POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)
pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Information skills

Course

Field of study	Year/Semester
Management and Production Engineering	3 / 6
Area of study (specialization)	Profile of study
-	general academic
Level of study	Course offered in
First-cycle studies	Polish
Form of study	Requirements
full-time	compulsory

Number of hours

Lecture	Laboratory classes	Other (e.g. online)
Tutorials	Projects/seminars	
2		

Number of credit points

0

Lecturers

Responsible for the course/lecturer:

Łukasz Jeszke, M.A.

email: lukasz.jeszke@put.poznan.pl

ph. +48 61 665 20 70

Library

Piotrowo 2, Poznań, room 109

Responsible for the course/lecturer:

Prerequisites

Basic principles of using the library collection. The skills to search databases and the Internet. Awareness of the need to develop the ability to obtain the necessary materials in the learning process.

Course objective

Need to educate third-year students to train them in the ability to search for information necessary for writing their theses and to use the information resources of their own library and those of other libraries.

Course-related learning outcomes

Knowledge

1. Student knows the rules of using printed and electronic library resources.

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2. Student knows the rules of using printed and electronic library resources available in reading rooms and outside.

3. Student is able to choose different search strategies in each type of resources.

4) Student knows the possibilities of borrowing library materials from other national and foreign libraries.

5. Student demonstrates the knowledge of preparing bibliography.

6. The student is able to select the accurate literature for the subject of his diploma thesis.

Skills
1. Student is able to search for the necessary information materials in the printed and electronic library resources using modern searching tools [K_U01].

2. Student is able to present and use materials in defined research topics.

Social competences
1. Student is aware of the source and existence of national and world bibliographic databases and full text services.

2. Student is aware of the use of information search skills in his professional career and personal development.

Methods for verifying learning outcomes and assessment criteria
Learning outcomes presented above are verified as follows:

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Programme content

General information on access to the library collection.

Detailed information on the availability and terms of use of electronic resources.

Methods of creating simple and advanced search strategies based on printed and electronic resources.

Tools supporting access and search for information in licensed and open access resources.

Bibliography management based on available software (e.g. EndNote Web).

Teaching methods

1. Searching for sources, individual work, discussion.

Bibliography

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Basic

1. Printed and electronic resources available through the website of the Library of the Poznań University of Technology, accessed at http://www.library.put.poznan.pl.

2. access and terms and conditions of use of the e-sources, access: http://library.put.poznan.pl/pl/2.html

Additional

1. Training materials: http://library.put.poznan.pl/pl/6_06.html

2. Materials on Open Access: http://library.put.poznan.pl/pl/11

3. Purdue Online Writing Lab, https://owl.purdue.edu/owl/purdue_owl.html

Breakdown of average student's workload

	Hours	ECTS
Total workload	2	0,0
Classes requiring direct contact with the teacher	1	0,0
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) [1]	1	0

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[1] delete or add other activities as appropriate