



IDENTIFYING DATA

Characterisation and Historic-Artistic Documentation

Subject	Characterisation and Historic-Artistic Documentation			
Code	O02M143V03207			
Study programme	(*)Máster Universitario en Valoración, xestión e protección do patrimonio cultural			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	3	Optional	1st	2nd
Teaching language	Galician			
Department	Historia, Arte e Xeografía			
Coordinator	Vaquero Díaz, María Beatriz			
Lecturers	Pérez Rodríguez, Francisco Javier Vaquero Díaz, María Beatriz			
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General description	The subject aims to provide students with the necessary tools for consulting bibliographic and documentary archival, graphic and photographic sources related to a good or group of goods and the production of historical-artistic reports			

Competencies

Code	
A4	That the students know how to communicate their conclusions -and the knowledge and ultimate reasons that sustain them- to specialized and non-specialized audiences in a clear and unambiguous way.
B1	Acquire the ability to differentiate and assess the various expressions of Cultural Heritage, know the tools for their quantification and protection, as well as the different perspectives that address their management.
C1	Be able to select the study tools and documentation necessary to know the cultural good, even establishing standardized work methodologies.
C11	Acquire the ability to handle documentary tools and historiographic techniques for the characterization of heritage assets.
C14	Acquire the capacity for dissemination and dissemination of scientific knowledge and the creation of messages for the purpose of social awareness about the Heritage.
D2	Ability to communicate orally and in writing in the Galician language.
D8	Acquire advanced knowledge and demonstrate, in a context of scientific and technological research or highly specialized, a detailed and substantiated understanding of the theoretical and practical aspects and the methodology of work in one or more fields of study.

Learning outcomes

Expected results from this subject	Training and Learning Results
Provide students with the necessary tools to consult bibliographic and documentary archival, graphic and photographic sources related to a good or group of goods and the production of historical-artistic reports	A4 B1 C1 C11 C14 D2 D8

Know how to search bibliography and precise archival sources for the realization of works on cultural goods	A4 B1 C1 C11 D8
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Contents

Topic	
1. Treatment of sources and documentation history for the characterization of cultural assets	1.1. Presentation of the theme 1.2. The starting hypotheses 1.3. The sources of information
2. Search and retrieval of sources bibliographic and archival	2.1. Presentation of the theme 2.2. Access to bibliographic and archival sources 2.3. Instruments for the search and retrieval of bibliographic and archival sources
3. Editing of documentary sources (bibliographic and archival)	3.1. Presentation of the theme 3.2. Quotations from bibliographical sources 3.3. Editing and citations of archival documentary sources
4. Reporting	4.1. Presentation of the theme 4.2. Identification and definition of the object of study 4.3. The realization of the work scheme 4.4. The emptying of the sources 4.5. Writing the study

Planning

	Class hours	Hours outside the classroom	Total hours
Introductory activities	1	0	1
Group tutoring	1	0	1
Problem solving	4	34	38
Case studies	0	35	35

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies

	Description
Introductory activities	Introductory sessions, made through videoconference or the virtual room of the E-meeting platform, to make contact and gather information about the students as well as present the subject: its theoretical contents, available materials and resources, learning results and tests of evaluation.
Group tutoring	Sessions in which the students will dialogue with the subject teachers for the advice and development of the activities and the learning process.
Problem solving	Search tasks of bibliographic, documentary and graphic sources; editing standards and bibliographic citations; and elaboration of a working scheme on the chosen cultural asset.
Case studies	Analysis of a problem or real case in order to demonstrate the domain of the students of the necessary tools for the consultation and use of documentary, graphic and photographic sources related to a cultural asset chosen by the student in order to prepare a historical-artistic report.

Personalized attention

Methodologies	Description
Group tutoring	Throughout the course the faculty will maintain a direct relationship with the students in order to tutor and resolve doubts, maintaining interaction in real time through the online tutorials, the forums of the Moodle platform, the virtual room of the e-meeting platform and the email.
Case studies	The personalised attention will consist in the orientation on methodology, editorial and formal presentation of the work on the very cultural elected by the student. The attention will do by means of group tutoring on-line, the forums of the platform *Moodle, the virtual room of the platform e-meeting and the email.
Problem solving	The personalised attention will realise fundamentally through the forum of the matter and of the email to solve the doubts on the researches of bibliographic sources, documentary and graphic, and the preparation of the diagram of the study of case. To be necessary will use also group tutoring on-line, the virtual room of the platform e-meeting and the email.

Assessment

Description	Qualification Training and Learning Results

Problem solving	Evaluation of the competitions and knowledges purchased in the subjects 2, 3 and 4 and the active and individual participation through telematic means. The students will realise of autonomous form six exercises conceived like previous stages for the preparation of the study of case. They will deliver in the virtual course created in the platform Moodle. The results of the learning evaluated are: Endow to the students of the necessary tools for query of bibliographic sources and documentaries of archive, graphic and photographic related with a good or group of goods and the realisation of historical reports-artistic.	50	C11 D2 C14 D8
Case studies	Analysis of a problem or real case with the purpose that the students show the command of the necessary tools for the search and query of bibliographic sources and documentaries of archive, graphic and photographic, related with a good or group of cultural goods. The results of the learning evaluated are: Endow to the students of the necessary tools for query of bibliographic sources and documentaries of archive, graphic and photographic related with a good or group of goods and the realisation of historical reports-artistic.	50	A4 B1 C1

Other comments on the Evaluation

Each student, according to current regulations, has two calls for evaluation. The first one takes place during the four-month period of teaching. First, throughout the weeks of teaching the subject, by delivering the required assessment activities. In case the teaching weeks of the subject are not enough for the delivery of all the planned works, two additional weeks will be enabled in the teaching platform, at the end of the semester, to facilitate said delivery, establishing in this case a timetable alternative task delivery. The second evaluation is carried out in the month of July, for which the access to the teaching platform will be enabled again.

Sources of information

Basic Bibliography

Alía Miranda, F., **Fuentes de información para historiadores: obras de referencia y bibliográficas**, Trea, 1998

Servei de Biblioteques i Documentació, **Cómo elaborar e interpretar citas y referencias bibliográficas**, Universitat de Valencia, 2010

Complementary Bibliography

Recommendations