

25234 - Scientific and technical documentation

Información del Plan Docente

Academic Year	2017/18
Faculty / School	201 - Escuela Politécnica Superior
Degree	277 - Degree in Environmental Sciences
ECTS	6.0
Year	
Semester	Four-month period
Subject Type	Optional
Module	---

1.General information

1.1.Introduction

1.2.Recommendations to take this course

1.3.Context and importance of this course in the degree

1.4.Activities and key dates

2.Learning goals

2.1.Learning goals

2.2.Importance of learning goals

3.Aims of the course and competences

3.1.Aims of the course

3.2.Competences

4.Assessment (1st and 2nd call)

4.1.Assessment tasks (description of tasks, marking system and assessment criteria)

5.Methodology, learning tasks, syllabus and resources

5.1.Methodological overview

The learning methods and strategies designed for the "Scientific and Technical Documentation" course include:

1. Lectures. The lectures are designed to provide the students with advanced knowledge about the scientific/technical documentation and the use of bibliographic resources and databases.
2. Problem-solving and practical computer room sessions. 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.

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3. 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.

5.2.Learning tasks

1. Lectures (23 h). The main objectives of each 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 and practical computer sessions (25 h). The students will have a computer and internet access. These sessions involve practical exhaustive bibliographic search and open-answer problems.
3. Project (12 h). 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.

5.3.Syllabus

THEORY

1. Scientific and Technical Information: characteristics and techniques
2. Types of Scientific and Technical information resources
3. Principles and techniques of the representation of scientific documents:
 1. Documentary Analysis.
 2. Bibliographic Repertory.
 4. Network information systems.
 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
 6. Library Catalogues:
 1. Collective catalogues.
 7. Internet Search Tools.
 1. Directories.
 2. Search Engines and Metasearch engines.
 3. Social labelling.
 8. Sources of scientific and technical information
 1. Themed Directories.
 2. Referencial Data Bases.
 3. Directories of online magazines.
 4. Institutional.
 9. Electronic magazines
 1. Editoriales platforms.
 2. OpenAccess magazines.
 10. Quality and productivity of publications and investigations: impact factors.

PROGRAM PRACTICALS

1. Identification of types of scientific-technical documents and their components.
2. Index keyword proposals.
3. Making summaries of scientific documents.

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Self study	4	2	5	2	4	2	2				1	2	4	4	5	8	5			58
Teamwork	1	2	2	2	2	2	2	3	2	4	2	3			1					28
TOTAL	8	9	8	8	8	10	7	8	9	8	8	9	9	4	4	8	8	9		150
*Attention: In week 5, on Tuesday, October 17th, the schedule of Thursday will be followed																				
*Attention: In week 8, on Monday, November 6th, the schedule of Wednesday will be followed																				

5.5. Bibliography and recommended resources

BB	Centro de Documentación e Información Territorial de Aragón : Guía de recursos : cartográficos documentales y de internet Zaragoza : CDITA, 2005
BB	Derecho de acceso a la información ambiental : Documentos básicos Zaragoza : Ayuntamiento de Zaragoza, Agenda 21 Local, D.L. 2006
BB	Manual de ciencias de la documentación / coordinador, José López Yepes ; [autores, María Francisca Abad García... et al.] Madrid : Pirámide, D.L. 2002
BC	Tendencias en documentación digital / Jesús Tramullas (Coord.) . Zaragoza : Trea, 2006

URLs:

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

The updated recommended bibliography can be consulted in:
<http://psfunizar7.unizar.es/br13/egAsignaturas.php?id=2197>