

Teaching guide

IDENTIFICATION DETAILS

Degree:	Journalism		
Field of Knowledge:	Social and Legal Sciences		
Faculty/School:	Communication Sciences		
Course:	SUPPLEMENTARY EDUCATIONAL ACTIVITIES I		
Type:	Optional	ECTS credits:	3
Year:	3	Code:	3279
Teaching period:	Sixth semester		
Subject:	Complementary Training Activities		
Module:	Complementary Training Activities		
Teaching type:	Classroom-based		
Language:	Spanish		
Total number of student study hours:	75		

SUBJECT DESCRIPTION

Complementary Training Activities offer students the possibility of obtaining academic recognition in credits for participation in cultural, sports, student representation, solidarity and cooperation activities, in accordance with the provisions of art. 12, paragraph 8 of RD 1393/2007, of October 29, which establishes the organization of official university education, as amended by RD 861/2010.

It is an optional subject that seeks to include the student's extracurricular training at the UFV in order to expand the student's university experience with skills, competencies and professional knowledge complementary to their own career and with cross-cutting activities that contribute to their comprehensive education.

It responds to the fulfillment of the commitments made by the university in the Bologna Declaration, allowing

students to choose, depending on their interests, to carry out various training activities in order to flexibly configure their curriculum. This, in addition, is intended to assess the formative capacity of 'non-formal university life' in its various manifestations, taking advantage of the opportunity offered by the European Higher Education Area.

GOAL

The final objective of the course Complementary Training Activities is to expand the student's university experience by carrying out activities that promote the development of professional skills, competencies and knowledge that complement the academic training of their own career, and with cross-cutting activities that contribute to their integral formation as a person, approaching culture, sports, social volunteering and the search for the meaning of life by asking big questions.

The specific aims of the subject are:

To ensure that students come into contact with students from other grades and faculties, thus influencing their learning and development, generating true learning communities through two key factors, community interaction and participation.

Achieve greater commitment on the part of the student to their comprehensive education, challenging our own ability to offer them more and better what they need.

PRIOR KNOWLEDGE

In principle, no previous knowledge is required. If required, it will be specified in each specific activity.

COURSE SYLLABUS

The contents of the course Complementary Training Activities are not previously defined and there is no current syllabus, since the subject is taught through carrying out and participating in different types of activities that contribute to the integral formation of the student: cultural, sports, student representation, solidarity and cooperation, training complementary to the studies specific to the degree, as well as personal and professional skills and competencies.

Only the activities programmed and carried out by the different bodies of the UFV will be recognized. Therefore, ECTS will not be awarded for attending and participating in courses, conferences, seminars, etc. organized by other external entities, unless there is a prior collaboration agreement with the UFV, in addition to the mandatory support of a UFV trainer. The student can carry out activities from the first year, and as a result, they can participate throughout their career in an indefinite number of organized activities, both by the cross-cutting areas of the university and by the degree itself.

The activities are accredited with a certain number of ECTS, not only according to the duration of the activity and the number of hours spent by the student, but also to the more or less formative nature of the activity, the level of requirement, etc. and can be accredited with a maximum of up to 3 ECTS. From the degree and the faculty, the student will be offered activities, seminars, workshops, etc., specific to the career and its field, complementary to strictly professional training such as:

Mirada 21 Radio
Mirada21.es Newspaper
Peace Correspondents
World Radio Day
Round tables on current events

The offer of recognizable university activities is published and communicated to the student through the virtual classroom of the subject, where the dates, times, space or place of execution, department or organizing degree, method of enrollment, necessary requirements, as well as the number of ECTS recognizable by their completion are reported.

The priority communication channel with the student is the virtual classroom. The student has the obligation to review the communications of the activities sent to them through the virtual classroom, and should avoid the use of tools that may jeopardize the student's privacy, using only the technologies recommended by the university. It is, therefore, the student's duty and responsibility to be informed of the activities, as well as the requirements for obtaining ECTS:

Register for the activity through the virtual classroom, registration forms enabled for this purpose, or by whatever means indicated therein.

Compulsory attendance at the activity that will be accredited by signing the face-to-face attendance sheet or by registering evidence of 'online' participation.

Use and compliance with all the requirements established in each specific case, which will be announced by the person responsible for the activity and published in the virtual classroom.

Each activity is independent and has specific requirements. Therefore, it is the student's obligation and responsibility to be informed about their requirements for the recognition of ECTS.

Consideration must be taken of meeting the delivery deadlines established by the organizer of possible tasks or written works to assess the use.

EDUCATION ACTIVITIES

Depending on the type, teaching methodology and evaluation system, activities can be organized or classified as follows:

Face-to-face with active participation and participation (participatory master classes, presentation methodology by the teacher).

Study, preparation and preparation of monographic and/or exhibition works (independent work, exhibition methodology by the student).

Teamwork (collaborative work in small groups, resolution of practical cases, collaborative methodologies).

Carrying out written or oral evaluation tests (tests, questionnaires, exams).

Tutoring, personal interviews, discussion groups (tutorial action systems, self-reports and follow-up reports).

The teaching methodology used can be diverse and will be defined depending on the type of activity, which may range from actual participation in it through formal expository classes or master lessons, as well as the use of multiple Collaborative Methodologies such as group work, project-based learning, problem-based learning, cooperative learning, discussion forums, debates, wikis, flipped classrooms, simulators, gamification, service learning, concept maps, oral presentations, tutorial videos, rich videos, podcasts, portfolios, agile learning, feedback and feedforward. In short, methodologies and training purposes in which the student is the protagonist of their own learning experience.

The activities will be taught in all possible modalities or formats, that is, in person, online or remotely (synchronously or asynchronously) and not in person. Specifically, various types of activities will be carried out, such as those detailed: conferences, seminars, workshops, colloquiums, congresses, symposia, different scientific, intellectual and human training activities, social volunteering, university debates, forums and discussion groups, committees, student representation, study trips, guided cultural tours, film forums, reading and analysis of books and literary works, films and artistic expressions, monographic courses, as well as many other and diverse experiences related, or not, to the professional field of the degree.

The student's non-face-to-face independent and/or tutored personal work activities may consist of different theoretical studies and written deliveries of the individual and/or group preparation of essays, memoirs, reviews, reviews, articles or other types of works, videos, graphic material and/or artistic expressions.

The trainer responsible for each activity will notify the student through the established channels of the date, time and place, in addition to the requirements necessary to obtain recognizable ECTS, and the student must meet all the requirements required to obtain them.

Once 15 days have elapsed since the end of the activity, the student will be able to consult the recognizable ECTS obtained on the university portal, or in person coordinating the course in the Department of University Extension.

The student may request an accrediting document without academic validity for obtaining recognizable ECTS.

DISTRIBUTION OF WORK TIME

TEACHER-LED TRAINING ACTIVITIES	INDIVIDUAL WORK
30 Horas	45 Horas

SKILLS

Basic Skills

Students must have demonstrated knowledge and understanding in an area of study that is founded on general secondary education. Moreover, the area of study is typically at a level that includes certain aspects implying knowledge at the forefront of its field of study, albeit supported by advanced textbooks

Students must be able to apply their knowledge to their work or vocation in a professional manner and possess skills that can typically be demonstrated by coming up with and sustaining arguments and solving problems within their field of study.

Students must have the ability to gather and interpret relevant data (usually within their field of study) in order to make judgments that include reflections on pertinent social, scientific or ethical issues

Students must be able to convey information, ideas, problems and solutions to both an expert and non-expert audience

Students must have developed the learning skills needed to undertake further study with a high degree of independence

To discover, evaluate and compare the various answers regarding existential questions concerning the individual and the community with one's own perspective.

General Skills

To discover, evaluate and compare the various answers regarding existential questions concerning the individual and the community with one's own perspective.

Specific skills

That students complement the theoretical and practical knowledge received in undergraduate studies by participating in cross-cutting activities of university life that contribute to their integral formation as a person, approaching culture, sports, solidarity and cooperation, student representation and the search for the meaning of life by asking big questions.

That students expand their professional knowledge that complements the academic training received in undergraduate studies with participation in other activities specific to the field of journalism.

LEARNING RESULTS

He develops communication skills that improve his professional performance and correctly transmits, in writing and verbally, the knowledge acquired.

He develops skills and competencies that help him in his formative and integral development as a person and, therefore, as a professional.

He deepens the technical knowledge acquired in other disciplines that allow him to add knowledge from other areas and fields of communication to his journalistic training; to master the most innovative techniques; to adapt his own tools from other disciplines to the service of his professional work; and to incorporate new resources into the performance of his profession.

Designs and plans projects that aim at the integration of society, development and the common good, and that seek a sustainable future.

Stimulate your creative capacity as a potential entrepreneur by applying the complementary training acquired in other disciplines.

He analyzes the social reality that surrounds him in such a way that he becomes a professional in deep contact with his environment and integrates the concept of person at the center.

LEARNING APPRAISAL SYSTEM

I. EVALUATION SYSTEM

In accordance with the established Regulations for the Evaluation of Undergraduate Students of the UFV, an

evaluation system is available, in general, based on face-to-face activity: students have the obligation to attend and participate in training activities, in addition to taking the evaluation tests planned by the teacher, written or oral, either in person and/or virtually. In addition, the student's performance will be evaluated for participation active or not in the classroom, and it is recommended that the student receive training feedback throughout the process. For the purposes of this subject, the evaluation process will be carried out, depending on the type of activity, using different resources such as rubrics, workshop tools (peer evaluation), questionnaires (test-type, with closed or open questions, banks of multianswer and V/F questions, banks of essay-type or short-answer questions), task development (works with question development delivery, reflective memoirs and summaries, video recording and/or analysis), blackboard collaborate, academic integrity (Turnitin), also through the tutorial action through interviews, individual sessions and follow-up reports.

The evaluation will be carried out through a distribution of weighting percentages that the trainer responsible for each activity must notify and describe in advance to the student:

Attendance and active participation in face-to-face classroom activities with a weighting of 70%

Presentation and defense of individual and group works with a weighting of 20%

Theoretical written or oral tests with a weighting of 10%

Each activity will be evaluated independently based on the student's performance. Attendance and, where appropriate, the delivery of personal work or the completion of a written test is essential for the recognition of ECTS, with a maximum of 3 ECTS being recognized for the same activity. In the case of student societies, study trips, practices and experiential or interactive activities, the same activity is allowed to be carried out in different calls, editions or academic years, and no more than 3 ECTS can be obtained in total. It does not apply to activities with the same content.

Due to the nature of the subject consisting of participation in eminently face-to-face activities, according to article 11 of the Regulations for the Evaluation of Undergraduate Students, attendance is mandatory. However, mere assistance is not a 'sine qua non' condition for counting positively in the evaluation system. Exploitation and active participation are essential requirements for obtaining ECTS. Students are not only required to attend and participate, but also, if required, to take a written test.

All tests susceptible to evaluation will be subject to the provisions of the Evaluation Regulations. In those activities that require the completion of EXAMS, these will be carried out in PERSON. It is the student's responsibility to contact the subject teacher for guidelines related to the final evaluation.

II. ALTERNATIVE EVALUATION SYSTEM

As established in article 8 of the Regulations for the Evaluation of Undergraduate Students, the specific alternative evaluation system will be applied to those students who, for justified reasons — illness, schedule coincidence, exchange, internship or employment relationship — are unable to attend regular program activities. Consequently, an extraordinary online and asynchronous program will be established that is adapted to the student's needs. Students who, for justified reasons, cannot attend the activities of the regular program will be eligible for this program. It will only be granted on an exceptional basis in the case of:

Students who have an academic waiver accredited by the degree director.

Students who prove an employment relationship that prevents them from attending regular program activities.

Students who, due to overlapping or coincidental schedules, are unable to attend regular program activities. It will be the coordination of the degree who confirms if, in fact, there is a coincidence between the schedules of the subjects enrolled by the student and the activities of the ordinary program.

Students who duly accredit and justify impediment to attending regular program activities because of their personal situation.

MINIMUM REQUIREMENTS TO PASS THE COURSE: They remain the same as in the ordinary system.

III. RATING

The grade of the subject is qualitative, without numerical parameters. Depending on the type of activity, the active

participation, interest, involvement and commitment of the student in the teaching and learning process, the assimilation of theoretical aspects and practical demonstration, as well as the result, will be assessed. The trainer will be able to determine whether or not the student is worthy of obtaining all or part of the recognizable ECTS based on their achievement. In the event that the student obtains the total of 3 required ECTS, they will be qualified RECOGNIZED (RC) in their file. If the total number of ECTS is not obtained, it will be PENDING QUALIFICATION (PC). As it is a qualitative grade without a numerical grade it does not count in the final average grade of the student's file.

In double degrees, as a general rule, it is mandatory to complete 6 ECTS to grant double recognition of the subject from the main degree to the secondary degree. This means that, although the student must enroll 12 ECTS of the subject in both grades, he benefits from taking only 6 ECTS with the consequent saving of time and lower teaching load.

ORDINARY CALL: The student must have obtained the total 3 ECTS required within the established deadline from the first year to the end of the activities during the exam period published in the virtual classroom .

EXTRAORDINARY CALL: Students who have not passed the subject in an ordinary call must participate in activities within the recovery program, keeping the ECTS they have obtained until they complete the required total number of 3.

REPEATING STUDENTS: The recognizable ECTS accumulated in the previous course are maintained, having to obtain the difference until the required total is completed. They must participate in new activities of the regular program or, if justified, they may take advantage of the alternative evaluation system.

IV. MISDEMEANORS AND SANCTIONING MEASURES

In those activities that are suitable for their duration, and so contemplate, in application of Article 12 on justified absences or absences, the admission of 20% of absences out of the total is established, and the provision by the student of a document supporting the reason justifying it is an indispensable condition.

The student enrolled in an activity has 48 hours to resign from it and to inform the organizer or person responsible of their resignation.

Unjustified non-attendance at an activity for which the student has previously registered will entail a sanction period for said student of three months without being able to obtain ECTS from activities organized by the sanctioning faculty, degree or department.

V. RULES OF COEXISTENCE

PLAGIARISM, as well as the use of illegitimate means in evaluation tests, will be sanctioned in accordance with those established in the Evaluation Regulations and the University's Coexistence Regulations.

I SAW. REVIEW OF ACTIVITIES

It is a student's right to request a review of their activities and an obligation of the person responsible to provide it to them within the deadline established in the university's evaluation regulations for an academic year.

For the review of final grades in ACTAS, in application of Article 28 of the Regulations for the Evaluation of Undergraduate Students, a review period not exceeding ten calendar days following the publication of minutes on the university portal, together with the date and place of review, is established. Outside this period, unless duly justified cause, the student will lose the right of review.

ETHICAL AND RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

1.- The use of any Artificial Intelligence (AI) system or service shall be determined by the lecturer, and may only be used in the manner and under the conditions indicated by them. In all cases, its use must comply with the following principles:

- a) The use of AI systems or services must be accompanied by critical reflection on the part of the student regarding their impact and/or limitations in the development of the assigned task or project.
- b) The selection of AI systems or services must be justified, explaining their advantages over other tools or methods of obtaining information. The chosen model and the version of AI used must be described in as much detail as possible.
- c) The student must appropriately cite the use of AI systems or services, specifying the parts of the work where they were used and describing the creative process followed. The use of citation formats and usage examples may be

consulted on the Library website(https://www.ufv.es/gestion-de-la-informacion_biblioteca/).

d) The results obtained through AI systems or services must always be verified. As the author, the student is responsible for their work and for the legitimacy of the sources used.

2.- In all cases, the use of AI systems or services must always respect the principles of responsible and ethical use upheld by the university, as outlined in the [Guide for the Responsible Use of Artificial Intelligence in Studies at UFV](#). Additionally, the lecturer may request other types of individual commitments from the student when deemed necessary.

3.- Without prejudice to the above, in cases of doubt regarding the ethical and responsible use of any AI system or service, the lecturer may require an oral presentation of any assignment or partial submission. This oral evaluation shall take precedence over any other form of assessment outlined in the Teaching Guide. In this oral defense, the student must demonstrate knowledge of the subject, justify their decisions, and explain the development of their work.

BIBLIOGRAPHY AND OTHER RESOURCES

Basic

It will depend on each activity. If necessary, the trainer responsible for the activity will provide it and make other digital and electronic resources available to the student.