

## The University of Manitoba, Faculty of Arts, Regular Session: 2013-14

### General Information

**Department:** History

**Course Title:** History of Archiving and Archival Records

**Course Number:** HIST: 7372

**Instructor:** Tom Nesmith; **Office:** 321 St. Paul's College

**Phone:** 474-8559; **E mail:** [Tom\\_Nesmith@umanitoba.ca](mailto:Tom_Nesmith@umanitoba.ca)

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

**Office Hours:** Thurs. 1:30 to 4:30 P.M. during fall and winter academic sessions or by appointment.

### 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. 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 (2014) 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 15-20 double-spaced, typed pages, due in the last class of the fall term and worth 20% of the final grade; 5 short (2.5 pages) written reports on certain assigned seminar readings (worth 25%) (these reports will be presented orally in the related seminar); 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 (19 March 2014). Uncollected term work will become the property of the Faculty of Arts and will be subject to confidential destruction.

**Class Participation:** It 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.

**Late Assignments/Grade Appeals/Grade Scale:** One 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:** The University of Manitoba's policy on plagiarism, cheating, and impersonation 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/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."