

The University of Manitoba, Faculty of Arts, Regular Session: 2018-19

General Information

Department: History

Course Title: History of Archiving and Archival Records

Course Number: HIST 7372

When: Tuesdays, 2:30 – 5:15 pm

Where: 309 Tier Building

Instructor: Greg Bak **Office:** 247 St. John's College

Phone: 272-1578 **E mail:** Greg.Bak@umanitoba.ca

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

Office Hours: Tuesdays 11:00-1:00 or by appointment.

Course Information

Objectives and Content: This course is one of three full courses taken by students in the Archival Studies stream of the History MA program. The other two full courses are HIST 7382, Archiving in the Digital Age, and a graduate-level history course. Archival Studies students also take a half course, HIST 7390, Internship in Archival Studies, usually in the summer following the three full courses, and a further half course typically in the following fall term (2019) on specialized topics. Archival students also write a Master's thesis on an archival topic. Archival Studies students are preparing to enter the archival profession. This course (HIST 7372) deals with two major interrelated concerns of archivists: i) the history of archiving and archival thought; and ii) the context of the creation and the characteristics of archival records. The course deals with a wide variety of international examples from ancient times to the present, but focuses on Canadian ones since the nineteenth century.

Required Textbook(s): There is no required textbook. The instructor will provide an extensive seminar reading list (and research bibliography) that draws on a wide variety of books and articles.

Recommended Readings: The reading list and bibliography mentioned above provide recommended as well as required readings. Students are advised to become student members of the Association of Canadian Archivists in order to receive the association's scholarly journal *Archivaria*.

Tentative Outline and Topics to be Covered: This course is organized around seminar discussions of the history of archives, archival thought, and of the context of the creation and the characteristics of archival records that enable archivists to create archives, or to appraise, arrange, describe, preserve, and provide access to the extensive bodies of documentation in various media that are the responsibility of modern archives. Topics of discussion include: the influence of social, political, and intellectual currents on the creation and development of archives, on archival concepts, and on what is recorded and how; the impact of archiving actions on records, their uses, knowledge, and society; varied concepts of documentary interpretation; the relationship between the administrative context in which institutional records have been created and managed and their information content; personal and family records; the relationship

between communication technologies (and media) and information content; the relationship between the functions of particular types of documents within these media and their information content; and the internal features of individual documents that provide direction to related information.

Referencing Style Guide: The style guide for *Archivaria* is used in this course. See: <http://www.archivists.ca/content/advice-authors-submissions-archivaria>

Method of Evaluation

Test(s): There are no tests.

Assignments: The written assignments in this course are: an essay of 12-15 double-spaced, typed pages, due in the last class of the fall term and worth 20% of the final grade; two written reports (3 double-spaced, typed pages each) on certain assigned seminar readings (worth 5% each); a ten-page draft of your thesis proposal due towards the end of the winter term (worth 10%); and a second-term essay of 25-30 double-spaced, typed pages (worth 30%) and due in the last class of that term. A written evaluation of an assignment will be given prior to the voluntary withdrawal date (18 January 2019). Uncollected term work will become the property of the Faculty of Arts and will be subject to confidential destruction.

Class Participation: It is worth 30% of the final grade. Participation grades for the Winter Term will be based on performance in class as well as in the UM Learn discussion forum.

Final Examination: There is no final examination.

Late Assignments/Grade Appeals/Grade Scale: One percentage mark will be lost for each day the assignment is overdue. 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. The grade scale for this course is as follows: A+ 85% and over; A 80-84%; B+ 76-79%; B 70-75%; C+ 66-69%; C 60-65%; D 50-59%; F less than 50%.

Academic Dishonesty: 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 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

Academic 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 issues, including accessibility services, workshops, and tips about academic integrity are addressed 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 one day a 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, tailored just for you! They are available on the Libraries page at this link: <http://libguides.lib.umanitoba.ca/content.php?pid=219304>

Student Counseling Centre

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as counseling. <http://umanitoba.ca/student/counselling/index.html>

Student Support Case Management

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

<http://umanitoba.ca/student/case-manager/index.html>

University Health Service

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

<http://umanitoba.ca/student/health/>

Student Advocacy

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns. <http://umanitoba.ca/student/advocacy>