

# Teaching guide

## IDENTIFICATION DATA

Title:	Degree in Audiovisual Communication		
Knowledge Branch:	Social and Legal Sciences		
Faculty / School:	communication Sciences		
Subject:	Audiovisual Documentation		
Guy:	Mandatory	ECTS credits:	6
Course:	2	Code:	3029
Teaching period:	Fourth semester		
Matter:	Communication		
Module:	Bases for a Theory of Audiovisual Communication		
Type of teaching:	Face-to-face		
Idiom:	Castilian		

Total hours of student dedication: 150

Teaching team	Email
Javier Jimenez Valero	j.jvalero@ufv.es

## COURSE DESCRIPTION

The Audiovisual Documentation course seeks to provide students with a series of necessary knowledge so that they can effectively develop their intellectual and professional capacities. Specifically, the subject focuses its main contents on the need for documentation and audiovisual research as the basis of all information, understanding the meaning of each of the constituent elements of the communicative activity. In this way, the student will be able to apply what they have learned to carry out studies, research and analysis on audiovisual productions and programs, related to the management of sources documentaries, data and documentation applied to the different communication processes with a character professional, effective and efficient.

*Page 1*

---

## Page 2

The contents of the subject are based on the concept of documentation as a scientific discipline and provide students the basic knowledge of a multidisciplinary science such as documentation.

The course focuses first of all on the need for documentation as the foundation of all information and specifically audiovisual documentation.

The student is introduced to research developing the fundamentals of the work methodology university and scientist.

Secondly, the mechanisms and processes that the information follows are exposed from the moment it is produced to the that reaches users. The different sources of information that are considered as essential to be able to document the professional work teaching the student the treatment and retrieval of documentary information to carry out its communicative activity.

This approach to information search and retrieval strategies and resources is applied in the part practice of the subject where students must use these resources to develop a series of content audiovisual. So that through practical work they can experience the difficulties of the research and documentary search derived from the process of creating content in audiovisual.

## OBJECTIVE

Know the main concepts of documentation and audiovisual research in storage, organization, management, exhibition and analysis of audiovisual products. Learn to use these concepts by through the development of different audiovisual content.

## PRIOR KNOWLEDGE

Those corresponding to the degree.

## CONTENTS

1. Introduction.
2. Concept and approach to Documentation.
3. The sources and their characteristics in audiovisual documentation. Veracity of the sources.
4. Methodology of communication research.
5. The search for information and its practical application in audiovisual format.

## FORMATION ACTIVITIES

Lectures: the teacher will present the contents through lectures and propose activities complementary such as viewings and exercises where students, with the help of the teacher, will delve into the fundamental concepts. The student will participate with questions and contributions as a result of their reflections. What's more, They will have to present the practical work to the rest of the group. The student must demonstrate that has achieved the objectives and competencies set out in the subject by presenting all the practical exercises.

Complementary activities: Document search exercises will be carried out in a group  
 Work in groups: in order to deepen the fundamental concepts and put into practice the Proposed competencies, students will have to carry out a series of audiovisual works. In them will be used the proposed sources and the contents of the lectures for your documentary research work.

The compulsory jobs are:

- The teacher will give a list of themes that occurred in the story and each group will have to select one and document and investigate the event **WITHOUT** using the internet or network documentation. For then make a documentary with the information and audiovisual resources obtained.
- Students must choose a relevant historical personality and investigate everything related to it to

Page 2

---

## Page 3

then elaborate an audiovisual piece with what they have found out. It will be necessary to collect data on his biography, place the viewer in the historical context in which the character lived, find out the facts why this person is relevant, events related to him, curiosities, etc. The audiovisual piece may be done freely, that is, using the format that the students wish, documentary, video clip, fiction short film (being rigorous with the historical truth and the setting), etc.

- Students must make a documentary piece showing the documentation process and production of a film or series with historical content. The investigation must reflect both the previous work of historical documentation that is done at the time of writing the script as the work that is done during the production at the time of reproducing the costumes and the setting of the time represented. For this it will be necessary contact the production companies, find out how this work was, who intervened (historical advisers, military, producers, scriptwriters), if they hired specialized companies, etc. and contact them in turn, record interviews, find out the process that was carried out, the problems they encountered, how the solved, trivia, etc.

An investigative report will be made in television format on a subject of free choice where through of an exhaustive process of documentation based on all the theory seen in class, the research will be exposed definitive on a hypothesis and objectives to demonstrate final conclusions on the subject in question.

NOTE: The training activities, as well as the distribution of working times, may be modified and adapted according to the different scenarios established following the indications of the authorities sanitary.

Tutorials: they will be carried out throughout the semester in order to supervise the development of the students who They work in groups and individually to personalize the student's educational interests and answer questions.

Assessment: the student must demonstrate an understanding of what has been learned throughout the semester by means of presentation of theoretical and practical exercises and work and class participation.

Autonomous work: the student must work outside the classroom both in groups and individually to carry out audiovisual practical work and to internalize the theoretical contents through the viewing and analysis of examples, presentations and infographics.

Theoretical study: study of the theoretical content of the program; putting in relation of the contents of the theoretical classes and of the own work of personal investigation.

There will NOT be a final written exam since the average mark of the works will be the final mark.

## DISTRIBUTION OF WORKING TIMES

PRESENIAL ACTIVITY	SELF-EMPLOYED / ACTIVITY NO PRESENIAL
60 hours	90 hours

## COMPETENCES

### Basic skills

That students have demonstrated that they possess and understand knowledge in an area of study that is part of the base of general secondary education, and is usually found at a level that, although supported by textbooks advanced, also includes some aspects that involve knowledge from the forefront of your field of study

That students have the ability to gather and interpret relevant data (usually within their area study) to make judgments that include a reflection on relevant issues of a social, scientific or ethical nature

That students have developed those learning skills necessary to undertake studies posterior with a high degree of autonomy

### General competences

Acquire critical, analytical, synthetic, reflective, theoretical and practical thinking to be able to understand and express the reality of the world and of man and transmit it through the audiovisual language of the media communication, expressing itself with correction orally, in writing and in audiovisual or multimedia support, through informative, entertaining or fictional speeches and content.

Acquire the ability to pose and respond in audiovisual and multimedia format the possible causes and consequences of human, social, political and economic events.

Learning to learn: understanding the dynamism of personal development through the skills of communication, research, critical-creative thinking, planning and execution of action plans and teamwork.

### **Specific skills**

Reasoningly present ideas from the foundations of argumentation and rhetoric using any means of expression, especially audiovisual resources.

Acquire the ability to define research topics that can contribute to media knowledge audiovisually and adequately present the results of the investigation, in accordance with the canons of the disciplines of information and communication.

### **LEARNING OUTCOMES**

Provide each audiovisual work with the relevant documentation means in its case.

Correctly handle audiovisual documentation tools and the latest technologies available to make them effective.

Know and differentiate the different communication elements in audiovisual documentation work and its modes of access, request, location of documentation, selection, validation of the same and insertion in the audiovisual document.

Manage the basic resources of documentation for audiovisual research work.

Make presentations of projects and research in public or through any means of communication.

Identify and properly use documentary sources.

Acquire the ability to use computer resources, information technologies and techniques and communicative, in the different media or combined or interactive media systems (multimedia).

### **LEARNING ASSESSMENT SYSTEM**

The evaluation of the subject will be weighted with the average grade obtained through the delivery, presentation and mandatory presentation of all group work; carry out all the activities proposed by the teacher and meet the required level of assistance. In addition, there are minimum requirements to maintain the evaluation keep going.

The option of a final individual exam will be valued in case the different group practices have not obtained the required performance.

**CONTINUOUS EVALUATION SYSTEM:**

The minimum requirements to maintain continuous evaluation are:

Have executed all of the practical exercises proposed in class.

Attend at least 80 percent of the classes.

Deliver the works on time.

Have a passing average (5.0) in the final average of all group and individual works exposed in class.

Have a passing average (5.0) in the final development exam, if any.

Page 4

---

## Page 5

Weighting of continuous evaluation:

-Level of attendance, creative participation in class: 10%

-Works and oral presentations: 90%

To the student who does not pass during the course the different theoretical-practical activities proposed during the year, a personalized plan will be designed for you for further evaluation.

## BIBLIOGRAPHY AND OTHER RESOURCES

### Basic

GIMÉNEZ TOLEDO, Elea (2004). Documentation Manual for communicators. Pamplona: EUNSA.

GALDÓN, Gabriel (coord.) (2002). Theory and practice of informative documentation. Barcelona: Ariel.

### Complementary

MORENO, Miguel Ángel (2009). Documentation manual for communication. Burgos: University of Burgos.

LOPEZ HERNANDEZ, Ángeles (2003). Introduction to audiovisual documentation. Seville: S&C Editores.

GIMENEZ RAYO, Mabel (2007). Television audiovisual documentation. Gijón: Trea.

NUÑO MORAL, M<sup>a</sup> Victoria (2007). Documentation in the radio medium. Madrid: Synthesis.

SOURCES I PUJOL, M<sup>a</sup> Eulalia (1995). Journalistic documentation manual. Madrid: Synthesis.

MOREIRO, José Antonio (coord.) (2000). Informative documentation manual. Madrid: Chair.

LOPEZ YEPES, Alfonso (1997). Informative documentation: systems, networks and applications. Madrid: Synthesis.

RUBIO, LACOPA, María (2007). Informative documentation in digital journalism. Madrid: Synthesis.

