



COURSE DATA

Data Subject

Code	33558
Name	Instruments and information techniques, organisation of study and documentation
Cycle	Grade
ECTS Credits	6.0
Academic year	2024 - 2025

Study (s)

Degree	Center	Acad. Period year
1309 - Degree in Labour Relations and Human Resources	Faculty of Social Sciences	1 First term

Subject-matter

Degree	Subject-matter	Character
1309 - Degree in Labour Relations and Human Resources	7 - Information, study and documentation instruments and techniques	Basic Training

Coordination

Name	Department
REDONDO CANO, ANA MARIA	105 - Business Administration 'Juan José Renau Piqueras'

SUMMARY

The subject *Information Tools and Techniques, Organization of Study and Documentation* represents 6 ECTS credits. It is a basic formation (FB) subject within the degree in Labour Relations and Human Resources.

The subject will take place in the first quarter of the first academic year. It will introduce students to the degree of Labour Relations and will enable them to cope with the university world as well as to acquire transversal competences.



PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

Relationship with other subjects of the same degree

No enrolment restrictions have been specified.

Other type of prerequisites

Basic requisites to access degree studies.

COMPETENCES (RD 1393/2007) // LEARNING OUTCOMES (RD 822/2021)

1309 - Degree in Labour Relations and Human Resources

- Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.
- Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.
- Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.
- Students must be able to communicate information, ideas, problems and solutions to both expert and lay audiences.
- Students must have developed the learning skills needed to undertake further study with a high degree of autonomy.
- Be able to learn independently and develop initiative and entrepreneurship.
- Be able to organise and plan.
- Be able to manage information and to write and formalise reports and documents.
- Be able to analyse, synthesise and reason critically.
- Be able to solve problems, apply knowledge to practice and develop motivation for quality.
- Be able to communicate orally and in writing.
- Be able to use new information and communication technologies.
- Be able to work in a team.
- Respect and promote the principles of fundamental rights, gender equality, equal opportunities and non-discrimination, democratic values and sustainability.



- Know and apply the principles of the professional code of ethics.
- Be able to interrelate the knowledge from the different academic disciplines that analyse the work environment.
- Be able to select and manage social and labour information and documentation.
- Be able to locate, identify and interpret socio-economic data and indicators relating to the labour market.

LEARNING OUTCOMES (RD 1393/2007) // NO CONTENT (RD 822/2021)

Upon successful completion of the subject, the student will have the following competences:

- Knowledge of Labour Relations studies and of its new degree.
- Knowledge of the academic and organizational structure of the Universitat de València and the Social Sciences Faculty.
- Knowledge of the information and documentation tools and applications.
- Ability to use the IT applications of the Aula Virtual, applied to the formative programme.
- Ability to use basic software.
- Knowledge of study and personal work techniques.
- Knowledge of the characteristics of professional profiles, career options and professional ethics for Labour Relations graduates.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theoretical and practical classes	60,00	100
Attendance at events and external activities	15,00	0
Development of group work	15,00	0
Development of individual work	20,00	0
Study and independent work	10,00	0
Readings supplementary material	6,00	0
Preparation of evaluation activities	4,00	0
Preparing lectures	2,00	0
Preparation of practical classes and problem	8,00	0
Resolution of case studies	8,00	0



Resolution of online questionnaires	2,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

The teaching methodology for this subject combines different elements:

1. Theoretical presentation in class through lectures.
2. Activities, practice and/or individual or group work related to the functioning of Aula Virtual; problem solving, case study, seminars, visits to institutions. These activities will take place in class, in the IT classroom or elsewhere and they can consist in the application of various techniques, oral presentations or debates.
3. Group integration tutoring.
4. Activities to enable students to use and become familiar with the services available on campus (library and visits to on-campus services).
5. Autonomous work: exercises, assignments and/or individual or group projects with tutoring support.
6. Independent study by the student and elaboration of written and/or oral tests.
7. Evaluation (tests and individual or group presentation).

The use of Aula Virtual will be regular throughout the course, being therefore essential that students become familiar with its use; it will be used for uploading assignments and reports, the student file, and also for sharing news.

EVALUATION

Individual work and teamwork by students throughout the course will be assessed, both in terms of the acquisition of specific and generic competencies, and in relation to the knowledge of the subject. The evaluation system for this course is divided into two parts: a) a continuous assessment system and b) an individual final exam to be held on the date set by the Faculty of Social Sciences during the official exam period.

The weighting assigned to each part is 70% for continuous assessment and 30% for the final exam. The continuous assessment aims to progressively evaluate the student's learning process, and therefore includes the completion of individual and/or group activities. In particular, the following should be highlighted: involvement and active participation in classes, completion of quizzes, activities related to teamwork, use of databases from various disciplines (economics, law, business management); activities related to "the preparation of an academic paper" (bibliographic research, citation system, preparation and presentation of the paper), attendance at seminars and workshops, some of which will be held on Fridays.

1st Exam Period



In order to pass the course, it is essential to complete the academic paper following the professor's guidelines. If someone does not submit it, they will not pass the course. If a student cannot attend class for a justified reason, they must contact the course professor before the end of the first month of class. If an unexpected event occurs, the student should contact their professor as soon as possible.

To be able to add the continuous assessment grade to the exam grade, the exam must be passed, that is, at least a 1.5 out of 3 must be achieved on the exam. Additionally, a score of at least 4 out of 10 in the continuous assessment of practical activities (2.8 points out of 7) will be required.

2nd Exam Period

If the course is not passed in the first exam period, students may take the second exam period. In the second exam period, the recoverable part of the continuous assessment corresponds to the activities related to the use of databases from different disciplines (law, economics, business management) (25%). In this situation, the professor will establish a work plan to allow for the recovery. This work plan will serve to assess the practical activities determined as recoverable by the course professor, in case the student did not pass them in the first exam period (if they did pass, the grade may be maintained for the second exam period). The professor may request the student to present these activities.

Therefore, any student who needs to recover the recoverable part of the continuous assessment should contact the professor at the beginning of the second semester to design the mentioned work plan. If the student does not submit the tasks assigned by the professor within the recovery work plan by the stipulated deadline, it will be considered that they have forfeited the opportunity for recovery.

The following list provides a schematic overview of the evaluation system:

Continuous Assessment (70%)

- Participation and attendance (10%)
- Databases (25%). The only recoverable part of the continuous assessment, with the possibility of an oral/written presentation in the 2nd exam period.
- Academic Paper (25%). It must be completed to take the exam.
- Seminars and workshops (10%)

Written Exam (30%)

It should be noted that copying another student's work or plagiarizing sources will result in automatic failure of the course.

REFERENCES

Basic

- Acosta Vera, J. M. (1999). *Uso eficaz del tiempo: cómo alcanzar el éxito sin estrés*. Barcelona: Gestión 2000



- Atkinson, M. (2005). Claves para hablar en público: todo lo que necesita saber sobre cómo pronunciar discursos y hacer presentaciones. Barcelona: Gestión 2000
- Ballenato Prieto, G. (2005). Trabajo en equipo: dinámica y participación en los grupos. Madrid: Pirámide
- Barbera E.; Castelló M.; Monereo C. (2003). La toma de apuntes como sistema de autorregulación del propio aprendizaje, en Monereo C. y Pozo J. (Coords.) La universidad ante la nueva cultura educativa: enseñar y aprender para la autonomía, Madrid: Síntesis
- Benavent Oltra, J. (2008). Módulo para el desarrollo de competencias para el trabajo en equipo: libro del alumno. Valencia: Reproexpres
- Boeglin Naumovic, M. (2007). Leer y redactar en la Universidad: del caos de las ideas al texto estructurado, Alcalá de Guadaíra, Sevilla: MAD
- Carreras Panchón, A. (1994). Guía Práctica para la elaboración de un trabajo científico. CITA, publicaciones y documentación, Bilbao.
- Day, RA. (1996) Como escribir y publicar trabajos científicos. 2º ed., OPS publicación científica nº558. Washington DC
- De la Torre Saturnino; Barrios O. (2000). Estrategias Didácticas Innovadoras, Barcelona: Octaedro
- Monereo C. (Coord.) (1994). Estrategias de aprendizaje y enseñanza. Barcelona: Grao
- Pallarés Molins, E. (2007). Técnicas de estudio y examen para universitarios. Bilbao: Mensajero
- Altés Tárrega, J. A. (Coord.) (2013). Técnicas y habilidades Jurídicas Básicas. Valencia: Tirant lo Blanch
- - Arias Serrano, L. (2017): Cómo organizar y presentar trabajos académicos: Citas y referencias. Manual. Autoedición. Repositorio en abierto de la Universidad Complutense de Madrid. <https://eprints.ucm.es/id/eprint/43101/>

Additional

- Barbera E. (2004). La educación en la red. Barcelona
- Dussel I.; Gutiérrez D. (2006). Educar la mirada: políticas y pedagogía de la imagen, Buenos Aires: Manantial, FLACSO, Fundación OSDE
- Finkel, D. (2008). Dar clase con la boca cerrada, Barcelona: Universidad de Valencia
- Gallego S.; Riart J. (2006). La tutoría y la orientación en el siglo XXI: nuevas propuestas, Barcelona: Octaedro
- Martos, A. (2004). Aprende a buscar en Internet: edición 2004 para torpes. Madrid: Anaya Multimedia
- Puchol Moreno, L. (2006). Hablar en público: nuevas técnicas y recursos para influir a una audiencia en cualquier circunstancia, Madrid: Ediciones Díaz de Santos
- Ruipérez G. (2003). Educación virtual y eLearning, Madrid: Biblioteca Auna Fundación