

## 25234 - Scientific and technical documentation

### Información del Plan Docente

<b>Academic Year</b>	2018/19
<b>Subject</b>	25234 - Scientific and technical documentation
<b>Faculty / School</b>	201 - Escuela Politécnica Superior
<b>Degree</b>	277 - Degree in Environmental Sciences
<b>ECTS</b>	6.0
<b>Year</b>	
<b>Semester</b>	Four-month period
<b>Subject Type</b>	Optional
<b>Module</b>	---

### **1.General information**

#### **1.1.Aims of the course**

#### **1.2.Context and importance of this course in the degree**

#### **1.3.Recommendations to take this course**

### **2.Learning goals**

#### **2.1.Competences**

#### **2.2.Learning goals**

#### **2.3.Importance of learning goals**

### **3.Assessment (1st and 2nd call)**

#### **3.1.Assessment tasks (description of tasks, marking system and assessment criteria)**

### **4.Methodology, learning tasks, syllabus and resources**

#### **4.1.Methodological overview**

The methodology followed in this course is oriented towards the achievement of the learning objectives. A wide range of teaching and learning tasks are implemented, such as lectures, problem-solving sessions and group work.

#### **4.2.Learning tasks**

This course is organized as follows:

1. **Lectures** (23 hours). These sessions are designed to provide the students with advanced knowledge about the scientific/technical documentation and the use of bibliographic resources and databases. The main objectives of each

## 25234 - Scientific and technical documentation

lesson will be highlighted and an interactive environment will be created for the discussion of the theory contents. The students will have a computer and internet access, in this manner they will follow practical examples.

2. **Problem-solving sessions** (25 hours). Within this activity, the students will acquire advanced skills in the use of the most important scientific/technical databases and resources and internet search tools. The students will have a computer and internet access. These sessions involve practical exhaustive bibliographic search and open-answer problems.
3. **Group work** (12 hours). Elaboration of a project. This is a group activity. The students will undertake an exhaustive bibliographic search on a selected topic (preferably regarding Environmental Sciences), elaborate a written report and make an oral exposition. The students will carry out this activity in small groups. The tutor will give the students regular feedback on progress. The project requires the students to construct logical reasoning to communicate efficiently. Teamwork skills will be acquired during this activity.

### 4.3.Syllabus

This course will address the following topics:

#### Lectures

- **Topic 1.** Scientific and Technical Information: characteristics and techniques
- **Topic 2.** Types of Scientific and Technical information resources
- **Topic 3.** Principles and techniques of the representation of scientific documents:
  1. Documentary Analysis.
  2. Bibliographic Repertory.
- **Topic 4.** Network information systems.
- **Topic 5.** Techniques for data recovery:
  1. The planning of a search processes
  2. Terminological approximation.
  3. Resource and source selection.
  4. Formulating the query.
  5. Analysis and assessment of results
- **Topic 6.** Library Catalogues:
  1. Collective catalogues.
- **Topic 7.** Internet Search Tools.
  1. Directories.
  2. Search Engines and Metasearch engines.
  3. Social labelling.
- **Topic 8.** Sources of scientific and technical information
  1. Themed Directories.
  2. Referencial Data Bases.
  3. Directories of online magazines.
  4. Institutional.
- **Topic 9.** Electronic magazines
  1. Editoriales platforms.
  2. OpenAccess magazines.
- **Topic 10.** Quality and productivity of publications and investigations: impact factors.

#### Practice sessions

1. Identification of types of scientific-technical documents and their components.
2. Index keyword proposals.
3. Making summaries of scientific documents.
4. Considering the necessities of information: identification, terminology and selection of resources.
5. Development of the search process of scientific information.
6. Consulting and using with library catalogues.
7. Consulting directories.
8. Consulting search engines.

## 25234 - Scientific and technical documentation

9. Using systems of social labeling.
10. Using themed directories.
11. Using referential databases.
12. Using magazine directories.
13. Consulting institutional repositories.
14. Explotación de plataformas de revistas electrónicas. Using electronic magazine platforms
15. Magazine search: OpenAccess.
16. Carrying out exercises with t indicators.

### 4.4.Course planning and calendar

Learning activity/week	3	4	5	6	(1)7	8	9	(2)10	11	12	13	(3)14	15	16	17	18	19	20	21	Total
Face-to-face activities																				64
Lecture	2	2	2	1	2	2	1	2	2		2	1								23
Problem solving and computer room sessions	2	2	2	2	2	2		2	2	2	2	1								25
Project (assignment)								2	2	2	2	2			2					12
Assessment Non face-to-face activities																	4			4
Self study	4	2	1	2	2	2	1	4	1	3	1		5	7	7	5	4	3		58
Group work	2	3	2	3	4	3	3	2	1	3	2									28
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>4</b>	<b>7</b>			<b>150</b>

(1) In week 6, on Monday, October 22nd, the schedule of Thursday will be followed

(2) In week 9, On Tuesday, November 13th, the schedule of Thursday will be followed

(3) In week 13, on Wednesday, December 12th, the schedule of Thursday will be followed

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the Faculty website and Moodle.

### 4.5.Bibliography and recommended resources

<b>BB</b>	Centro de Documentación e Información Territorial de Aragón : Guía de recursos : cartográficos documentales y de internet Zaragoza : CDITA, 2005
<b>BB</b>	Derecho de acceso a la información ambiental : Documentos básicos Zaragoza : Ayuntamiento de Zaragoza, Agenda 21 Local, D.L. 2006
<b>BB</b>	Manual de ciencias de la documentación /

## 25234 - Scientific and technical documentation

**BC**

coordinador, José López Yepes ; [autores,  
María Francisca Abad García... et al.]  
Madrid : Pirámide, D.L. 2002  
Tendencias en documentación digital /  
Jesús Tramullas (Coord.) . Zaragoza :  
Trea, 2006

### URLs LIST:

BAIGET, Tomás y TORRES-SALINAS,  
Javier. Informe APEI sobre publicación en  
revistas científicas. Gijón: Asociación  
Profesional de Especialistas en  
Información, 2013 -

[<http://www.apei.es/wp-content/uploads/2013/11/InformeAPEI-Publicacionescientificas.pdf>]

The updated recommended bibliography can be consulted in:

<http://psfunizar7.unizar.es/br13/egAsignaturas.php?id=2197>