



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Information literacy programme [S1ZiIP2>UI]

### Course

Field of study

Management and Production Engineering

Year/Semester

3/6

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

full-time

Requirements

compulsory

### Number of hours

Lecture

0

Laboratory classes

0

Other

0

Tutorials

0

Projects/seminars

2

### Number of credit points

0,00

### Coordinators

### Lecturers

### 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.
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.
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:

Oral test or practical task concerning the ability to search collections, use of resources made available by the PUT Library.

### 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).

### Course topics

- Available services in the library (work space; services related to obtaining access to library collections; formal access requirements
- reader's account; coverage of library resources and their form)
- Use of resources in the context of copyright law and licensing
- Discussion of the limitations of popular information sources (search engines)
- Searching for publications for one's own work (keywords; topics of work; usage of university systems; examples of searches)
- Searching for publications in Polish - scientific books and articles, dissertations
- Sources in foreign languages (databases, books, articles, patents)
- Acquisition of full text (interlibrary loan)
- The need for and practice of creating bibliographies and footnotes

### Teaching methods

1. Searching for sources, individual work, discussion.

### Bibliography

#### 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](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](https://owl.purdue.edu/owl/purdue_owl.html)

### Breakdown of average student's workload

	Hours	ECTS
Total workload	2	0,00
Classes requiring direct contact with the teacher	2	0,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	0	0,00