

## University of Manitoba – Faculty of Arts – Department of History

### Regular Session: 2018-19

#### History 7382: Archiving in the Digital Age (6 credit hours)

When: Fridays, 12:30-3:20, Fall and Winter terms

Where: Archives & Special Collections classroom (3<sup>rd</sup> Floor, Dafoe Library)

Instructor: Prof. Greg Bak (you can call me Greg)

Office: 247 St. John's College

Phone: 272-1578

Email: [greg.bak@umanitoba.ca](mailto:greg.bak@umanitoba.ca) (this is my preferred way for you to contact me)

Office hours: Tuesdays, 11:00-1:00, after class, or contact me by email to set up an appointment.

#### Archival Studies Program website:

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

### Course Information

**Description (from course calendar):** An examination of selected contemporary issues in archival theory and activities in Canada and internationally, with emphasis on the impact of digital technologies on archiving. The issues are studied in relation to the history of archiving and archival records.

**Objectives and Content:** HIST 7382 addresses the challenges archivists face in managing digital and non-digital 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 digital 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 digital and non-digital records.

This course is one of three full courses taken by Master's students in Archival Studies. The other two full courses are HIST 7372 History of Archiving and Archival Records, 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.

**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.

**Course Website:** The course website on UM Learn will be used to distribute course documents, readings and to extend seminar discussions, as well as for students to post and circulate weekly reactions to the readings, and to submit assignments to the instructor.

### Year at a Glance

Fall Term:

- Unit 1: Introduction
- Unit 2: Appraisal and Acquisition
- Unit 3: Preservation

Winter Term:

- Unit 4: Intellectual Property, Copyright and Ethics
- Unit 5: Arrangement and Description
- Unit 6: Access, Outreach and Use

## Evaluation

Assignment	Value	Due
Participation	20%	Ongoing over the year
Records Assignment 1: Appraisal	15%	By 5:00 Wed Oct 31
Records Assignment 2: Preservation	15%	By 5:00 Fri Dec 7
Records Assignment 3: Arrangement & Descr.	15%	By 5:00 Wed Feb 13
Records Assignment 4: Outreach & Advocacy	15%	By 5:00 Fri April 5
Take home exam	20%	By 5:00 Fri April 12

Assignments must be uploaded to the course dropbox on UM Learn. All work must be submitted as an MS Word file, unless other arrangements are made with the instructor.

**You are responsible for ensuring that your files are readable by the instructor. Files that cannot be read due to file format or any other cause are considered not to have been submitted.**

Evaluative feedback will be provided prior to the voluntary withdrawal (VW) date of January 18, 2019.

### **Participation (20%)**

This course is structured around participation, online on UM Learn as well as during class meetings in small groups and with the class as a whole. Since small group discussion in class is an important element in how the course content is conveyed, attendance will be taken and will be factored into your participation grade.

UM Learn postings should explore themes, questions and critiques arising from the readings and the discussions in class. Personal reflections on the readings and discussions are welcome, as are links to videos, blogs and other content. Postings should be about 100 words each. You are **required to post at least two comments per week**. Postings can start new threads or respond to someone else's thread. Comment early and comment often! Students will take turns leading the discussions on UM Learn.

Participation, whether in class or online, is expected to be frequent, thoughtful and always respectful of others. Evaluation of participation will consider, in particular:

- Substance and quality of comments and participation
- Frequency of participation
- Interaction with others (for example: building on points raised by others, responding to others respectfully)
- Whether contributions address the readings and are on-topic.

### **Records Assignments (4 x 15% = 60%)**

Cumulatively worth **60%** of your grade, these assignments require both teamwork and independent work, and will result in you working directly with archival records and systems. Each records assignment, 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 history, theory, professional reading and professional practice.

### **Take Home Exam (20%)**

The **take home exam** will require that you write a 10-12 page paper in which you discuss the core archival functions in relation to your thesis. 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.

### **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:

[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)

**Late Assignments:** Assignments will be penalized by 5% for each week or part of a week that they are late.

**Appealing a Grade:** 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.

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

## Academic Integrity

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, and Catalog 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

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 resources, including accessibility services, workshops, and tips about academic integrity are described at the Student Advocacy Services webpage ([http://umanitoba.ca/student/resource/student\\_advocacy/](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, Cody Fullerton, tailored for use by history students. They are available on the Libraries page at this link: <http://libguides.lib.umanitoba.ca/history>

### **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>