

**COURSE DATA****DATA SUBJECT****Code:** 33519**Name:** Instruments and information techniques, study and documentation organisation**Cycle:** Undergraduate Studies**ECTS Credits:** 6**Academic year:** 2025-26**STUDY (S)**

Degree	Center	Acad. year	Period
1311 - Degree in Social Work	Facultat de Ciències Socials	1	First quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1311 - Degree in Social Work	Information, study organisation and documentation instruments and techniques	BASIC

COORDINATION

ROYO RUIZ ISABEL

SUMMARY

The course provides guidance to support students' successful transition into university studies. It addresses the foundational aspects of skills related to academic study, research, and the practice of social work intervention within our specific context.

It also offers essential information about the main services available to students at the university and facilitates easy access to the institution's virtual platforms, both as academic tools and as means of communication within the university community.

Given the structure of the degree programme, it is advisable for students to have a certain level of proficiency in reading, writing, and text analysis, as well as oral and written communication and collaborative learning.

An increasing number of students are joining the programme from diverse educational backgrounds, and there is also growing territorial and cultural diversity. Therefore, it is important to provide a space at the start of the degree to develop and strengthen the core skills that will be fundamental for both intellectual understanding and a sensitive, thoughtful engagement with social work intervention.



33519 Instruments and information techniques, study and documentation organisation

This course initially develops competences in identifying and generating relevant information, organising it effectively for academic study, and, more broadly, improving students' documentary skills within the context of higher education.

Some of the proposed activities may involve collaboration with experienced professionals and technical experts. Certain sessions will take place during the time slot allocated by the faculty for complementary academic activities.

This course corresponds to the subject of the same name, which forms part of the module *Legal and Organisational Tools for Social Work* within the degree programme. It is a basic course in the field of Social Sciences. Within its module, it is the most instrumental subject, designed to serve as an introduction to the Social Work degree as taught at the Faculty of Social Sciences of the University of Valencia.

The course *Instruments and Techniques of Information, Study Organisation, and Documentation* includes the contents of Level 1 of the *Information and Digital Competences (CID-1)*, delivered through online Moodle courses. These are managed by the "Gregori Maians" Library, facilitated by specialised staff and in collaboration with the course teaching team. The aim is to initiate the development of transversal information and digital competence in the following areas:

1. Identifying the need for information and data management.
2. Distinguishing between different ways of responding to information needs.
3. Establishing strategies to locate and access information in any format.
4. Comparing and evaluating information in any format.
5. Organising and using information in an ethical, effective, and safe manner.

By the end of the course, students are expected to have achieved a basic level of information and digital competence. These learning outcomes will be further reinforced and expanded at an advanced level in the course *Applied Models in Social Work*.

PREVIOUS KNOWLEDGE

RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE

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

OTHER REQUIREMENTS

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

Students are expected to be available to take part in the recommended visits and activities, both on campus and off campus.

Some of the activities included in certain units will require students to use their personal mobile devices in the classroom.

COMPETENCES / LEARNING OUTCOMES

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Act with autonomy in learning, making informed decisions in different contexts, issuing judgements based on experimentation and analysis, and transferring knowledge to new situations.

Demonstrate critical and self-critical thinking in the field of the degree programme, considering aspects such as professional ethics, moral values and the social implications of the different activities carried out.

Demonstrate professional competence in the practice of social work.

Select information ethically and effectively in independent learning, contributing to the production of new disciplinary knowledge and its professional application.

DESCRIPTION OF CONTENTS

1. Introduction to the Degree: Structure and Content of the Social Work Degree at the University of Valencia

1.1. The Social Work Degree

- Objectives and competences
- General structure of the degree
- Overview of subjects: core modules and compulsory modules
- Optional pathways
- Final Year Project and internships

1.2. Organisational Structure of the University of Valencia

- Campuses (Blasco Ibáñez, Burjassot-Paterna and Tarongers)
- Faculties and schools
- Departments
- Research Institutes and ERIs
- Services



- Other entities

1.3. Resources and Services of the Faculty of Social Sciences

- Spaces: Teaching, Study, and Work
- Available resources

2. Educational IT Tools and Resources

2.1. Understanding and using the University of Valencia website

2.2. Virtual Classroom: finding and downloading documents, accessing resources, sending emails, submitting assignments, completing quizzes, using forums, student records

2.3. Library services: understanding the library system, the TROBES catalogue, electronic resources, access to subscribed databases; searching, organising, analysing and selecting information; using and communicating information ethically and legally

2.4. Computer classrooms

2.5. Social Sciences Laboratory (Social-Lab)

3. Study Organisation, Planning and Teaching-Learning Methodologies

3.1. Organisation and planning of study; teaching-learning methodologies: lectures, practical sessions, seminars, workshops, tutorials, case studies, projects, individual and group work

3.2. Academic writing: organising, gathering, and preparing information; structuring and drafting

3.3. Organisation, introduction, and basic principles of teamwork

4. Participatory Structures and Student Representation at the University of Valencia

4.1. Student associations and groups

- Funding opportunities

4.2. Volunteering



- Training and engagement
- University-run programmes
- Civil society organisations

4.3. Cooperation

- Funding for cooperation projects, education for development and awareness-raising activities led by student groups
- Travel grants

4.4. Participation in university governance bodies

- Senate
- Faculty Board
- Departments
- ADR (Student Delegates)
- AGE (Student General Assembly)
- Student representative training programme
- Academic credit recognition

5. Career Opportunities

5.1. The professional and occupational landscape

5.2. Tools and services offered by the University of Valencia for graduate career guidance

5.3. Characteristics of professional profiles and employability of graduates in Social Work

WORKLOAD

PRESENCIAL ACTIVITIES



Activity	Hours
Theoretical and practical classes	60,00
Total hours	60,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	5,00
Individual or group project	20,00
Independent study and work	20,00
Preparation of lessons	30,00
Preparation for assessment activities	15,00
Resolution of case studies	0,00
Total hours	90,00

TEACHING METHODOLOGY

Participatory lecture-based teaching.

Participatory debates and discussions.

Expository activities: theoretical presentations, seminars, and student presentations.

Practical activities: use of computer applications, workshops.

Collaborative work / Teamwork among students.

Individual, group and/or online tutoring.

Activities focused on the knowledge and use of resources provided by the University of Valencia.

EVALUATION

1. Written open-response exam to assess students' written expression, organisation of ideas, application skills, analytical ability and creativity.

Minimum and maximum weighting: 0.0 to 40.0

2. Continuous assessment of the work carried out by students throughout the course, especially regarding individual and group work skills, the identification of key concepts and processes, and the preparation and completion of exercises and problem-solving tasks.



Minimum and maximum weighting: 0.0 to 40.0

3. Attendance and participation in in-person classroom sessions, tutorials and complementary activities will be evaluated.

Minimum and maximum weighting: 0.0 to 20.0

The attendance and participation component is broken down as follows:

- 0.0 to 10.0: Attendance at the information literacy session, workshops, visit to *Centre Cultural La Nau*, visit to *Social-Lab*, and participation in complementary training activities related to the course.
- 0.0 to 10.0: Active participation in classroom sessions, directly and positively related to the learning process and/or course content.

To pass the course, students must achieve at least 50% in both the written exam and the continuous assessment.

The same assessment system applies for both the first and second examination periods.

PLEASE NOTE:

Plagiarism is defined as ‘the dishonest act of copying substantial parts of another’s work and presenting them as one’s own’ (Reducindo et al., 2017, p. 300)

Cyberplagiarism ‘occurs when a student presents a piece of work as their own when it actually consists of partially, moderately or fully copied information from another author, without credit or referencing. It usually involves online texts’ (Sarriá & De Francisco, 2018, p. 4).

Avoiding such practices implies making responsible and ethical use of the information used in academic assignments. The APA 7th Edition style is the essential tool for ensuring academic honesty, as will be required in all continuous assessment tasks submitted throughout the semester.

From the second semester of the first academic year onwards, all subjects will pay special attention during continuous assessment to the proper use of citation and respect for third-party intellectual property, in accordance with APA 7th edition standards.

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