

**COURSE DATA****DATA SUBJECT****Code:** 33519**Name:** Instruments and information techniques, study and documentation organisation**Cycle:** Undergraduate Studies**ECTS Credits:** 6**Academic year:** 2026-27**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

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SUMMARY

The subject provides guidance for the transition into university studies with the best possible academic use. It addresses the initial aspects of autonomous learning for first-year students within the university environment. It facilitates integration into the university by structuring access to its main services, initial virtual communication tools, and student participation spaces as key members of the university community.

The diversity of students in university classrooms is a driver of academic excellence, shaping their training in the following academic years. It opens up a space to intensify and practise, from the very beginning of Social Work studies, some of the elements that will be essential for their intellectual development and autonomy, since the real challenge of the first months of university life is not only to understand theory, but also to learn how to manage one's own learning.

In this subject, students achieve some of the learning and training outcomes that will accompany them throughout the degree programme: study skills, information literacy, study and time organisation, as well as recognition of academic materials used in research.

In addition, activities organised and managed by specialised technical, administrative and support staff at



33519 Instruments and information techniques, study and documentation organisation

our university are included. Complementary training activities established by the faculty itself are also carried out, through which students gradually integrate into the dynamics of their home faculty and its departments.

This subject belongs to the module of the same name, which forms part of the curriculum module entitled Legal and Organisational Tools for Social Work. It is a basic subject within the Social Sciences branch. Within its module, it is the most instrumental subject. Its aim is to serve as an introduction to the Social Work degree programme as taught at the Faculty of Social Sciences, combining engagement with historical legacy, digital transformation, social commitment, and sustainability with the distinct identity 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 Maïans" 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

Students are expected to be available to take part in field visits and other learning activities both on and off campus. Likewise, some of the activities covered in certain topics require the personal use of mobile devices in the classroom.

COMPETENCES / LEARNING OUTCOMES

1311 - Degree in Social Work

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
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NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	17,00
Individual or group project	30,00
Independent study and work	43,00
Preparation of lessons	0,00
Preparation for assessment activities	0,00
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

Course assessment in the first examination period is structured on the basis of the two assessment systems set out in the updated Verifica report for our degree programme.

FIRST EXAMINATION PERIOD**1. Examination (weighted at 50%)**

Written practical examination.

2. Continuous assessment of the work carried out by students throughout the course and/or attendance and/or participation in face-to-face classroom sessions, tutorials and/or complementary activities (weighted at 50%).

The continuous assessment system is broken down as follows:

- **Non-recoverable activities:** student attendance at the Gregori Maïans Library welcome session, visit to La



Nau Cultural Centre, visit to Social·Lab, the Faculty Complementary Training Activity, and presentation sessions on programmes and services offered by the University of Valencia (weighted at 20%). The mark obtained for the non-recoverable activities is retained throughout the academic year.

- Student participation in classroom-based working sessions related to the achievement of the learning outcomes associated with the module (weighted at 30%). This component of the continuous assessment must be passed in order for marks obtained in the non-recoverable activities to be included.

To pass the module, students must achieve at least 50% in the examination and pass the classroom-based participation component. Marks obtained in the non-recoverable activities will be added to the final mark, where applicable.

SECOND EXAMINATION PERIOD

Assessment consists of:

Examination (weighted at 50%)

Submission of an individual assignment corresponding to the recoverable component of the continuous assessment system (weighted at 30%)

Students will only be required to complete those components not passed in the first examination period.

The maximum mark available in the second examination period is 8 points, to which, where applicable, the marks obtained in the non-recoverable activities during the semester will be added.

PLEASE NOTE:

Plagiarism is "the dishonest act of substantially copying the work of others and presenting it as one's own" (Reducindo et al., 2017, p. 300).

Cyberplagiarism, in turn, "occurs when a piece of work is presented as the result of personal effort when, in reality, the information has been partially, substantially or entirely copied from an author without any form of acknowledgement or bibliographic reference. It normally 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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