

**1. General information****Course:** INFORMATIVE DOCUMENTATION**Type:** BASIC**Degree:** 401 - UNDERGRADUATE DEGREE PROGRAMME IN AUDIOVISUAL COMMUNICATION**Center:** 12 - FACULTY OF COMMUNICATION**Year:** 1**Main language:****Use of additional languages:****Web site:****Code:** 16502**ECTS credits:** 6**Academic year:** 2023-24**Group(s):** 30**Duration:** First semester**Second language:****English Friendly:** N**Bilingual:** N**Lecturer:** MARÍA JOSEFA ESTABLÉS HERAS - Group(s): 30

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**2. Pre-Requisites**

Not established

**3. Justification in the curriculum, relation to other subjects and to the profession**

Not established

**4. Degree competences achieved in this course****Course competences**

Code	Description
CB03	Gather and interpret relevant data (usually within the area of study) in order to make value judgements that include a reflection on relevant social, scientific or ethical issues.
CB04	Convey information, ideas, problems and solutions for both specialist and non-specialist audiences.
CE05	Know and apply audiovisual documentation techniques.
CG04	Expose the results of academic work in writing, orally or by other means, in accordance with the canons of the communication disciplines.

**5. Objectives or Learning Outcomes****Course learning outcomes**

Description

Know and use the systems for capturing, processing, encoding, storing, transporting and presenting audiovisual content and multimedia information.

**Additional outcomes****6. Units / Contents****Unit 1:****Unit 1.1****Unit 2:****Unit 2.1****Unit 2.2****Unit 3:****Unit 3.1****Unit 3.2****Unit 4:****Unit 4.1****Unit 4.2****Unit 4.3****7. Activities, Units/Modules and Methodology**

Training Activity	Methodology	Related Competences (only degrees before RD 822/2021)	ECTS	Hours	As	Com	Description
Writing of reports or projects [OFF-SITE]	Self-study	CB03	1.52	38	Y	N	

Class Attendance (theory) [ON-SITE]	Lectures	CB04	0.45	11.25	N	-	
Class Attendance (theory) [ON-SITE]	Reading and Analysis of Reviews and Articles	CB04	0.3	7.5	Y	N	
Project or Topic Presentations [ON-SITE]	Project/Problem Based Learning (PBL)		0.45	11.25	Y	N	
Problem solving and/or case studies [ON-SITE]	Group Work		0.45	11.25	Y	N	
Practicum and practical activities report writing or preparation [OFF-SITE]	Work with simulators		2.08	52	Y	N	
Laboratory practice or sessions [ON-SITE]	Practical or hands-on activities	CE05	0.35	8.75	Y	N	
Field work [ON-SITE]	Self-study	CG04	0.4	10	Y	N	
Total:			6	150			
Total credits of in-class work: 2.4			Total class time hours: 60				
Total credits of out of class work: 3.6			Total hours of out of class work: 90				

As: Assessable training activity

Com: Training activity of compulsory overcoming (It will be essential to overcome both continuous and non-continuous assessment).

8. Evaluation criteria and Grading System			
Evaluation System	Continuous assessment	Non-continuous evaluation*	Description
Assessment of problem solving and/or case studies	35.00%	15.00%	
Portfolio assessment	35.00%	15.00%	
Other methods of assessment	0.00%	50.00%	
Theoretical papers assessment	30.00%	20.00%	
<b>Total:</b>	<b>100.00%</b>	<b>100.00%</b>	

According to art. 4 of the UCLM Student Evaluation Regulations, it must be provided to students who cannot regularly attend face-to-face training activities the passing of the subject, having the right (art. 12.2) to be globally graded, in 2 annual calls per subject, an ordinary and an extraordinary one (evaluating 100% of the competences).

9. Assignments, course calendar and important dates	
Not related to the syllabus/contents	
Hours	hours
Unit 1 (de 4):	
Activities	Hours
Writing of reports or projects [AUTÓNOMA][Self-study]	5
Class Attendance (theory) [PRESENCIAL][Lectures]	4
Project or Topic Presentations [PRESENCIAL][Project/Problem Based Learning (PBL)]	4
Problem solving and/or case studies [PRESENCIAL][Group Work]	4
Field work [PRESENCIAL][Self-study]	4
Unit 2 (de 4):	
Activities	Hours
Writing of reports or projects [AUTÓNOMA][Self-study]	11
Class Attendance (theory) [PRESENCIAL][Lectures]	4
Class Attendance (theory) [PRESENCIAL][Reading and Analysis of Reviews and Articles]	3
Project or Topic Presentations [PRESENCIAL][Project/Problem Based Learning (PBL)]	3
Problem solving and/or case studies [PRESENCIAL][Group Work]	3
Practicum and practical activities report writing or preparation [AUTÓNOMA][Work with simulators]	11
Field work [PRESENCIAL][Self-study]	4
Unit 3 (de 4):	
Activities	Hours
Writing of reports or projects [AUTÓNOMA][Self-study]	10
Class Attendance (theory) [PRESENCIAL][Lectures]	4
Class Attendance (theory) [PRESENCIAL][Reading and Analysis of Reviews and Articles]	2
Project or Topic Presentations [PRESENCIAL][Project/Problem Based Learning (PBL)]	2
Problem solving and/or case studies [PRESENCIAL][Group Work]	4
Practicum and practical activities report writing or preparation [AUTÓNOMA][Work with simulators]	6
Field work [PRESENCIAL][Self-study]	6
Unit 4 (de 4):	
Activities	Hours
Writing of reports or projects [AUTÓNOMA][Self-study]	10
Class Attendance (theory) [PRESENCIAL][Lectures]	6
Class Attendance (theory) [PRESENCIAL][Reading and Analysis of Reviews and Articles]	2
Project or Topic Presentations [PRESENCIAL][Project/Problem Based Learning (PBL)]	5
Problem solving and/or case studies [PRESENCIAL][Group Work]	4
Practicum and practical activities report writing or preparation [AUTÓNOMA][Work with simulators]	16

Laboratory practice or sessions [PRESENCIAL][Practical or hands-on activities]	3
Field work [PRESENCIAL][Self-study]	10
<b>Global activity</b>	
<b>Activities</b>	<b>hours</b>
Writing of reports or projects [AUTÓNOMA][Self-study]	36
Practicum and practical activities report writing or preparation [AUTÓNOMA][Work with simulators]	33
Project or Topic Presentations [PRESENCIAL][Project/Problem Based Learning (PBL)]	14
Class Attendance (theory) [PRESENCIAL][Reading and Analysis of Reviews and Articles]	7
Laboratory practice or sessions [PRESENCIAL][Practical or hands-on activities]	3
Field work [PRESENCIAL][Self-study]	24
Class Attendance (theory) [PRESENCIAL][Lectures]	18
Problem solving and/or case studies [PRESENCIAL][Group Work]	15
<b>Total horas: 150</b>	

10. Bibliography and Sources						
Author(s)	Title/Link	Publishing house	Citv	ISBN	Year	Description
De la Cuadra, Elena	Documentación cinematográfica	UOC		978-84-9064-065-4	2013	
Giménez Rayo, Mabel	Documentación audiovisual de televisión: la selección del material	Síntesis		978-84-9704-320-5	2007	
Caridad Sebastián, Mercedes	Documentación audiovisual	Síntesis	Madrid	8497567463	2011	
Serrano-Cobos, Jorge	Introducción a la disciplina del posicionamiento	UOC		8490649561	2015	
Reig Cruañes, José	"Para una teoría informativa del documento"		Medellín (Colombia)		2005	
Mases Blanch, Noemí	Documentación audiovisual: documentación en la creación, producción y difusión de contenidos multimedia	UOC			2016	
Caldera-Serrano, Jorge & Arranz-Escacha, Pilar	Documentación audiovisual en televisión	UOC		978-84-9029-859-6	2012	
Hernández Pérez, Antonio	Documentación Audiovisual: metodología para el análisis documental de la Información periodística audiovisual	UCM			1992	
Pinto Molina, María; García Marco, F. Javier; Agustín Lacruz, M <sup>a</sup> Carmen	Indización y resumen de documentos digitales y multimedia	TREA		84-9704-023-6	2002	
Saavedra Bendito, Pau	Los documentos audiovisuales: qué son y cómo se tratan	Cátedra		84970445882	2011	
Sánchez Vigil, Juan Miguel	El documento fotográfico. Historia, usos, aplicaciones	TREA	Gijón		2006	
Torres Ramírez, Isabel	Las fuentes de información. Estudios teórico-prácticos	Síntesis	Madrid		1998	
Giménez Toledo, Elea	Manual de documentación para comunicadores	EUNSA	Pamplona		2004	