

## The University of Manitoba, Faculty of Arts, Regular Session: 2011-12

**Department:** History

**Course Title:** Selected Problems in Archival Studies

**Course Number:** HIST: 7380

**Instructors:** Professors Greg Bak and Tom Nesmith

**Office:** For Nesmith: 321 St. Paul's College; for Bak: 247 at St. John's College

**Telephone:** For Nesmith: Office: 474-8559; Home: 488-9674; for Bak: Office: 272-1578

**E mail:** [Tom\\_Nesmith@umanitoba.ca](mailto:Tom_Nesmith@umanitoba.ca) ; [bakgs@cc.umanitoba.ca](mailto:bakgs@cc.umanitoba.ca)

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

**Office Hours:** For Nesmith: Thurs. 1:30 to 4:30 P.M. during fall and winter academic sessions or by appointment; for Bak: Thurs. 9:30 A.M. to 12:30 P.M.

### Course Information

**Objectives and Content:** This course is one of three full courses taken by Master's students in Archival Studies. The other two full courses are HIST. 7370, History of Recorded Communication, 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 (2012) 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 deals with several main concerns of archivists, or the principal problems they face in appraising, arranging, describing, conserving, making available, developing new uses for, and explaining the value of archival records, as well as in directing archival institutions.

**Required Textbook(s):** There is no required textbook in this course. The instructors will provide an extensive seminar reading list (and research bibliography) at the beginning of the course 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 selected problems in archival work. Approaches to these problems are guided by discussion of varied concepts of documentary interpretation, and knowledge of the context of the creation and characteristics of recorded communication, which are the foci of companion course HIST. 7370. Topics of discussion include: issues surrounding the determination of what records should be in archives and the appraisal strategies for implementing these decisions; distinctive aspects of computerized or digital archival records administration; approaches to provenance-based description of archives (such as the "series system"); descriptive standards; the legal basis, public purpose, and popular perceptions of archives; reference and public programming for archives; laws and public policy and archives; the role of archives in public affairs such as in protection of human rights and Aboriginal rights; ethical issues in archival administration; and strategies in archival preservation.

Selected case studies in management of archival institutions will also be examined. Seminar discussions will be supplemented by visits to local archives.

**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](http://www.archivists.ca/sites/default/files/Attachments/Communications_attachments/Archivaria/Archivaria_Style_Guide-Jan2010.pdf)

### **Method of Evaluation**

**Test(s):** There are no tests in this course.

**Assignments:** The written assignments in this course are: an essay of 12 to 15 double-spaced, typed pages due at the end of the fall term on 7 December and worth 20% of the final grade; short written reports on certain assigned seminar readings (worth 25%) (these reports will be presented orally in the related seminar); a second-term essay of 12 to 15 double-spaced, typed pages (worth 20%) and due at the end of that term on 5 April; and an 8-10 page double-spaced, typed draft outline of a thesis proposal, also due at the end of the second term on 13 April (worth 10%). A written evaluation of an assignment will be given prior to the **voluntary withdrawal date (16 March 2012)**.

**Class Participation:** This aspect of the course is worth 25% of the final grade. Class participation includes the oral presentation of the written seminar reports mentioned above.

**Final Examination:** There is no final examination in this course.

**Late Assignments:** One mark will be lost for each day the assignment is overdue.

The grade scale for this course is as follows:

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

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. Uncollected term work will become the property of the Faculty of Arts and will be subject to confidential destruction.

**Academic Dishonesty:** The University of Manitoba's policy on plagiarism and cheating is available online in the Academic Calendar and Catalog, General Academic Regulations, Section 8, "Academic Integrity" and in the Faculty of Arts regulation "Academic Integrity." The latter reads: "The common penalty in Arts for plagiarism on a written assignment is a grade of F on the paper and a final grade of F (DISC) (for disciplinary action) for the course. For the most serious acts of plagiarism, such as the purchase of an essay and repeat violations, this penalty can also include suspension for a period of up to five years from registration in courses taught in a particular department in Arts or from all courses taught in this Faculty. The Faculty also reserves the right to submit student work that is suspected of being plagiarized to Internet sites designed to detect plagiarism or to other experts for authentication."