UAB

Universitat Autònoma de Barcelona

2019/2020

Journalistic Documentation

Code: 103079
ECTS Credits: 6

Degree	Type	Year	Semester
2501933 Journalism	OT	3	0

Contact

Name: Eulàlia Fuentes Pujol

Email: Eulalia.Fuentes@uab.cat

Teachers

Alfonso González Quesada

Angels Jimenez Lopez

Use of Languages

Principal working language: catalan (cat)

Some groups entirely in English: No

Some groups entirely in Catalan: Yes

Some groups entirely in Spanish: No

Prerequisites

Unnecessary prerequisites.

Objectives and Contextualisation

GENERAL TARGET

Provide a theoretical and practical knowledge that allows students to acquire information skills related to the organization and document management, as well as the resolution of information needs specific to the journalistic activity.

SPECIFIC TARGET

- Knowing the instrumental dimension of the Information Science (Documentation), as well as the utility of its techniques and services, in the professional practice and for the qualitative improvement of the journalistic product.

- Show what are the most common information needs in the journalistic task and learn to solve them by using the most appropriate information sources.

- Know how to apply, in a basic way, teshniques of analysis, description and management of journalistic documents.

- Know different types of services, resources and sources of information, specially the most indicated ans useful for a practising of journalism.

- Acquire advanced knowledge of search and retrieval of information in digital environments.

- Know how to assess the quality and reability of the documentary information and promote its ethical and legal use.

- Learn to be documented, that is, to be provided with relevant, reliable and rigorous information for the preparation of journalistic products.

Competences

- Abide by ethics and the canons of journalism, as well as the regulatory framework governing information.
- Demonstrate a self-learning and self-demanding capacity to ensure an efficient job.
- Develop autonomous learning strategies.
- Generate innovative and competitive ideas in research and professional practice.
- Manage time effectively.
- Research, select and arrange in hierarchical order any kind of source and useful document to develop communication products.
- Use advanced technologies for optimum professional development.

Learning Outcomes

1. Apply the professional ethics of journalism to the planning of journalistic documentary management.
2. Demonstrate a self-learning and self-demanding capacity to ensure an efficient job.
3. Develop autonomous learning strategies.
4. Generate innovative and competitive ideas in research and professional practice.
5. Manage time effectively.
6. Research, select and arrange in hierarchical order any kind of source and useful document to develop communication products.
7. Use advanced technologies for optimum professional development.

Content

0.INTRODUCTION

1. INFORMATION SCIENCE (DOCUMENTATION) AND JOURNALISM

2. DOCUMENTS, SOURCES OF INFORMATION AND SOURCES OF DOCUMENTARY INFORMATION

3. BIBLIOGRAPHIICAL SOURCES

4. TREATMENT AND RECOVERY OF INFORMATION

5. SOURCES OF INFORMATION AND JOURNALISM UTILITY

6. LEGAL AND ETHICAL USE OF INFORMATION

(The contens will be detailed more specifically for each session. In the class, not all sections will be explained, only the teachers consider most appropiate. The rest will be uploaded to Moodle so that they can be consulted and studied, but the doubts they will be solved in class and trutor's job).

Methodology

"Journalistic documentation" is a subject eminently practical, that from the methodological point of view, pursues the learning of the students through the application of the theoretical contents that integrate it, to the

resolution of practices, exercises and practical cases related with the search for information. These activities are always presented contextualized in the realms of journalism and communication in general, which allows students to discover the usefulness and role played by documentary techniques in their future profession.

Theoretical and practical sessions are held in computer rooms. Practical work is always in pairs and, in some cases, in small groups. The purpose of this work system is to promote peer learning, which the teaching team considers highly effective and enriching.

To the extent possible, it will be attempted to count, in some of the sessions, with the presence of professionals of the journalistic documentation and journalists, who will share their experiences with the students.

Within the framework of the subject, the Virtual Campus-Classroom MOODLEis an indispensable and dynamic tool. Students must visit it often, to consult the documents and participate in the various activities to follow the subject correctly.

The communication with the teachers of the subject will have to be done exclusively through the mail of the Campus (not to the institutional electronic mail of the teaching staff). Students will also be able to attend in person, if they so desire, in the tutoring hours of the teachers previously established.

The content of the subject will be sensitive to aspects related to the gender perspective.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Exercises, Exhibitions and Discussions	10	0.4	1, 6, 4, 5, 7
Practical computer rooms	15	0.6	6, 2, 3, 5, 7
Theory	22	0.88	1, 6, 2, 4, 7
Type: Supervised			
Conferences of specialists	3	0.12	1, 6, 4, 5, 7
Synthesis Project	15	0.6	1, 6, 2, 3, 4, 5, 7
Tutor's job	9	0.36	1, 6, 2, 3, 4, 5, 7
Type: Autonomous			
Readings, exercises, correction of practices, participation in class, forums, exhibitions, theoretical content study, etc.	25	1	6, 2, 3, 4, 5, 7

Assessment

EVALUATION

The subject follows the continuous evaluation system. The minimum qualification to pass it is 5 points (out of 10). The evaluation elements that are considered are the following:

Individual proof of knowledge (40%): an exam will be carried out on the theoretical and practical contents worked on the subject. It will be held on Monday 16 December 2019(morning group) and Thursday December 19, 2019(afternoon group). (These dates will only be changed in case of an incident). It will be necessary to have a note greater than 4 to do the average with the rest of the elements of the continuous evaluation.

Synthesis project (30%): team activity (double pair) and during the last sessions of the course. Requires the integrated application of the contents worked. It consists of documenting a topic for the production of a journalistic product. Its evaluation will take into account both the formal presentation and the content and to a lesser extent the resulting journalistic product. The oral presentation will be on Monday January 13, 2020 (morning group) and Thursday January 16, 2020.

General follow-up of the subject (30%): this concept values the effort, dedication and the adequate management of the time of the student. It contemplates the attendance to the practical sessions, its realization, the punctual delivery on the expected date and the self-correction based on the solution provided by the teaching staff. The rest of the activities proposed by the teaching team will be taken into account (exercises, readings, preparation of subjects, exhibitions, debates and discussions, etc.), in the same terms as in the practical sessions. Each failure by the students will be penalized with 1 pointon the Follow-up note.

Since it is a face-to-face subject, it is necessary to attend the theoretical classes and the totality of the practicesin order to obtain the final grade and that all the elements of the continuous evaluation have been carried out.

Complementary exercises may be proposed, which will always be volunteers with the aim of raising the final grade.

RECOVERY SYSTEM

The student will be entitled to the revaluation of the subject if he or she has been evaluated of the set of activities the weight of which equals a minimum of 2/3 of the total grade of the subject.

To have access to revaluation, the previous grades should be 3,5. (Consell de Govern july 12, 2017, art 112)

The recovery will consist of a single test about the theoretical and practical content of the course and independently of the score obtained in this exam, its final grade will be approved (5 or 6 points).

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Follow-up of the subject, practices, exercises, readings and others	30%	15.5	0.62	6, 2, 3, 5, 7
Individual proof of theoretical and practical contents	40%	20	0.8	6, 2, 5, 7
Synthesis Project	30%	15.5	0.62	1, 6, 2, 3, 4, 5, 7

Bibliography

Basic Bibliography

ABADAL, Ernest.; CODINA, Lluís. *Bases de datos documentales: características, funciones y método*. Madrid: Síntesis, 2005.

ABADAL, Ernest; GUALLAR, Javier. *Prensa digital y bibliotecas*. Gijón: Trea, 2010.

AGUADO, Guadalupe, et al. *Organización y gestión de la empresa informativa*. Madrid: Síntesis, D.L. 2008.

ÀREA DE DOCUMENTACIÓ UAB, Diversos Autors, "Videotutorials en anglès per ensenyar a buscar informació". Vimeo 2012

ARQUERO, Rosario; GARCÍA-OCHOA, M.Luisa. *La hemeroteca de prensa*. Gijón: Trea, 2005.

CARIDAD, Mercedes, et al. *Documentación audiovisual*. Madrid: Síntesis, 2011.

CARRIZO, Gloria. *La información en ciencias sociales.* Gijón: Trea, 2000.

CORDÓN, Juan Antonio, et al. *Nuevas fuentes de información: información y búsqueda documental en el contexto de la web 2.0*. Madrid: Pirámide, 2010.

FUENTES I PUJOL, Ma.Eulàlia. (ed.). *Manual de documentación periodística*. Madrid: Síntesis, 1995.

GALDÓN, Gabriel. (coord.). *Teoría y práctica de la Documentación Informativa*. Barcelona: Ariel, 2002.

GARCÍA GUTIÉRREZ, Antonio. (ed).*Introducción a la Documentación Informativa y Periodística*. Madrid: MADD, 1999.

GARCÍA JIMÉNEZ, Antonio. *Organización y gestión del conocimiento en la comunicación*. Barcelona: Trea, 2001.

GIMÉNEZ TOLEDO, Elea. *Manual de documentación para comunicadores*. Pamplona: Universidad de Navarra, 2004.

LOPEZ YEPES, José.; OSUNA, M.Rosario. *Manual de ciencias de la información y documentación*. Madrid: Pirámide, 2011.

MARTIN VEGA, Antonio. *Fuentes de información general*. Madrid: Trea, 1996.

MOREIRO, José Antonio (coord.). *Manual de Documentación Informativa*. Madrid: Cátedra, 2000.

MORENO, Miguel Angel. *Manual de documentación para la comunicación*. Burgos: Univ. de Burgos. Serv. de Publicaciones, 2009.

SALAZAR Idoia. *Las profundidades de Internet.* Gijón: Trea, 2005.

TORRES RAMIREZ, Isabel. *Las fuentes de información*. Estudios teórico-prácticos. Madrid: Síntesis, 1998.

The bibliography will be expanded throughout the semester and web links will be added for each topic.