas oficiales fijadas para los/as alumnos/as que asisten a clase no aplican para estos/as alumnos/as quienes entregarán todo lo que haya que entregar como muy tarde 15 días antes del examen oficial.

Assessment

Methodologies	Competencies	Description	Qualification
Supervised projects	A1 B2 B3 B6 B7	Assessment of adequacy to the guidelines provided, content and presentation, use of knowledge, coherence, bibliography and submitted before the deadline. A 5/10 is required to pass the project. A 4/10 is required to be evaluated. Less than a 4/10 is a fail in the subject. It is compulsory to present the project orally during the course to pass the subject, either in January or July.	35
Objective test	A1 B2 B3 B5 B7 B8 B9 C3 C7	Clarity, knowledge, personal contribution, synthesis and tidiness will be positively assessed. Ponts will be subtracted if there are spelling mistakes. A 4/10 is required so that the mean can be calculated. Less tahn 4/10 is a fail.	35
Workbook	A1 A3 B6 B7 B8	Assessment of synthesis, personal reflection and submission before deadline,	10
ICT practicals	A1 A3 B4 B8 B9 B11	It is necessary to hand the ICT practicals and to pass them to pass the matter.	20

Assessment comments

There is no difference in assessment between first and second opportunity.

Sources of information



Basic	<ul style="list-style-type: none"> - CORDON GARCÍA, José Antonio et al. (2012). Libros electrónicos y contenidos digitales en la sociedad del conocimiento: mercado, servicios y derechos.. Madrid: Pirámide - CRUZ MUNDET, José Ramón (2005). Manual de Archivística. Madrid: Fundación Germán Sánchez-Ruipérez - LÓPEZ YEPES, José Luís, coord. (2006). Manual de Ciencias de la Documentación. Madrid: Pirámide - LÓPEZ YEPES, José Luís (2011). La sociedad de la documentación. Madrid: Fragua - RODRÍGUEZ BRAVO, Blanca (2011). Apuntes sobre representación y organización de la información. Gijón: Trea - PONJUÁN DANTE, Gloria (2007). Gestión de información: dimensiones e implementación para el éxito organizacional. Gijón: Trea - SABÉS TURMO, Fernando y José Juan VERÓN LASSA (2008). La gestión de la información en la administración local. Sevilla y Zamora: Comunicación social - CRUZ HERNÁNDEZ, Luis Alberto (2005). El bibliotecario hacia la gestión de la información. Escuela Nacional de Biblioteconomía y Archivonomía
Complementary	<ul style="list-style-type: none"> - Anales de Documentación (). http://revistas.um.es/analesdoc/index . Murcia: Universidad de Murcia - BiD (). http://www.ub.es/biblio/bid/. Barcelona: Universidad de Barcelona - Boletín de la ANABAD (). . ANABAD - Peca Complutense (). . Madrid: Universidad Complutense - El Profesional de la Información (). . - Revista española de documentación científica (). . - Revista General de Información y Documentación (). . Madrid: Universidad Complutense

Recommendations

Subjects that it is recommended to have taken before

Fundamentos de teoría e xestión da información/710G02073

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Archiving/710G02017

Other comments

(*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.