

**Journalistic Documentation**

Code: 103079  
ECTS Credits: 6

Degree	Type	Year	Semester
2501933 Journalism	OT	3	1
2501933 Journalism	OT	3	2
2501933 Journalism	OT	4	0

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

**Contact**

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**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

**Teachers**

Angels Jimenez Lopez

**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, techniques of analysis, description and management of journalistic documents.

- Know different types of services, resources and sources of information, specially the most indicated and 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 reliability 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**

- Journalism
  - 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. INFORMATION SOURCES. TYPOLOGIES, CHARACTERISTICS AND USES

### 4. TREATMENT AND RECOVERY OF INFORMATION

### 5. SOURCES OF INFORMATION AND JOURNALISM UTILITY

### 6. LEGAL AND ETHICAL USE OF INFORMATION

The contents will be detailed more specifically for each session. All documents will be uploaded to Moodle what the teachers consider most appropriate to can be consulted and studied.

The calendar will be available on the first day of classs. Students will find all information on the Virtual Campus: the description of the activities, teaching materials, and any necessary information for the proper follow-up of the subject.

In case of a change of teaching modality for health reasons, teachers will make readjustments in the schedule and methodologies.

Also, during one of the last classes, the teacher will provide students with 15 minutes to answer the surveys on the teaching performance and the subject or module

## Methodology

"Journalistic documentation" is a subject of an eminently practical, that a methodological point of view, pursues student learning through the application of the theoretical contents that integrate it, to the resolution of practices, exercises and practical cases related to the search for information. These activities are always presented contextualized to journalism and communication in general, which allows students to grasp the usefulness and role that documentary techniques play in their future profession.

Theoretical (virtual) and practical sessions are held in computerized rooms (presence). Practical work (Practices and Synthesi project) is always in pairs 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.

As far as possible, an attempt will be made to have, in some sessions, the presence of journalistic documentation professionals and journalists, who can share their experiences with students

Within the framework of the subject, the Virtual Campus-Classroom MOODLE is a necessary and dynamic tool. Essential for the theory, and students are advised to visit regularly, as well as participate in the spaces enabled to follow the subject correctly

Communication with teachers of the subject must be done exclusively through the messaging of the Campus (not to the institutional e-mail address of the teaching staff).

In case of a change of teaching modality for health reasons, teachers will make readjustments in the schedule and methodologies.

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

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

## 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
Synthesi 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 knowledge test (40%): there will be an exam on the theoretical and practical contents worked in the subject. The assigned date, hour and classroom will be inform the first day of class and in the Virtual Campus. It will be necessary to have a grade higher than 4 to average with the other elements of the continuous evaluation.

Synthesis Work (30%): team activity (double couple) in the last sessions of semester. It requires the integrated application of the contents and documentary techniques worked. It consists of documenting a topic for the elaboration an journalistic product. Its evaluation will take into account both the formal presentation and the content and to a lesser extent the resulting journalistic product. If is possible will try to make an oral presentation.

General follow-up of the subject (30%): this concept values the effort, dedication and adequate management of students' time. Contemplates the realization of the practices, the punctual delivery on the expected date and the self-correction based on the solution provided by the teaching staff. The other activities proposed by the teaching staff (exercises, readings, preparation of topics, exhibitions, debates and discussions, etc.) will also be taken into account, in the same terms as in the practices. Each non-compliance by students will be penalized with 1 point on the Follow-up 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 - 6).

Important:

The student who performs any irregularity, (copy, plagiarism, identity theft...) will be qualified with 0 in this assignment or exam. In case there are several irregularities, the final grade of the subject will be 0.

## Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Synthesis Work	30%	15.5	0.62	1, 6, 2, 3, 4, 5, 7
Follow-up of the subject, practices, exercises, readings and others	30%	15.5	0.62	6, 2, 3, 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.

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.

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.

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.

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.

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.

## Software

No specific program is used.