

**COURSE DATA****Data Subject**

<b>Code</b>	33856
<b>Name</b>	Degree Final Project
<b>Cycle</b>	Grade
<b>ECTS Credits</b>	12.0
<b>Academic year</b>	2023 - 2024

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. Period</b>	<b>year</b>
1007 - Degree in Information and Documentation	Faculty of Geography and History	4	Annual

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
1007 - Degree in Information and Documentation	10 - Degree Final project in Information and documentation	End Labour Studies

**Coordination**

<b>Name</b>	<b>Department</b>
ALONSO ARROYO, ADOLFO	225 - History of Science and Documentation
CAPILLA ALEDON, GEMA BELIA	361 - Medieval History, Historiography Sciences and Techniques
CIRILO GIMENO, RAMON VICENTE	240 - Computer Science

**SUMMARY****English version is not available**

El Trabajo Final de Grado (=TFG) es un trabajo autónomo e individual de 12 créditos ECTS (8º semestre) y de carácter obligatorio, que cada estudiante debe realizar bajo la supervisión de un tutor/a, en el que debe aplicar los contenidos formativos y las destrezas adquiridas en el curso de los estudios del Grado en Información y Documentación.



El contenido del TFG debe ajustarse a un trabajo de investigación original, de revisión bibliográfica o bien estar relacionado con el ámbito profesional de la titulación.

Para superar esta materia, el alumno/a deberá realizar una memoria escrita del trabajo realizado, que deberá ser expuesta y defendida oralmente ante un tribunal.

## PREVIOUS KNOWLEDGE

### Relationship to other subjects of the same degree

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

### Other requirements

El alumno deberá haber aprobado, al menos, el 70% de los créditos obligatorios totales de la titulación, y estar matriculado del resto de asignaturas del título, para poder matricularse del Trabajo Fin de Grado.

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

### 1007 - Degree in Information and Documentation

- Capacity to write analytical reports and summaries with regard to management and organisation of information.
- Demonstrate organisational and planning skills.
- Have oral and written communication skills in one's own language.
- Know a foreign language.
- Have computer skills related to the field of study.
- Have skills for information management.
- Have problem-solving skills.
- Have decision-making capacity.
- Be able to work in a team and to integrate into multidisciplinary teams.
- Acknowledge diversity and multiculturalism.
- Show skills for interpersonal relations.
- Be able to apply critical reasoning to the analysis and assessment of alternatives.
- Show ethical commitment in the relationships with users and in information handling.
- Be able to learn independently.
- Be able to adapt to changes in the environment.
- Show management and leadership skills.



- Be able to undertake improvements and propose innovations.
- Show creativity.
- Know other cultures and customs.
- Show motivation for quality.
- Be sensitive to environmental issues, sustainability and human rights.
- Show commitment to the principle of equal opportunities for men and women.
- Show commitment to the principle of universal accessibility.
- Show commitment to democratic values and the culture of peace.
- Be able to analyse and interpret the information needs of actual and potential users, and to provide and organise the resources needed to ensure their satisfaction both with the information received and with their interaction with the information professional.
- Be able to detect training needs and to design and implement user training programmes aimed at improving their information skills.
- Be able to run marketing programmes and disseminate information systems and services.
- Be able to identify the strengths and weaknesses of an information service, system or product by establishing and using evaluation indicators and developing solutions to improve their quality.
- Be able to plan and organise information units.
- Be able to manage the human, economic and material resources of the different information units.
- Have skills for managing collections and archive resources in any format, by establishing policies and participating in the process of selection, acquisition, description and dissemination of such collections, as well as in the processes of preservation, conservation and physical treatment of these materials.
- Know the national and international legal and administrative framework for information management, and apply the legal and regulatory provisions and procedures relating to the information and documentation activity.
- Be able to detect the patterns of production and consumption of information in different areas (scientific, professional, business, citizen) and recognise the sources and resources of information available to assist users in their search for information.
- Be able to identify, authenticate and evaluate information sources and resources.
- Be able to search and retrieve information by methods that meet the expectations and needs of users in optimal conditions of cost and time.
- Be able to design information products and services in any field and by any means of dissemination (electronic edition) according to the information and training needs detected in a community of users.
- Be able to analyse and index the content of documents according to the documentary language adopted and to organise such information using the technological means available for its analysis, storage and retrieval.



- Have skills for creating and applying documentary languages in information systems.
- Be able to use and put into practice methods, techniques and computer tools (hardware or software) for the design, implementation, development and operation of information systems.
- Understand, design and apply models for data and information representation, and mechanisms for data extraction and exploitation and for information retrieval.
- Know, use and apply information and communication technologies applied to the storage, use, management, handling, distribution and exploitation of data, information and knowledge.
- Know, use and apply the computer and telecommunications tools that support the development of the set of skills that must be acquired in the training process.

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

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**WORKLOAD**

ACTIVITY	Hours	% To be attended
Graduation project		100
Development of a final project	300,00	0
<b>TOTAL</b>	<b>300,00</b>	

**TEACHING METHODOLOGY**

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**EVALUATION**

English version is not available

**REFERENCES**

Basic

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