

**Methods, Techniques, Sources and Organisation of  
Journalistic Work**

Code: 103114  
ECTS Credits: 6

Degree	Type	Year	Semester
2501933 Journalism	OB	2	1

## Errata

There has been changes in the assessment of the subject. In the requirements to pass the subject should say: *"a) Carry out and submit all the assignments (activities A, B, D and E)."* and *"b) Obtain a minimum grade of 5 in each of the activities B, D and E."*

## Contact

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## Use of Languages

Principal working language: catalan (cat)  
Some groups entirely in English: No  
Some groups entirely in Catalan: No  
Some groups entirely in Spanish: No

## Prerequisites

The course requires students to be able to keep informed about current issues in journalism and reading comprehension at university level.

It also requires a sufficient command and the proper use - spoken and written - of their own languages, as well as being able to read and understand texts in English.

It is not mandatory, but it is recommended that the students had enrolled and successfully passed most of the subjects of the 1st year of the Degree, considering that the contents dealt with in them will be considered known.

## Objectives and Contextualisation

This subject is part of the field 'Theory and Technique of Journalism', so it focuses on the organization of journalistic work and its main routines, systems, tasks or roles. The course emphasizes the stages that constitute the relationship between journalism professionals and their sources of information: search, documentation, contrast, validation of information (from the professional, ethical and legal points of view).

In this way, the general objective of the course is that the students know these professional routines and the requirements to find, treat and use personal sources or sources of any other nature in the elaboration of their journalistic content. Attention will also be devoted to the issue of verification of information produced by third parties, a topic that is especially relevant in the context of growing disinformation enhanced by the digital communication environment.

## Competences

- Abide by ethics and the canons of journalism, as well as the regulatory framework governing information.
- Design the formal and aesthetic aspects in print, graphic, audiovisual and digital media, and use computer-based techniques to represent information using infographic and documentary systems.
- Generate innovative and competitive ideas in research and professional practice.
- Relay journalistic information in the language characteristic of each communication medium, in its combined modern forms or on digital media, and apply the genres and different journalistic procedures.
- Research, select and arrange in hierarchical order any kind of source and useful document to develop communication products.
- Show leadership, negotiation and team-working capacity, as well as problem-solving skills.

## Learning Outcomes

1. Adapt the presentation of the news to the needs established by the editorial space.
2. Describe the workings of editorial boards.
3. Generate innovative and competitive ideas in research and professional practice.
4. Recognise the potential and limits of freedom of speech in appraising information processes.
5. Research information sources, select them and apply critical appraisal criteria.
6. Research, select and arrange in hierarchical order any kind of source and useful document to develop communication products.
7. Show leadership, negotiation and team-working capacity, as well as problem-solving skills.

## Content

### Subject Overview

1. Basic organigram of a newsroom in conventional media and digital environments.
2. The organization of work and professional routines in journalistic production.
3. The construction of reality by the media: selection and hierarchy of information. Values or quality criteria in news production.
4. Personal and documentary sources: data collection, interviews, types of informants, credibility factors.
5. Professional, ethical and legal aspects that condition the treatment and use of sources in journalistic work.
6. Public registries as a source of data for journalists.
7. Communication offices, news agencies and other information providers.
8. Internet as a universe of data and sources. Potential and dangers of social media and networks. Basic aspects for the verification of hoaxes, fake news and not contribute to disinformation.

The order of the topics indicated may vary according to the final planning of the course. The detailed calendar with the specific contents of each session will be explained on the first day of class (presentation of the subject).

The contents of the course will be sensitive to aspects related to the gender perspective.

## Methodology

The teaching methodology of this course aims to encourage active learning by students, as well as to increase their level of autonomy in decision-making, knowledge acquisition and performance of tasks that will allow them to develop professional skills related to the subject studied. Therefore, the teaching team is responsible

for providing students with all the instructions, guidance and tutoring necessary for the proper follow-up of the course, but it is the student who are primarily responsible for achieving the objectives of the subject and passing the course satisfactorily.

The contents are divided into training activities of different types: theoretical classes of oral presentation, case studies, debates, individual or team practical work, etc. In addition to the content dealt with in each session, the classes themselves will follow specific dynamics, which will emulate the basic routines and processes of the journalistic profession. In this way, while learning certain aspects of the syllabus, students will be experiencing specific aspects that form part of the day-to-day life of journalism professionals.

This course is mandatory and on-site class, so it is assumed that all training activities require the attendance of all students, since the very first day of class, except for absences for justified reasons of force majeure, which will be explained in the first session. Eventually, according to the needs of the course, teachers could programme distance / non-classroom activities.

Virtual Campus: a fundamental tool

The only valid sources of information for the development of the whole subject will be the orientations indicated by the professors during face-to-face classes, and the data, notices and documents published in the space of the subject in the Virtual Campus. In case of divergence between these two sources, the information published on the Virtual Campus will always prevail. Students must constantly consult the Virtual Campus in order to be up to date with the indications.

- Materials: The professors do NOT undertake to publish Powerpoints or any other type of résumé, presentation or complementary resource on the Virtual Campus. It is the responsibility of each student to attend the classes and take all the notes needed for her/his study.

- Communication: the only accepted means of communication between students and professors will be the Virtual Campus. No queries of any kind will be accepted via individual e-mail accounts, whether from the teaching staff or the students\*.

In addition, Virtual Campus will be the only way to submit evaluable assignments, except in those cases where the type of task or the format of the work does not allow it. In these specific cases, the teaching team will indicate the appropriate alternative route. The details on how to use the Virtual Campus tools will be explained during the first day of class.

\*Only students who, for justified administrative reasons (for example, because they are in the process of enrolling), do not yet have access to the Virtual Campus may contact the faculty by e-mail. At the time of registration, they must also follow this indication.

Tutoring

The tutorial meetings (individual or by teams) are a fundamental aspect for the correct development of the tasks of this subject. During the course, professors will inform their respective students the pre-established timetables and spaces for tutoring. The students' attendance to these tutoring is an aspect that the teaching staff will take into account when evaluating the assignments.

## Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Large group classes. Theoretical presentations, case studies and debate.	30	1.2	1, 5, 6, 7, 2, 3, 4
Seminars. Practical work at laboratory.	15	0.6	1, 5, 6, 7, 2, 3, 4

Type: Supervised

Tutoring	6	0.24	1, 5, 6, 7
Type: Autonomous			
Search, selection and reading of bibliography and other resources. Personal study. Planning and individual work / teamwork.	91	3.64	1, 5, 6, 7, 3, 4

## Assessment

The subject follows a system of continuous assessment, so it is assumed that the attendance of students to all training activities mentioned above is mandatory.

The final grade of the subject will be calculated as a weighted average, based on the following assignments\*:

- Activity A. Current affairs test: 10% on the final grade;
- Activity B. Individual exams: 30% on the final grade;
- Activity C. Other exercises and active participation: 10% on the final grade;
- Activity D. Practice at seminars/laboratory: 25% on the final grade;
- Activity E. Coursework: 25% on the final grade.

\* Any written work or test that includes five mistakes spelling, grammar and/or barbarisms (five errors in total) will obtain a grade of 0.

To be able to pass the course, it is necessary:

a) Carry out and submit all the assignments (activities A, B, C and E). In case of absence for justified reasons of force majeure, the student must present the corresponding proof to the teaching team; otherwise, the activities will be considered as Not Completed.

b) Obtain a minimum grade of 5 in each of the activities B, C and E.

c) Regarding teamwork assignments, professors may adopt control measures to verify the participation of each member in the common work. Consequently, the grades may be different for members of the same team, which could mean that one or several members pass the evaluation, while the others don't.

### Review of grades

The grades of the students' assessments will be published in the folder of the course in the Virtual Campus. Once the grades of each assessment activity are published, students will have a maximum period of seven calendar days to request a tutorial meeting and review of grades. After seven calendar days since the grades are published, no requests will be accepted and the grades will be considered definitive.

### Reevaluation

The student will have the right to the reevaluation of the subject if he/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.

Activities A, C and E are excluded from the reevaluation process.

### Second Enrollment

In the case of a second enrolment, students may request the possibility (non-binding) of carrying out a single synthesis test on the entire subject matter. The grade of the subject will correspond to the grade of the synthesis test.

Students who wish to take this single test should contact the subject coordinator during the first week of classes. Each case will be analysed individually, considering the grade obtained in the previous registration, number of activities submitted, etc.

## Plagiarism

The student who performs any irregularity (copy, plagiarism, identity theft, etc.) that can lead to a significant variation in the qualification of an evaluation act, will be graded with 0 this evaluation. In case of more than one irregularity, the final grade of the course will be 0.

## Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
A. Current affairs test	10%	3	0.12	5, 6, 4
B. Individual exams	30%	5	0.2	1, 5, 6, 2, 3, 4
C. Other exercises and active participation in class	10%	0	0	1, 5, 6, 7, 4
D. Practical exercises in seminar / laboratory	25%	0	0	1, 5, 6, 7, 3, 4
E. Final coursework	25%	0	0	1, 5, 6, 7, 3

## Bibliography

Recommended bibliography. Mandatory bibliography will be presented on the first day of class and changes may be applied throughout the course.

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