

25301 - Informative Documentation

Syllabus Information

Academic Year: 2020/21

Subject: 25301 - Informative Documentation

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 272 - Degree in Journalism

ECTS: 6.0

Year: 1

Semester: First Four-month period

Subject Type: Compulsory

Module: ---

1.General information

1.1.Aims of the course

1.2.Context and importance of this course in the degree

1.3.Recommendations to take this course

2.Learning goals

2.1.Competences

2.2.Learning goals

2.3.Importance of learning goals

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions, autonomous work, study and assessment tasks.

Students are expected to participate actively in class throughout the semester.

Further information regarding the course will be provided on the first day of class.

4.2.Learning tasks

The course includes the following learning tasks:

- Lectures.
- Practice sessions.
- Autonomous work and personal study.
- Assessment activities.

4.3.Syllabus

The course will address the following topics:

1. Introduction to informative documents. Basic concepts and terminology. Ethical use of information.

2. Information sources: general and specialized. Characteristics and types. Documentary typology.
3. Documentary processes and y products. Information Centers and Services
4. Information search and retrieval. Multidisciplinary and specialized Data Basis

4.4.Course planning and calendar

See the academic calendar of the University of Zaragoza (<http://academico.unizar.es/calendario-academico/calendari>) and the website of the Faculty of Philosophy and Arts (*Schedule of classes*: <https://fyl.unizar.es/horario-de-clases#overlay-context=horario-de-clases>; Examination schedule: <https://fyl.unizar.es/calendario-de-examenes#overlay-context=>)

More information will be provided on the first day of class.

4.5.Bibliography and recommended resources

- Documentación . - 3a. ed. Madrid : AENOR, D.L. 1999
- Teoría y práctica de la documentación informativa / Gabriel Galdón (coord.) . 1ª ed. Barcelona : Ariel, 2002
- Giménez Toledo, Elea. Manual de documentación para comunicadores / Elea Guiménez Toledo . 1a. ed. Pamplona : Eunsa, 2004
- Manual de documentación informativa / José Antonio Moreiro, coord. ; Mercedes Caridad, [et. al.] . Madrid : Cátedra, 2000
- Nuño Moral, María Victoria. Documentación en el medio radiofónico : Hacia un entorno digital / M^la Victoria Nuño Moral . Madrid : Síntesis, D.L. 2007
- Rubio Lacoba, María. Documentación informativa en el periodismo digital / María Rubio Lacoba . Madrid : Síntesis, D.L. 2007
- Introducción a la documentación informativa y periodística / Antonio García Gutiérrez (ed.) Alcalá de Guadaíra (Sevilla) : MAD, [1999]
- Las nuevas fuentes de información : información y búsqueda documental en el contexto de la web 2.0 / José Antonio Cordón García ... [et al.] . - 2ª ed. Madrid : Pirámide, D.L. 2012
- Arquero Avilés, María del Rosario. La hemeroteca de prensa / María del Rosario Arquero Avilés, María Luisa García-Ochoa Roldán Gijón : Trea, D.L. 2005
- Abadal Falgueras, Ernest. Prensa digital y bibliotecas / Ernest Abadal y Javier Guallar Madrid : Troa, D.L. 2010
- Torregrosa Carmona, J. F. La fotografía de prensa, una propuesta informativa y documental. Madrid : Dickynson, 2009