Academic Year/course: 2023/24

25301 - Informative Documentation

Syllabus Information

Academic year: 2023/24
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

A transversal and practical subject, very close to the professional activity, which allows a) to know and apply documentary processes and techniques for the analysis, retrieval and dissemination of information; b) to handle specific tools and instruments and c) to elaborate documentary products.

Its main goals are:

1. To understand the documentary processes developed in the media.

2. To know the organization and operation of information services.

3. Identify, analyze and evaluate different types of documents and information sources.

4. Manage the main sources of referential information.

5. Develop prospective and retrospective information search and retrieval strategies.

6. Design and prepare summaries, dossiers and newsletters.

Works on SDGs 4; 5; 10; 16 and 17.

It is related to all subjects of the Journalism Degree.

2. Learning results

The learning results derive directly from the acquisition of the following competencies:

- Understand, manage and apply a knowledge support on the analysis, systematization and codification of written and audiovisual written and audiovisual contents in different media and technologies, with indicators: understand and relate the concepts, principles and rules of informative documentation.
- Ability to skilfully apply the programmes and strategies for searching, selecting and systematising sources of information of any kind related to social communication and the media, with indicators: elaborate strategies for searching information related to informative documents of media communication.
- Ability to skilfully apply the programmes and strategies for the search, selection and systematisation of any type of audiovisual document in a database, as well as its use in different audiovisual supports using digital methods, with indicators: to develop strategies for searching for information relating to audiovisual media communication documents.
- Ability to apply procedural knowledge in solving problems of technical arrangement of printed or digital elements, sound and visual materials printed or digital elements, sound and visual materials, with indicators: to solve problems of arrangement and elaboration of a dossier of documentation related to media communication.

3. Syllabus

1. Introduction to Information Documentation. Basic concepts and terminology. Ethical use of information.

2. General and specialized information sources. Characteristics and types. Documentary typology.

3. Documentary processes and products. Information centers and services.

4. Information search and retrieval. Multidisciplinary databases and specialized databases.

4. Academic activities

The work method combines expository techniques and individual and group practical activities.

The lectures are used to present the topics and clarify doubts after studying the teaching material, as well as to raise and solve the difficulties of the practical activities. The practical activities respond to real cases similar to that future professionals will face in real work contexts. Students perform different types of tasks, both individually and in groups, in and out of the classroom.

Learning activities include lectures, practical classes and seminars, individual and group tutorials, and personal work and study.

5. Assessment system

First call

Continuous assessment

Characteristics: Development of 4 mandatory activities, related to the theoretical and practical contents on the subject, identified with:

1. Writing references and bibliographic citations. Its value represents 20% of the final grade

2. Analysis of sources and documents. Group work. Its value represents 30% of the final grade.

3. Elaboration of digital press kit. Group work. Its value represents 30% of the final grade.

4. Analysis and evaluation of search results in databases. Performed in pairs. Its value represents 20% of the final grade.

Assessment criteria: Relevance, precision and concreteness in the contents. Reliability and relevance of the sources of information. Quality, variety, timeliness and validity of the data. Clarity and systematicity in the organization and presentation of the information.

Global assessment.

The student will present the same activities that are developed in the continuous evaluation system on the date set in the academic calendar through the teaching platform.

Second call

Overall evaluation identical to that of the first call.