

Academic Year/course: 2021/22

## 25301 - Informative Documentation

### Syllabus Information

**Academic Year:** 2021/22

**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

### 2. Learning goals

### 3. Assessment (1st and 2nd call)

### 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. It is based on active participation, case studies, teamwork etc. that favor the development of communicative skills and critical thinking. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions, autonomous work, tutorials, and assessment tasks.

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

Classroom materials will be available via Moodle. These include a repository of the lecture notes used in class, the course syllabus, as well as other course-specific learning materials, including a discussion forum.

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

#### 4.2. Learning tasks

This is a 6 ECTS course organized as follows:

? Lectures. The teacher presents theoretical contents illustrated with relevant examples.

? Practice sessions. They can include discussion and presentation of case studies, learning of techniques and practical work outside the classroom (field work or visits).

? Autonomous work. Students do tasks such as study, readings, preparation of practice sessions and seminars, and summative assignments.

? Tutorials. Office hours can be used to solved doubts and for follow-up of students? learning progress.

? Assessment tasks.

#### 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**

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course, will be provided on the first day of class or please to the faculty of Philosophy and Arts website (academic calendar <http://academico.unizar.es/calendario-academico/calendario>; *Schedule of classes*: <https://fyl.unizar.es/horario-de-clases#overlay-context=horario-de-clases>; Assessment schedule: <https://fyl.unizar.es/calendario-de-examenes#overlay-context=>)

#### **4.5. Bibliography and recommended resources**

<http://psfunizar10.unizar.es/br13/egAsignaturas.php?codigo=25301>