

COURSE PROGRAM

Academic year: 2024/2025

Identification and characteristics of the course			
Code	502274	ECTS Credits	6
Course name (English)	FUNDAMENTALS OF INFORMATION AND DOCUMENTATION		
Course name (Spanish)	FUNDAMENTOS DE INFORMACIÓN Y DOCUMENTACIÓN		
Degree programs	Degree in Information and Documentation Double Degree Audiovisual Communication / Information and Documentation Double Degree Journalism / Information and Documentation		
Faculty/School	Faculty of Documentation and Communication Sciences		
Semester	1º	Type of Course	Mandatory
Module	Basic Formation		
Matter	Information and Documentation		
Lecturer/s			
Name	Room	E-mail	Web-page
M. ^a del Rosario Fernández Falero	41	rferfal@unex.es	
Subject Area	Library Science and Documentation		
Department	Information and Documentation		
Coordinating Lecturer (If more than one)	M. ^a del Rosario Fernández Falero		

Competencies	
CORE COMPETENCIES:	
<ul style="list-style-type: none"> • CB1 - The students demonstrated possession and understanding of knowledge in an area of study that starts from the base of general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the forefront of their field of study. • CB2 - The students know how to apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study. • CB3 - The students have the ability to gather and interpret relevant data (normally within their area of study) to make judgments that include a reflection on relevant issues of a social, scientific or ethical nature. • CB4 - The students can transmit information, ideas, problems and solutions to both a specialized and non-specialized audience. • CB5 - The students developed those learning skills necessary to undertake further studies with a high degree of autonomy. 	
SPECIFIC COMPETENCIES	
<ul style="list-style-type: none"> • CE13 - Knowledge of the techniques necessary to obtain, process and interpret data on the environment of information units and services, and the study, management and evaluation of the processes of production, transfer and use of information and activity scientific. 	

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<p>Transversal Competencies</p> <ul style="list-style-type: none"> • CT1 - Capacity for analysis and synthesis applied to the management and organization of information. • CT3 - Skills in the use of the Internet and generic software (office automation). • CT5 - Ability to organize and plan own work. • CT6 - Ability to work in a team and integration in multidisciplinary teams. • CT8 - Critical reasoning in the analysis and evaluation of alternatives. • CT9 - Ethical commitment in relations with users and in information management. • CT10 - Capacity for autonomous learning <p>General Competencies:</p> <ul style="list-style-type: none"> • CG1 - Knowledge of the nature of information and documents, their various production methods and their management cycle, the legal and ethical aspects of their use and transfer, and the main sources of information in any medium. • CG2 - Knowledge of the theoretical and methodological principles for the collection, selection, organization, representation, preservation, recovery, access, dissemination and exchange of information. • CG4 - Skills in the management of technologies as an indispensable means in the processes of treatment and transfer of information.

Contents

COURSE OUTLINE

The subject focuses on the evolution, fundamentals and nature of Information/Documentation. In addition to the study of the concepts of documentary chain, informative/documentary process in the information society and information units and managers.

The practices are centered on the work of the specialist in Information and Documentation.

COURSE SYLLABUS

Unit 1: Foundations and Nature.
Content: Review of Concepts, Binomial Documentation-Information and nature of the information.
Description of the practical activities: Questionnaire.

Unit 2: Evolution of Information/Documentation.
Contents 2: Review of epistemological theories and historical evolution.
Description of the practical activities: Questionnaire.

Unit 3: The documentary chain and the typologies of documents.
Contents: Study of the documentary chain and theology of documents.
Description of the practical activities: Questionnaire.

Unit 4: The Informative/Documentary process in the information society. Contents: The phases of the informative processes, restricted and broad, and the phases of the documentary informative process.
Description of the practical activities: Questionnaire.

Unit 5: The types of information units.
Contents: Information units, networks and producers.
Description of the practical activities: Questionnaire.

Unit 6: The professional profiles of Information and Documentation.
Contents: Professional opportunities of Information and Documentation studies.
Description of the practical activities of topic 6: Seminars and/or task

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Educational activities								
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Students workload (hours per lesson)		Lecture s	Practical activities				Monitoring activity	Homewor k
LESSON	Total	L	HI	LAB	ORD	SEM	SGT	PS
1	23	12			0,5		0,25	14
2	23	10			0,5		0,25	14
3	17	7			0,25		0,25	11
4	35	12			0,5		0,25	15
5	16,75	7			0,5		0,25	10
6	24	1				6	0,25	16
ASSESSMENT	11,25	1				0,25		10
TOTAL ECTS	150	50				8,5	1,5	90

L: Lectures (85 students)

HI: Hospital internships (7 students)

LAB: Lab sessions or field practice (15 students)

COM: Computer room or language laboratory practice (30 students)

SEM: Problem-solving classes, seminars or case studies (40 students)

SGT: Scheduled group tutorials (educational monitoring, ECTS type tutorials)

PS: Personal study, individual or group work and reading of bibliography

Teaching Methodologies

- Use of teaching material in different types and formats.
- Discussion of the contents.
- Practical application of theoretical knowledge through laboratories, workshops, etc.
- Analysis and resolution of proposed practical problems.
- Learning monitoring activities.
- Individual study of the student.
- Solving problems and cases through reflection and analysis.
- Complementary activities.

Learning Outcomes

- Understand the concept of documentary content analysis and its results.
- Prepare bibliographic descriptions of monographs.

Assessment systems

The evaluation of the subject will be carried out through one of the following two modalities:

1. Continuous evaluation modality
2. Modality of global evaluation.

Students must notify the professor of the chosen assessment system within the time limits and by the means established in the current assessment regulations. Likewise, students who wish to benefit from any advance of extraordinary call must meet the requirements set forth in said evaluation regulations.

1. Continuous evaluation mode. Specific evaluation criteria.

In the continuous evaluation modality, the evaluation of the subject will be based on a series of continuous evaluation activities (30% of the final grade) and on a final

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theoretical-practical exam (70% of the final grade). Based on the following criteria:

Continuous assessment activities (30%): consist of completing questionnaires (retrievable) and, if circumstances allow, supervised practical cases related to the subject developed during the teaching of the subject, including workshops and conferences, and visits guided academic visits to different information centers (non-recoverable). The continuous evaluation activities must be delivered within the established deadlines. Once the delivery period is over, only the questionnaires can be retrieved in the different calls (ordinary and extraordinary) of the subject.

Test (70%): completion of a written test on theoretical and practical knowledge of the subject. In any case, the exam must be passed in order to pass the subject, and only in this case will the continuous assessment grade be added to the grade obtained in the exam.

Global evaluation mode. Specific evaluation criteria.

In the global evaluation modality, the evaluation of the subject will be based exclusively on a single final exam, which will encompass the contents of the subject and will be held on the official date of each call. The final test will consist of theoretical-practical questions. To pass the final exam it will be necessary to pass each of the questions raised separately, obtaining in each of them a grade equivalent to the one passed.

For aspects not contemplated in these criteria, the provisions of the evaluation regulations in force at the University of Extremadura will be followed.

Bibliography (basic and complementary)

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Chaumier, J. *Técnicas de documentación y archivo*. Barcelona: Oikos-Tau, 1993.

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Dhavan, S.M. (ed.). *Library and Information Studies in Cyber Age: Essays in honour of Prof JL Sardana*. Delhi: Authors Press, 2004.

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Fuentes Romero, J.J. *Planificación y organización de Centros Documentarios*. Gijón: Trea, 2007.

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Gil Estallo, M.A. *Cómo crear y hacer funcionar una empresa: conceptos e instrumentos*. Madrid: ESIC, 2007.

Leiva-Aguilera, J. *Gestión de la reputación online: crea fácilmente tu estrategia de presencia en la red*. Barcelona: Editorial UOC, 2012.

López Yepes, J. *La documentación como disciplina: teoría e historia*. Pamplona: EUNSA, 1995.

López Yepes, J.; Osuna Alarcón, M.R. (Coord.). *Manual de Ciencias de la Información y Documentación*. Madrid: Pirámide, 2011

Marquina Arenas, J. *Plan social media y community manager*. Barcelona: Editorial UOC, 2012.

Martín Vega, A. *Fuentes de información general*. Gijón: Trea, 1995.

Merlo Vega, J.A. *Estudio FESABID sobre los profesionales de la información. Prospectiva de una profesión en constante evolución*. Madrid: FESABID, 2011. <http://fesabid.org/repositorio/federacion/prospectiva-de-una-profesion-en-constante-evolucion-estudio-fesabid-sobre-los> (consultado 16/05/2014).

Myburgh, S. *The new information professional: how to thrive in the information age doing what you love*. Oxford: Chandos Publishing, 2005.

Otlet, P. *El tratado de Documentación*. Murcia: Universidad de Murcia, DL 1996.

Other resources and complementary educational material

The subject has a classroom in the Virtual Campus of the University of Extremadura in which the main digital resources are included (topics, presentations, questionnaires, etc.) for its correct follow-up.

Virtual resources:

-Resources accessible from the UEx library (<http://biblioteca.unex.es/>)

-General use of the Internet as a source of information.

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