



## Teaching Guide

Identifying Data					2020/21
Subject (*)	Management of Digital Information	Code	710G04009		
Study programme	Grao en Xestión Dixital de Información e Documentación				
Descriptors					
Cycle	Period	Year	Type	Credits	
Graduate	2nd four-month period	Second	Obligatory	6	
Language					
Teaching method	Face-to-face				
Prerequisites					
Department	Humanidades				
Coordinador	Amenedo Costa, Mónica María	E-mail	monica.amenedo@udc.es		
Lecturers	Amenedo Costa, Mónica María	E-mail	monica.amenedo@udc.es		
Web					
General description					
Contingency plan	<ol style="list-style-type: none"><li>1. Modifications to the contents</li><li>2. Methodologies<ul style="list-style-type: none"><li>*Teaching methodologies that are maintained</li><li>*Teaching methodologies that are modified</li></ul></li><li>3. Mechanisms for personalized attention to students</li><li>4. Modifications in the evaluation<ul style="list-style-type: none"><li>*Evaluation observations:</li></ul></li><li>5. Modifications to the bibliography or webgraphy</li></ol>				

## Study programme competences / results

Code	Study programme competences / results
A1	CE1 - Know and understand the theoretical and methodological principles of information and documentation management to apply them in their professional activity
A6	CE6 - Search and retrieve information in various media to respond to the demand of information users
A8	CE8 - Master the different methods of representation of data, information and knowledge that ensure efficient recovery
A9	CE9 - Master the foundations, methods and models of information retrieval and be trained to use and plan information and data recovery systems
A12	CE12 - Develop support services for scientific communication in all its stages from creation to dissemination of scientific results in both the public and private sectors
A13	CE13 - Know and master the techniques and regulations for the creation and authentication, meeting, selection, organization, representation, preservation, recovery, access, dissemination and exchange, and evaluation of resources and information services
B1	CB1 - Possess and understand knowledge that provides a basis or opportunity to be original in the development and / or application of ideas, often in a research context
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
B10	CG5 - Ability to work in an international and global context
B11	CG6 - Ability to understand the importance, value and function of the Digital Information and Documentation Management in the current ICT society
C1	CT1 - Express correctly, both orally and in writing, in the official languages ??of the autonomous community
C2	CT2 - Use the basic tools of information and communication technologies (ICT) necessary for the exercise of their profession and for learning throughout their lives
C3	CT3 - Develop oneself for the exercise of a citizenship that respects democratic culture, human rights and the gender perspective
C4	CT4 - Understand the importance of the entrepreneurial culture and know the means available to entrepreneurs
C5	CT5 - Acquire skills for life and habits, routines and healthy lifestyles
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
C8	CT8 - Have the ability to manage time and resources: develop plans, prioritize activities, identify criticisms, establish deadlines and comply with them

Learning outcomes			
Learning outcomes	Study programme competences / results		
	A1	B1	C3
Coñecemento dos fundamentos do proceso de creación e transferencia de información no contorno dixital.	A13	B3 B7	C5 C7
Coñecemento das ferramentas e plataformas para a xestión da información bibliográfica no contorno dixital.	A1 A6 A8 A13	B1 B6 B8 B11	C2 C6 C8
Coñecemento de ferramentas e técnicas para a creación, xestión e difusión de contidos dixitais	A9 A12	B2 B4 B5 B9 B10	
Desenvolvemento de competencias e destrezas para a selección, organización e avaliación de fontes de información bibliográfica		B3 B7	C1
Coñecemento e xestión de ferramentas e servizos Web 2.0 para a xestión da información: marcapáxinas, compartición, curación de contidos, redes sociais, blogs, wikis, etc.	A8 A9 A12	B6 B8 B10 B11	C2 C4

Contents	
Topic	Sub-topic



1. Natureza e fluxos de información no contorno dixital.	<p>1.1. Introducción ao estudo das características da información no contorno dixital: natureza, características definitivas e ciclos de vida e fluxos de transferencia.</p> <p>1.2. O concepto de infoxicação no contorno dixital.</p> <p>1.3. Selección, avaliación e curación de información no contorno dixital.</p>
2. Información bibliográfica: natureza e estrutura do rexistro bibliográfico	<p>2.1. Natureza, elementos e estrutura do rexistro bibliográfico</p> <p>2.2. Estándares de estilo para a representación de información bibliográfica: Harvard, Chicago, MLA, APA, ISO 690, UNE-ISO 690-2013</p>
3. Xestores de referencia no contorno web	<p>3.1. Natureza, características, funcionalidades e beneficios dos xestores de referencia bibliográfica no contorno web.</p> <p>3.2. Creación, desenvolvemento e xestión de bases de datos de recursos bibliográficos a través de xestores de referencia</p> <p>3.3. Análise crítica e avaliación de xestores de referencias bibliográficas no contorno web: RefWorks, EndNote e Zotero.</p>
Xestión da información en redes sociais académicas	<p>4.1. Mendeley e o concepto de rede social académica e xestor de referencia con tecnoloxía Cloud.</p> <p>4.2 Xestión da información bibliográfica nas redes sociais académicas: visibilidade e análise do impacto académico mediante indicadores alométricos.</p> <p>4.3 creación, desenvolvemento e xestión de redes sociais académicas para o desenvolvemento de traballos colaborativos.</p>

Planning				
Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
Objective test	B2 B3 B4 B7 B9 C1	3	10	13
Guest lecture / keynote speech	A1 A8 A9 C3 C4 C5 C8	30	0	30
Case study	A12 A6 B1 B5 B6 B8 C6 C7	40	20	60
Workbook	B4	7	10	17
ICT practicals	A13 B10 B11 C2	20	10	30
Personalized attention		0		0

(\*)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	Haberá unha proba obxectiva de carácter teórico-práctico dirixida a verificar o nivel de consecución da materia por parte do alumnado que levará ao debate e á reflexión crítica desta na clase unha vez realizada. A participación neste debate conxunto constituirá un elemento máis para a avaliación e cualificación do desempeño na materia
Guest lecture / keynote speech	Realizaranse as sesións maxistras necesarias para a exposición dos contidos teóricos que compoñen os contidos da materia, así como todas as cuestións teórico-prácticas necesarias para o desenvolvemento e resolución dos estudos de caso propostos.
Case study	Os estudantes enfrontaranse ao estudo e resolución de casos prácticos relacionados coa creación, xestión e recuperación de información bibliográfica a partir dunha base de datos bibliográfica creada ad hoc para o desenvolvemento dun proxecto de investigación relacionado cun obxecto de estudo seleccionado polo estudante/a.



Workbook	Lectura individualizada dos textos propostos polo profesor e debate colectivo na aula na que se fundamenta a discusión crítica sobre os seus contidos.
ICT practicals	Desenvolveranse unha serie de prácticas dirixidas a coñecer e usar software e ferramentas para a xestión da información bibliográfica e a promoción de recursos dixitais nas redes sociais académicas.

### Personalized attention

Methodologies	Description
Case study ICT practicals	Manterase un contacto permanente cos estudantes a través das titorías pertinentes (presenciais ou virtuais) que sexan necesarias para resolver, ampliar ou discutir calquera cuestión relacionada co desenvolvemento óptimo do proceso de ensino / aprendizaxe, deixando ao profesor a disposición do estudante. especifique estes tutoriales mediante comunicación por correo electrónico.

### Assessment

Methodologies	Competencies / Results	Description	Qualification
Objective test	B2 B3 B4 B7 B9 C1	Proba teórica dirixida a avaliar o grao de coñecemento acadado polos estudantes en relación cos contidos da materia.	50
Case study	A12 A6 B1 B5 B6 B8 C6 C7	Avaliación do desenvolvemento e resolución dos casos propostos na materia. Considerarase especialmente o compoñente crítico-reflexivo e o grao de innovación proposto polo estudante na resolución dos problemas plantexados.	40
ICT practicals	A13 B10 B11 C2	Avaliarase o grao de coñecemento e xestión dos programas e plataformas empregadas para o desenvolvemento das prácticas propostas.	10

### Assessment comments

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### Sources of information

<b>Basic</b>	<ul style="list-style-type: none"> <li>- Alonso Arévalo, J. and López Lucas, J (2007). Gestores de referencias : Endnote Endnote, Procite Procite. RefWorks. <a href="http://sabus.usal.es/bib_virtual/doc/julio_gestores.zip">http://sabus.usal.es/bib_virtual/doc/julio_gestores.zip</a></li> <li>- Cordón García, José Antonio; Alonso Arévalo, Julio; Gómez Díaz, Raquel; García Rodríguez Araceli (2016). Las nuevas fuentes de información: información y búsqueda documental en la web 2.0.. Madrid. Pirámide</li> <li>- Cox Baker, Donna (2019). Zotero for Genealogy: Harnessing the Power of Your Research. Golden Channel Publishing</li> <li>- Puckett, Jason (2011). Zotero: A Guide for Librarians, Researchers and Educators. Chicago: American Library Association</li> <li>- Raubenheimer, Jacques (2014). Mendeley: Crowd-sourced reference and citation management in the information era. True Insight Publishing</li> <li>- Chuquimarca, Hugo (2019). Aplicación del Software Mendeley en el Área Materias Generales, 2019: La sobreinformación digital se combate a través de la alfabetización informacional. Editorial Académica Española</li> </ul>
<b>Complementary</b>	

### Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously



Subjects that continue the syllabus
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.