

25702 - An Introduction to Information and Documentation Sciences

Syllabus Information

Academic year: 2024/25

Subject: 25702 - An Introduction to Information and Documentation Sciences

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 268 - Degree in Information Management

ECTS: 6.0

Year: 1

Semester: First Four-month period

Subject type: Basic Education

Module:

1. General information

The subject is intended to provide the student with a general framework of the world of information and documentation. The student is expected to understand archives, libraries, museums, documentation centres and other information and documentation systems as specialized units that work in a network with the common objective of favouring the preservation and communication of knowledge.

2. Learning results

- Adequately delineates the different meanings of the concept of information.
- Distinguish the main genres and types of documents.
- Apply communication, information processing and knowledge management models in broad strokes to concrete situations.
- Differentiates archives, libraries, information centres and services within a common model.
- Describes by means of the systems methodology any information unit or service in its main features and dynamics.
- It is able to account for the evolution of documentary services with a historical perspective.
- Can read classic texts and descriptions of research fronts in at least two languages. - Is able to perform concept trees and scientific summaries of concepts at an initial level.

3. Syllabus

- 1.- The information society.
- 2.- Documents, supports and information.
- 3.- Information access, processing and retrieval systems.
- 4.- Information units and services: libraries, archives and museums.
- 5.- Techniques and processes for the treatment of scientific information.
- 6.- Users and information processes.
- 7.- Documentary information: historical evolution.
- 8.- Research in information science

4. Academic activities

Theoretical classes: lectures by the teacher in which he will present and develop the basic theoretical and practical contents
Practical activities: Development of training activities on the contents and materials studied and available for the student. They can be of two types: compulsory course internships and assessed compulsory internships.

Individual learning: student's own activities for the acquisition and understanding of the theoretical and practical contents of the subject.

Assessment tests.

5. Assessment system

FIRST CALL

Continuous assessment system.

1. *Development of practices* on different contents of the subject. Value: 50% of the final grade.

Assessment criteria: Application of the methodology, contents and specific tools used in the subject. 2. *Individual theoretical-*

practical test on the contents of the course. Value: 50% of the final grade.

In order to consider these tests passed, it is necessary to reach a minimum of 40% of the maximum possible score in each one of them, which will make them compensable.

Global assessment test.

It will include a theoretical-practical exam with the same conditions and valuation indicated in the previous section, and the delivery of a portfolio of practices, with a value of 50% of the final grade. Practices already done in the continuous evaluation mode will not be admitted.

Assessment criteria for all assessments: Comprehension, relation and correspondence with the theoretical contents and practical; and of the reference materials; Capacity of organization, writing and argumentation.

SECOND CALL

Global assessment test: identical to that of the first call.

6. Sustainable Development Goals

- 4 - Quality Education
- 5 - Gender Equality
- 17 - Partnerships for the Goals