



Capitole University

DOCUMENTARY SKILLS

Students




2nd year programme, Semester 4

By following this tutorial, you'll learn how to carry out effective research and discover more tools to improve your documentary skills.

This compulsory course includes **a face-to-face introductory session** at the beginning of the academic year and **interactive activities** to be done online on the UT Capitole Intranet. Throughout the semester, you can ask for personalized help from **your teachers** and technical help is also available.



Calendar

TYPE OF COURSE	THEME	MARKING SCHEME
Online activities 	• Discover the Information skills course	
	• Maintaining your motivation.....	2 pts
	• Using Chatgpt ethically and responsibly.....	1 pt
	• Citing sources (advanced level)	
	• Formatting academic writing	
	• Setting simple monitoring + Application test	3 pts
Online evaluation	• Complete the reflective journal on module 2	1 pt
	• Revisions	
	• Knowledge test	13 pts

Marking grid

Mark out of 20 in semester 3
+
Mark out of 20 in semester 4
=
final mark out of 20
1 ECTS at the end of the academic year



Pedagogical support

Do you have a question you'd like to share with the other students and your teachers? You can post a message on the forum in the online workspace.

Would you like to contact a teacher?

You can send them an email here:

christel.candalot@ut-capitole.fr

stephanie.blandin@ut-capitole.fr



UNIVERSITÉ TOULOUSE CAPITOLE



**You don't have a computer.
How can you do the online activities?**

You can use the public computers in the Arsenal and Manufacture University libraries
You can borrow a laptop at the Arsenal and Manufacture University library
You can borrow a pad at the Arsenal University library