



COURSE DATA

DATA SUBJECT

Code: 36620
Name: Media documentation
Cycle: Undergraduate Studies
ECTS Credits: 6
Academic year: 2026-27

STUDY (S)

Degree	Center	Acad. year	Period
1334 - Degree in Journalism	Facultat de Filologia, Traducció i Comunicació	1	Second quarter
1937 - Double Degree Program in Audiovisual Communication and Journalism	Facultat de Filologia, Traducció i Comunicació	1	Second quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1334 - Degree in Journalism	Comunicación	BASIC
1937 - Double Degree Program in Audiovisual Communication and Journalism	Primer Curso (Obligatorio)	COMPULSORY

COORDINATION

CANO ORON LORENA

SUMMARY

The subject Communicative Documentation provides a theoretical and practical introduction to information management applied to Journalism and academic research. It covers techniques for searching and retrieving both analog and digital information, the analysis of sources, and criteria for evaluating credibility. It also introduces academic research in the field of communication, including the structure of a scientific article, citation standards, and the development of information literacy skills for accessing rigorous knowledge.

The course explores the digital ecosystem and the role of algorithms in information retrieval, as well as advanced digital search techniques in search engines, social networks, and digital newspaper archives. Special attention is given to the problem of disinformation and to digital content verification, along with reflection on digital vulnerabilities that affect citizens; sensitive information.

Likewise, the course addresses emerging trends in the field of informational documentation, such as the use of artificial intelligence (AI) in documentary tasks, ranging from content organization automation to its application in verification and data analysis processes.

This subject contributes to several Sustainable Development Goals (SDGs), particularly SDG 4



(Quality Education), SDG 16 (Peace, Justice and Strong Institutions), SDG 9 (Industry, Innovation and Infrastructure) and SDG 17 (Partnerships for the Goals), by promoting access to truthful information, media literacy, and responsibility in digital environments.

PREVIOUS KNOWLEDGE

RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE

There are no specified enrollment restrictions with other subjects of the curriculum.

OTHER REQUIREMENTS

No prior knowledge is required. The course is closely connected to the degree as a whole, especially to subjects involving academic assignments. Its content is essential for successfully completing any coursework, including the Final Degree Project (TFG).

COMPETENCES / LEARNING OUTCOMES

1334 - Degree in Journalism

Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.

Students must be able to search, select, contextualise and order any type of source or document (written, audio, visual etc.) useful for the elaboration and processing of information, as well as for persuasive communicative or fictional and entertainment uses.

Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

Students should be able to search for, select, read, interpret and analyse both written and audiovisual texts and documents (analytically, synthetically and critically).

Students should be able to work as a team, communicate their own ideas and integrate themselves into group projects aimed at achieving results.

Students should show solidarity with people across the planet, as well as knowledge of the main cultural currents in relation to individual and collective values and respect for human life.

DESCRIPTION OF CONTENTS

1. Introduction to Informative Documentation

The fundamentals of documentation, the documentary process, and the different types of sources are



analyzed, along with basic criteria for evaluating the reliability of information.

2. Documentation and Academic Research

Documentary resources applied to research are addressed, including scientific articles, searching in specialized databases, academic plagiarism, and citation standards (APA7).

3. Information Retrieval in the Digital Ecosystem

Web structures, the role of algorithms in news editing, SEO, and new habits of digital content consumption are studied. Techniques are explored for locating information on both analog and digital media, including OSINT, newspaper archives, and licensed audiovisual resources. Digital security and personal data management.

4. Verifying Information

Disinformation strategies, cognitive biases, and digital tools to verify and cross-check circulating content are examined.

5. Documentation in Audiovisual Media

Work is done on creating documentary news products and on the systematic recording of the production process. Documentation management systems, the evolution of documentation centers, and new professional roles linked to them are studied.

These contents will be reflected in the following **learning outcomes**:

- Identify techniques for searching, identifying, selecting, and collecting information.
- Critically evaluate any type of sources, documents, and facts with the aim of, on the one hand, processing them appropriately and, on the other, transforming them into newsworthy information using the informative-communicative languages required in each case.
- List, select, and prioritize any type of source or document (written, audio, visual, etc.) useful for the creation and processing of information, as well as for its persuasive, fictional, or entertainment-oriented communication.
- Become familiar with the correct development of search strategies, their language, and application.
- Recognize and analyze the role of documentation within the news creation process.

WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theory	30,00
Computer classroom practice	30,00



	Total hours	60,00
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NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	30,00
Independent study and work	35,00
Preparation of lessons	15,00
Preparation for assessment activities	10,00
Resolution of case studies	0,00
Total hours	90,00

TEACHING METHODOLOGY

The teaching of this course combines theoretical and practical sessions, both of which are face-to-face and compulsory, with the aim of promoting a comprehensive and participatory education for students.

The theoretical sessions focus on the presentation of the conceptual foundations outlined in the content section. To reinforce these concepts, real case studies are also examined, allowing students to contextualize their knowledge and develop critical thinking. These are complemented by mandatory readings and a selection of supplementary texts available on the virtual classroom, which encourage students' independent and reflective work outside classroom hours.

The practical sessions are aimed at developing applied skills through exercises, tasks, and the analysis of real-life situations related to informational documentation. These sessions allow students to apply, experiment with, and consolidate the knowledge acquired, while also testing their analytical skills, problem-solving abilities, and use of documentary tools.

Both types of sessions will be held weekly, with each session lasting two hours. Additionally, guest experts may occasionally participate through lectures, provided the schedule allows.

Tutoring sessions will offer personalized academic support throughout the course.

This course is linked to the teaching innovation project "Media Literacy and Digital Culture with Wikipedia", which strengthens the practical and collaborative approach to learning through active methodologies and open digital environments.

EVALUATION

The general grading system will follow the Evaluation and Grading Regulations of the University of Valencia for undergraduate and master's degrees, approved by the Governing Council on May 30, 2017 (ACGUV 108/2017).

This course includes a single evaluation system, divided into two official calls: the ordinary (first call) and the extraordinary (second call). If a part is failed in the first call, the passed part will be kept and only the failed part will need to be retaken in the second call.

First call: Ordinary evaluation

-Practical work (50%): Students must have completed at least 80% of the practical activities in order to be



eligible for the average mark. Practical assignments must be submitted via the Virtual Classroom within the deadlines announced by the teaching staff.

-Theoretical exam (50%): It will be a multiple-choice test covering all course content.

A minimum score of 5 out of 10 in each part is required to pass the course.

Second call: Extraordinary evaluation

Students who have failed one of the components in the ordinary evaluation must retake only the failed component.

If the practical assignments were not completed or not passed, students must sit a theoretical-practical exam, which will count for 100% of the final grade.

General considerations

Academic honesty is essential. All submitted work must be original. The use of artificial intelligence (ChatGPT or similar tools) or fraudulent collaboration will not be accepted.

Plagiarism or any other form of academic dishonesty may result in a zero grade and the invalidation of the evaluation call, without prejudice to disciplinary measures in accordance with current regulations.

The following will be considered serious misconduct and may lead to the immediate suspension of the evaluation call: copying or allowing others to copy work, accessing or appropriating the content of an exam, altering or destroying evaluable results, or impersonating someone during an assessment. Such cases must be reported to the Degree Coordination Team.

Assignments or exams with spelling, syntactic, coherence or writing errors may be penalized and, in serious cases, may lead to failure of the assessment.

REFERENCES

Core references

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Supplementary references

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Sunstein, C. R. (2020). *Too much information: understanding what you don't want to know.* MIT Press.

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