University of Manitoba – Faculty of Arts – Department of History

Regular Session: 2012-13

History 7380: Selected Problems in Archival Studies (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
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Phone: 272-1578
Email: greg.bak@ad.umanitoba.ca
Office hours: Thursdays, 9:00-12:00, or by appointment.

Archival Studies Program website:
http://umanitoba.ca/faculties/arts/departments/history/archives/index.html

Prerequisites: This course is only open to students enrolled in the Master’s Program in Archival Studies. Admission to the program is the prerequisite for the course.

Course Information

Description (from course calendar): An examination of selected problems in archival theory and administration. The aim of the course is better understanding of the administration of records in archival institutes. Archival theory and administration are studied in relation to the history of recorded communication and records keeping. Emphasis is placed on Canadian examples from the 19th and 20th centuries.

Objectives and Content: HIST 7380 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. Seminar participation will require you to have completed your assigned readings and to have prepared a critical response prior to coming to class.
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 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.

**I expect you:**
- To attend every seminar and to arrive on time. If you are going to miss a seminar, or if you are going to be late, please email me in advance.
- To be prepared for every seminar. This means having completed the readings and being ready to enter a discussion, offer a critical response, share your reactions, draw out common themes among the readings as a body, and so on.
- To participate in every seminar by speaking up, responding to questions, raising questions about readings and course content, and so on.
- To be courteous and respectful in responding to others in the classroom.
- To meet deadlines.
- To provide feedback throughout the course.

**You can expect me:**
- To arrive at class 10 minutes early and stay 10 minutes after.
- To start and end seminars on time.
- To promote respectful, courteous and equitable seminar participation.
- To be available to meet outside of class time, during office hours or by appointment.
- To provide feedback on request as well as in response to written assignments.

**Evaluation**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Value</th>
<th>Due</th>
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<tbody>
<tr>
<td>Seminar participation</td>
<td>40%</td>
<td>Ongoing over the year</td>
</tr>
<tr>
<td>Records Assignment 1: Online exhibition</td>
<td>10%</td>
<td>12 October</td>
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<tr>
<td>Records Assignment 2: Appraisal</td>
<td>10%</td>
<td>16 November</td>
</tr>
<tr>
<td>Records Assignment 3: Description</td>
<td>10%</td>
<td>8 February</td>
</tr>
<tr>
<td>Records Assignment 4: Preservation</td>
<td>10%</td>
<td>22 March</td>
</tr>
<tr>
<td>Take home exam</td>
<td>20%</td>
<td>19 April</td>
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</tbody>
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**Seminar participation** is worth 40% of your grade. To participate in a seminar you must have completed all of the assigned readings and have prepared a critical response to the readings prior
to coming to class. During the class you will be expected to speak up and contribute to the
discussion of the readings. 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. After each seminar, I ask that you
send me an email providing feedback on some aspect of the seminar discussion, readings or the
course in general. Although you are required to send one each week, feedback email will not be
graded for content.

The four records assignments are cumulatively worth 40% of your grade. Early on you will be
assigned a small fonds from University of Manitoba Archives & Special Collections. This fonds
will serve as the basis for your records assignments. Each assignment will require that you work
directly with your fonds while performing tasks related to the four principle archival functions
(public programming and outreach; appraisal and acquisition; arrangement and description; and
preservation). 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.

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.

Evaluative feedback will be provided prior to the voluntary withdrawal (VW) date of March 20,
2013.

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:

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

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

Academic Dishonesty
The University’s regulations regarding plagiarism, cheating and impersonation found in Section 8 of the General Academic Regulations in the online Academic Calendar and Catalog and the Faculty of Arts regulation (online at http://umanitoba.ca/faculties/arts/student/student_responsibilities.html) which 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 purchase of an essay and repeat violations, this penalty can also include suspension for a period of up to five (5) years from registration in courses taught in a particular department/program 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._

_The common penalty in Arts for academic dishonesty on a test or examination is F for the paper, F (DISC) for the course, and a one-year suspension from courses acceptable for credit in the Faculty. For more serious acts of academic dishonesty on a test or examination, such as 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 or program in Arts or from all courses taught in or accepted for credit by this Faculty._