



Universitat de Lleida

DEGREE CURRICULUM  
**DOCUMENTATION AND  
BIBLIOGRAPHIC RESOURCES  
IN BIOTECHNOLOGY**

Coordination: SANTIVERI MORATA, FRANCISCA

Academic year 2020-21

## Subject's general information

|   |  |               |                  |                  |
|---|--|---------------|------------------|------------------|
| <b>Subject name</b>   | DOCUMENTATION AND BIBLIOGRAPHIC RESOURCES IN BIOTECHNOLOGY   |               |                  |                  |
| <b>Code</b>   | 101643   |               |                  |                  |
| <b>Semester</b>   | 1st Q(SEMESTER) CONTINUED EVALUATION   |               |                  |                  |
| <b>Typology</b>   | <b>Degree</b>  | <b>Course</b> | <b>Character</b> | <b>Modality</b>  |
|   | Bachelor's Degree in Biotechnology   | 2             | OPTIONAL         | Attendance-based |
| <b>Course number of credits (ECTS)</b>  | 3  |               |                  |                  |
| <b>Type of activity, credits, and groups</b>                                    | <b>Activity type</b>   | PRAULA        |                  | TEORIA           |
|   | <b>Number of credits</b>   | 2             |                  | 1                |
|   | <b>Number of groups</b>  | 1             |                  | 1                |
| <b>Coordination</b>   | SANTIVERI MORATA, FRANCISCA  |               |                  |                  |
| <b>Department</b>   | CROP AND FORESTRY SCIENCES   |               |                  |                  |
| <b>Teaching load distribution between lectures and independent student work</b> | Face to face 30 h (This year: 14 hours in informatic classroom and 16 hours by videoconference working on guided activities)<br>Autonomous work 45 h |               |                  |                  |
| <b>Important information on data processing</b>                                 | Consult <a href="#">this link</a> for more information.  |               |                  |                  |
| <b>Language</b>   | 50 % Catalan<br>50 % Spanish   |               |                  |                  |
| <b>Distribution of credits</b>  | Theory: 1 credit<br>Practise: 2 credits  |               |                  |                  |

| Teaching staff                 | E-mail addresses          | Credits taught by teacher | Office and hour of attention |
|--------------------------------|---------------------------|---------------------------|------------------------------|
| SANTIVERI MORATA,<br>FRANCISCA | paquita.santiveri@udl.cat | 3                         |                              |

## Learning objectives

| Contents  | Objectives   |
|---|--|
| Lesson 1: Search the information I                              | Knowledge of searching information<br>Distinguish the main sources of information  |
| Lesson 2: Search the information II                             | Learn how to search efficiently  |
| Lesson 3: Evaluate the information                              | Knowledge about the usefulness of the information  |
| Lesson 4: Organize the information                              | Know how to organize the information. Learn to write citations and bibliographic references. Learn how to use bibliographic reference managers |
| Lesson 5: Communicate the information: Plagiarism and copyright | Understand the legal and social aspects about the use of information   |
| Lesson 6: Scientific and technical language                     | Use the style in writing scientific documents  |
| Lesson 7: Formal aspects of scientific and technical language   | Use adequately the different elements of writing   |
| Lesson 8: Types of writing documents: scientific papers         | Prepare, analyze and review different types of scientific documents  |
| Lesson 9: Other writing documents                               | Prepare the different types of written documents used in scientific communications   |
| Lesson 10: Oral communications                                  | Prepare and present oral communications  |

## Significant competences

The student must:

- Be able to search and use sources of information (General competence).
- Interpret scientific-technic information and be able to make presentations based in this information (General competence).
- Be able to make written and oral reports (UdL Strategic competence)
- Work in a team with a multidisciplinary vision and with ability to make a distribution of tasks among the team members (General competence).
- Use information and technical tools for the preparation of written and oral reports (UdL Strategic competence)

## Subject contents

Contents

- Module 1. Techniques in information skills
  - Introduction. The value of information. Identification of information needs. Types of scientific-technic reports

- Library sources of information. Bibliographic catalog. Electronic journals specialised in Biotechnology
- Management of information sources. Bibliographic search. Information sources
- Evaluation of information. Criteria for evaluating and selecting information. Monitoring. Alerts.
- Use of information. References. Bibliographic management programs. Ethical and legal use.
- Module 2. Techniques in oral and writing communication
  - Scientific-Technic language. Characteristics of scientific text. Principles of styles .
  - Formal aspects of technical language. Abstract. Typgraphic elements. Units and symbols. Tables and Figures. References.
  - Written documents. Scientific papers: Structure
  - Other documents: Reports, projects, review papers, Curriculum, acadèmic documents.
  - Oral presentacions. Preparing the presentation. Elaboration of visual material. Presentation.

## Activities

### MODULE 1

Activity 1. Bibliographic search about a new biotechnology product

Activity 2. Bibliographic citations and references

Activity 3. Plagiarism exercises

### MODULE 2

Activity 4. Written exercises

Activity 5. Preparation of a written report

Activity 6. Oral presentation

## Methodology

Each module has pressencial sesions combined with practical activities and reports which must be submitted on the data indicated.

Student will haver teaching resources in 'Resources' (Campus virtual). Each activity will be compemented with a explanatory script.

This year, 14 face-to-face hours will be taught in the computer room and 16 h by videoconference (activities).

## Development plan

| Session |  | Teacher | Lesson             | Activity |
|---------|--|---------|--------------------|----------|
| 1       |  | AM RG   | Presentation       |          |
| 2       |  | RG      | Lesson 1           |          |
| 3       |  | AM      | Lesson 6:<br>Act 4 |          |
| 4       |  | RG      | Lesson 1           |          |
| 5       |  | RG      | Lesson 1           |          |
| 6       |  | AM      | Lesson 7           |          |
| 7       |  | RG      | Lesson 2           | Act 1    |

|    |  |    |                     |                   |
|----|--|----|---------------------|-------------------|
| 8  |  | RG | Lesson 2            |                   |
| 9  |  | RG | Lesson 2            |                   |
| 10 |  | AM | Lesson 8            | Act 4             |
| 11 |  | RG | Lesson 3            |                   |
| 12 |  | AM | Lesson 8<br>Act 5   |                   |
| 13 |  | RG | Lesson 3            |                   |
| 14 |  |    | Lesson 3            |                   |
| 15 |  | RG | Lesson 4            |                   |
| 16 |  | AM | Lesson 8            | Act 5 (escritura) |
| 17 |  | RG | Lesson 4            |                   |
| 18 |  | RG | Lesson 4            | Act 2             |
| 19 |  | AM | Lesson 9            | Act 5 (revisión)  |
| 20 |  | RG | Lesson 5            |                   |
| 21 |  | RG | Lesson 5            |                   |
| 22 |  | AM | Lesson 10<br>Act 6. |                   |
| 23 |  | RG | Lesson 5            | Act 3             |
| 24 |  | AM | Lesson 10           | Act 6             |

## Evaluation

The evaluation will be based on different activities:

MODULE 1 (50 %)

Activity 1. (17.5 %)

Activity 2. (17.5 %)

Activity 3. (15 %)

MODULE 2 (50 %)

Activity 4. (10 %)

Activity 5. (20 %)

Activity 6. (20 %)

## Bibliography

### Bibliografia

Anderson, P.V. 2010. Technical Communication, 7<sup>a</sup> edició. Wadsworth Cengage Learning, Boston.

Bonich, M., Cervera-Farré, A., i G. Santos-Hermosa. 2011. Cómo hay que iniciar una búsqueda. Universitat Oberta de Catalunya, Barcelona.

Faigley, L. 2012. *The Brief Penguin Handbook*. 4<sup>o</sup> edició. Longman Pearson, Harlow (UK).

Oscá Lluçh, J., C. Civera Mollá, i M. Peñaranda Ortega. 2009. *Consecuencias de los errores en las referencias bibliográficas. El caso de la revista Psicothema*. *Psicothema* 21.2: 300-303