

The University of Manitoba, Faculty of Arts, Regular Session: Fall Term 2016

General Information

Department: History

Course Title: Topics in History: Introduction to Archives

Course Number: HIST: 4000

Instructor: Tom Nesmith

Office: 321 St. Paul's College

Telephone: Office: 204 474-8559

E mail: Tom_Nesmith@umanitoba.ca

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

Office Hours: Wednesdays. 9:00 A.M. to 12:00 P.M., or by appointment.

Course Information

Objectives and Content: This course introduces students to the study of archival records, activities, and institutions. It is intended for three audiences: students who want to understand the societal roles of archives and be more effective users of archives; professional archivists who want an opportunity to explore the literature on and problems of archival work in an academic setting; and those who are considering becoming archivists. (For the latter, the course is a valuable introduction to the Master's level Archival Studies program that is offered in the Joint Master's Program in History. Archival Studies students are preparing to enter the archival profession and receive a master's degree upon completion of the program.)

Required Textbook(s): Laura A. Millar, *Archives: Principles and Practices* (New York: Neal-Schuman Publishers, 2010). The instructor will also provide a reading list at the beginning of the course that draws on a wide variety of books and articles.

Recommended Readings: The reading list mentioned above provides recommended as well as required readings. Students may wish 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 examines key aspects of the context of the creation and the characteristics of means of communication that enable archivists to administer 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. Our focus will be communications and archives in Europe, Canada, and the United States in the nineteenth through the twenty-first centuries. We will explore relationships between societal conditions, changes in means of communication, and developments in public and private institutions and personal life that have affected the methods, roles, and impact of information gathering and recordkeeping. In the first half of the term, we will focus on the study of the history of archives and of means of communication. In the second half of the term, we will examine archives in relation to the patterns of archiving, communication, and recordkeeping discussed in the first half of the term. Our aim is to consider how archival institutions ought to be

established and might be effectively used in research in light of the characteristics of means of communication and the widening societal roles and impact of archives.

Referencing Style Guide: The style guide for *Archivaria* is the one used in this course. It is at the Association of Canadian Archivists' website. See “*Archivaria* Style Guide” at 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.

Assignments: The written assignments in this course are as follows:

1. An essay of 15 to 20 double-spaced, typed pages is due in the last class of the term. It is worth 36% of the final grade.
2. Three (3) essays - written reviews of assigned readings (7 double-spaced pages each). These reviews are each worth 13% of the final grade. The reviews are due in the course's last class of September, October, and November.

A written evaluation of an assignment will be given prior to the voluntary withdrawal date (18 November 2016).

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

Class Participation: This aspect of the course is worth 25% of the final grade. This mark is based on your participation in general discussion of each week's seminar topic, and on your formal oral presentations on assigned readings and on your essay.

Final Examination: There is no final examination.

Late Assignments/Grade Appeals: 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's regulations on plagiarism, cheating and impersonation can be found in the section on Academic Integrity of the General Academic Regulations in the online Academic Calendar and Catalog at:

<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx>

And the Faculty of Arts regulation at:

http://umanitoba.ca/faculties/arts/student/student_responsibilities.html

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 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.

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 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/).

All of the above services can also be accessed under the heading of Student Resources on the Student Affairs website: <http://umanitoba.ca/student/studentlife/index.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 just for you! They are available on the Libraries page at this link: <http://libguides.lib.umanitoba.ca/history>. Students who need research assistance can also schedule an appointment with a librarian through the website.