

University of Manitoba – Faculty of Arts – Department of History

Regular Session: 2015-16

History 7382: Archiving in the Digital Age (6 credit hours)

When: Fridays, 1:00-4:00, Fall and Winter terms

Where: Archives & Special Collections classroom (3rd Floor, Dafoe Library)

Instructor: Greg Bak

Office: 247 St. John's College

Phone: 272-1578

Email: greg.bak@umanitoba.ca

Office hours: Fridays, 10:00-12:00, or by appointment.

Archival Studies Program website:

<http://umanitoba.ca/faculties/arts/departments/history/archives/index.html>

Course Information

Description (from course calendar): An examination of selected contemporary issues in archival theory and activities in Canada and internationally, with emphasis on the impact of computerization on archiving. The issues are studied in relation to the history of archiving and archival records.

Objectives and Content: HIST 7382 addresses the challenges archivists face in managing digital and analog records and in managing archival institutions. These challenges include enabling and promoting the use of archival records, appraising them for acquisition, arranging and describing them within archival descriptive systems and preserving them over time. Current archival practices, including recent innovations driven by electronic information management, participatory archiving and community archives, are explored in light of the evolution of archival practice and theory over time. The course includes discussion of archival management and archival ethics, including issues around the stewarding of traditional knowledge by and on behalf of Indigenous communities.

The course combines seminar-based discussions with hands-on activities that encourage you to reflect on your readings while working with analog and digital records.

This course is one of three full courses taken by Master's students in Archival Studies. The other two full courses are HIST. 7372: History of Archiving and Archival Records, and a graduate-level history course. Archival Studies students also take a half course, HIST. 7390: Internship in Archival Studies (usually completed in the summer following the three full

courses), and a further half course on specialized topics (usually completed in the following academic year). Archival students also write a Master's thesis on an archival topic.

Required Textbook(s): There is no required textbook in this course.

Recommended Readings: I will supply reading lists of required and supplementary readings. Most of these materials will be available either online or electronically through the Library.

Course Website: The course website on UM Learn will be used to distribute readings and to extend seminar discussions, as well as for students to post and circulate weekly reactions to the readings, and to submit assignments to the instructor.

Evaluation

| Assignment | Value | Due |
|---|-------|-----------------------|
| Seminar participation | 20% | Ongoing over the year |
| Records Assignment 1: Appraisal | 15% | By 5:00 Weds 16 Oct |
| Records Assignment 2: Preservation | 15% | By 5:00 Weds 20 Nov |
| Records Assignment 3: Arrangement & Descr | 15% | By 5:00 Weds 12 Jan |
| Records Assignment 4: Preservation | 15% | By 5:00 Weds 26 Mar |
| Take home exam | 20% | During exam period |

Seminar participation is worth **20%** of your grade, and takes into consideration preparedness for the weekly seminar, your contributions to the UM Learn discussion forum, and your contributions to discussions and activities during the weekly seminar. Everyone is expected to post to UM Learn their reactions to the readings by 5:00 PM the day before the seminar. On weeks when you are assigned an **individual reading**, you should be ready to deliver a short (5 minute) overview of the main themes of the work, and to discuss how it relates to the common readings and seminar themes.

The four **records assignments** are cumulatively worth **60%** of your grade. These assignments will require both teamwork and independent work, and will result in you working directly with archival records and systems. Each of the records assignments, in addition to being a **practical exercise**, will require that you write a **3-5 page reflection** on the readings and seminar discussions for the unit, drawing out relevant themes and critiques and meditating on the connections between theory, professional reading and professional practice.

Records assignments are due on the Wednesday of the final week of the unit, by 5:00. Assignments must be submitted electronically, through the UM Learn Dropbox.

The **take home exam** is worth **20%** of your grade. It will require that you write a 10-12 page

paper in which you discuss the core archival functions in relation to your thesis topic (as described in your draft thesis proposal). In particular, you will be required to demonstrate a clear understanding of each function and its importance, to describe how the functions are interrelated, and to discuss how each function relates to your thesis topic. The exam will be submitted electronically, through the UM Learn Dropbox.

Evaluative feedback will be provided prior to the voluntary withdrawal (VW) date of March 18, 2016.

Grade Scale:

| | | | |
|----|--------------|----|---------------|
| A+ | 85% and over | C+ | 66-69% |
| A | 80-84% | C | 60-65% |
| B+ | 76-79% | D | 50-59% |
| B | 70-75% | F | less than 50% |

Referencing Style Guide: The style guide for *Archivaria* (available at the Association of Canadian Archivists' website) is used in this course. See: http://www.archivists.ca/sites/default/files/Attachments/Communications_attachments/Archivaria/Archivaria_Style_Guide-Jan2010.pdf

Late Assignments: Assignments will be penalized by 5% for each week or part of a week that they are late.

Appealing a Grade: Students who wish to appeal a grade given for term work must do so within 10 working days after the grade for the term work has been made available to them.

Departmental Policy on Uncollected work: Uncollected term work will become the property of the Department of History and will be subject to confidential destruction.

Academic Integrity

University policy on academic integrity will be enforced. A full description of academic integrity matters, including plagiarism and cheating, can be found in the section on “Academic Integrity” of the General Academic Regulations in the online Academic Calendar, and Catalog of the University of Manitoba. <http://umanitoba.ca/calendar>

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room (e.g., crib notes, pagers or cell phones). Exam cheating can also include exam personation. (Please see Exam Personation, found in the Examination Regulations section of the General Academic Regulations). A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.

Student resources

You have access to several important resources to help you navigate your classes and university life more generally. There are writing tutors available to help you with your essays through the Academic Learning Centre (ALC):

<http://umanitoba.ca/student/academiclearning/> The ALC page also has resources to help you with study skills, organization, as well as assistance for students using English as an Additional Language (EAL). Other resources, including accessibility services, workshops, and tips about academic integrity are described at the Student Advocacy Services webpage (http://umanitoba.ca/student/resource/student_advocacy/). The History department will also make a writing tutor available exclusively to History students in the department on two days of the week. More information about scheduling etc TBA.

All of the above services can also be accessed through this link:

<http://umanitoba.ca/student/saa/accessibility/student-resources.html>

History students can also take advantage of the huge range of academic materials (including primary and secondary sources, as well as pages to help with writing and referencing) made available by the History subject librarian, Kyle Feenstra, tailored for use by history students. They are available on the Libraries page at this link:

<http://libguides.lib.umanitoba.ca/content.php?pid=219304>