

OFFICE OF ACADEMIC AFFAIRS
COURSE APPROVAL FORM
NEW COURSE



College: Arts, Humanities and Social Sciences

Prefix/Subject Code: HY

Course Number: 493

Banner Title: Fundamentals of Archives
 (32 Characters)

Credit Hours: 3

First Offered: Summer 2017

Full Course Name: Fundamentals of Archival Theory and Practice

Online Hybrid Classroom

Instructional Method:

Cross-listed: 593

Cross-listed courses must provide both graduate and undergraduate syllabi.

Prerequisites: NA

Min. Grade: NA

Catalog Description: (300 Characters)

Co-requisites: NA

Survey of basic archival theory and practice, with emphasis on the role of the archivist in contemporary society.

Prerequisites with Concurrency: NA

Restrictions: NA

Class, Level, Department, Program, College, etc.

A-F S-U

Grading System:

Does this course involve multiple academic units in the originating college? Yes No
If so, the chair of each academic unit must sign this form.

Is this course to be added to Charger Foundations? Yes No
If so, the Charger Foundations committee must review this form.

Does this course involve academic units external to the originating college? Yes No
If so, deans of all colleges involved must sign this form.

Is this a Laboratory course (stand alone or combined)? Yes No
If yes, indicate the number of credit hours for the lab and the number of contact hours.

Lab Hours: _____ Contact Hours: _____ Total Credit Hours: _____

Indicate type and hours for studio, clinical, internship, and study abroad courses.

- Studio Course Studio Hours: _____ Contact Hours: _____ Total Credit Hours: _____
- Clinical Course Clinical Hours: _____ Contact Hours: _____ Total Credit Hours: _____
- Internship Internship Hours: _____ Contact Hours: _____ Total Credit Hours: _____
- Study Abroad Abroad Hours: _____ Contact Hours: _____ Total Credit Hours: _____

Compare with existing catalog offerings, with justification if apparent overlap:

NA

Discuss demonstrated value of course. Please justify why this new course is needed.

The department currently has no course which addresses archival theory and practice. This course will support both the history major and the public history minor by teaching both theoretical and hands on archival practice. The course will also prepare students for internships in the archival field.

Will this course be required? Explain.

No.

Is this course part of a program core? Explain.

No.

Is this course part of a new major or minor? Explain.

No.

Textbooks: _____

Intended Instructors: Reagan L. Grimsley

Implications for faculty workload: _____ Mr. Grimsley is a faculty lecturer in the library and will teach this course in addition to his regular duties.

Implications for facilities: NA

A detailed syllabus must be attached giving an overview of topics covered, course goals and structure, grading system, and policies.

Department Chair: 

Grad. Council: _____

College Dean: 

Graduate Dean: _____

College Curriculum Committee: 

Undergrad Curriculum Cmte: _____

Charger Foundations: _____

Provost: _____

Acknowledgements from other units:

Department Chair: _____

College Dean: _____

Fundamentals of Archival Theory and Practice

History 493

Professor: Reagan L. Grimsley
Office: Salmon Library 343 A
Phone: (256) 824-5781
Email: rlg0020@uah.edu
Office Hours: TBD or by appointment. I will respond to email questions within 48 hours, but prefer that you handle lengthy questions in person during my office hours.

Course Overview

Richard Pearce-Moses, in the *Glossary of Archival and Records Terminology* published by the Society of American Archivists, defines archives as:

"1. Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control; permanent records. 2. The division within an organization responsible for maintaining the organization's records of enduring value. 3. An organization that collects the records of individuals, families, or other organizations; a collecting archives. 4. The professional discipline of administering such collections and organizations. 5. The building (or portion thereof) housing archival collections. 6. A published collection of scholarly papers, especially as a periodical."¹

During the course of this semester, we will explore the world of archives and archivists encompassed by this definition. As the class title denotes, this exploration will contain both a solid theoretical underpinning and actual practice. Archives is very much a "hands on" field where theory both meshes with and sometimes collides with the actual practice. Some of the major themes of this course will include selection and appraisal, acquisitions, arrangement and description, preservation, and access and outreach. We will also examine archives as a place, and investigate archives as a profession.

Students in this course will also practice skills which allow them to apply history to the world in which we live, such as critical thinking, the development of writing techniques, and the ability to communicate ideas to other members of society.

¹ Richard Pearce-Moses, "A Glossary of Archival and Records Terminology," Society of American Archivists, accessed August 2, 2008 [http://www.archivists.org/glossary/term_details.asp?DefinitionKey=156].

Course Objectives

- Students will be able to recognize and understand the major themes and current issues in the field of archival studies.
- Through class lectures, discussion, and course assignments, students will gain a basic knowledge of the role of archivist in modern society.
- Students will become familiar with the components of basic archival practice, including selection and appraisal, acquisitions, arrangement and description, preservation, and access and outreach.
- Students will understand the relationship between archives, libraries, and museums.
- Through class assignments, students will sharpen their written communication skills.

Textbooks

Required Texts:

Developing and Maintaining Practical Archives 3rd Edition by Gregory S. Hunter.

Archives: Principles and Practices, Laura Millar, 2010.

Recommended Text:

Understanding Archives and Manuscripts, 2nd Edition Peter O'Toole and Richard Cox (2006)

Students are expected to complete reading before each class period and be ready to extrapolate on the readings during class.

Grading Policy

Undergraduates

Site Visit Summaries	15%
Archival Repository Analysis	10%
Assignments	25%
Research Paper	25%
Research Paper Outline/Bibliography	5%
Final Exam	20%

Site Visit Summaries

Each student will prepare a review of the three sites they visit during the semester. Summaries should be 500-750 words in length and should be reflective in nature. In a sense, this is also a site journal or blog, and presents you with an opportunity to think constructively about the visit to each particular site. Begin each summary with a brief (3-4 sentences) description of the site and then follow with a summary of what you found interesting, unique, unusual, etc. You may compare or contrast sites or discuss a particular topic such as security, etc. For this assignment, only you may use first

person, but I do expect writing to be clean and free from errors and slang. Submit these summaries in Canvas. Please note the due dates for each. As a class we will visit the UAH Special Collections and Archives. All students are responsible for visiting two of the following sites on their own: Alabama A & M Special Collections, Athens State University Archives, Limestone County Archives, The Heritage Room at the Huntsville Public Library, or another institution approved by the instructor. Students should work together to travel to sites in a group if possible, and should make an appointment with the archivist/curator ahead of their visit.

Archival Repository Analysis

Each student will be required to prepare an analysis of one archival institution of his or her choice. The analysis must be written in narrative format, be 750-1250 words in length, and include the following information: the location of the archives, the type of institution (whether academic, historical society, corporate, etc), the date the archives opened and a brief history, the primary media or material collected by the archive (paper, video, photographs, etc), and the number of librarians and staff employed by the archive. Also, you **MUST** include (and integrate into the text) a one-page review of the major holdings of the archive and what types of researchers would benefit the most by visiting the archives (historians, genealogists, scientists, local historians of a particular area, etc).

Assignments

Students will be required to complete four assignments during the semester which will enhance their understanding of archives.

Research Paper

Each student will prepare a research paper based on one aspect of the archival field. For undergraduates, the required length of the research paper is 3000-4000 words. Although students should use as many sources as necessary to adequately cite the topic under study, a minimum of ten quality academic sources (ie article or monograph) is required for undergraduate papers and a minimum of twelve quality academic sources is required for graduate level papers. Undergraduate papers may focus on a general trend or issue, such as chat reference service or modern archival security, or on a specific case study or a topic in archival history. Topics must be submitted to the instructor by (middle of semester). A one page outline and working bibliography will be turned in on (date) and will count 5% of the overall class grade. The final paper is due in class on (last week of the semester). Papers must be footnoted according to the Chicago Manual of Style and must include a separate bibliography and title page.

Final Exam

This final exam will be comprehensive in nature. The exam will consist of fill in the blank, multiple choice, identification, short answer and long essay questions.

Basic Rules for the Course

- Respect of your fellow students, visitors to the class, and the instructor is required.
- Our society places high value on effective communication skills, so even though you may disagree with your neighbor, allow him or her the courtesy of open and polite debate. Class participation is encouraged and will be factored into the final grade.

- Students are expected to attend class regularly.
- Cheating and plagiarism will not be tolerated, and the maximum academic penalty will be imposed on anyone found partaking in this activity. All work submitted for credit in this class must be original and may not be submitted for credit in any other course at the University of Alabama in Huntsville.
- Please note that I will not accept any work via email unless agreed upon beforehand. Please utilize the Canvas drop box.
- Late assignments (ie turned in after class begins) will be downgraded 1 letter grade each calendar day.
- Students are expected to turn off cell phones and other electronic devices while in class.
- Students are responsible for checking Canvas for updated course information.

ADA Accommodation Notice:

Students with accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by E-mail.

Emergency Contingencies

If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

Tentative Class Schedule

Week One: <i>Introduction to the Course</i>
Week Two: <i>Archives Defined</i> Come to class with a working definition of what you think an archive is. Read "Dear Mary Jane" and "Revisiting Mary Jane."
Week Two: <i>Archives Defined</i> Read Hunter Chapter 1, pp.1-13 Read Millar, pp. 1-19.
Week Three: <i>Visit to UAH Special Collections</i>
Week Three: <i>Brief History of Archives</i> Read Hunter pp. 11-15 Assignment: Site Visit 1 Due on Canvas

Week Four: *Selection and Appraisal*

Read Hunter, Chapter 4, pp.51-85 and Millar pp. 115-131.

Week Four: *Selection and Appraisal*

Week Five: *Selection and Appraisal*

Assignment: Assignment 1 Due on Canvas (Compare/contrast at least two appraisal theories)

Week Five: *Acquisition and Accession*

Read Hunter, Chapter 4, 87-109 and Millar 115-124.

Week Six: Arrangement

Assignment: Archival Repository Analysis Due

Week Six: *Arrangement*

Read Hunter pp.113-129 and Millar pp. 145-156.
Assignment: Site Visit Summary Two due on Canvas

Week Seven: *Conduct Site Visits*

Week Eight: *Description*

Read Hunter pp. 131-154, Millar 157-180 and "Encoded Archival Description" pp. 395-414 in *American Archival Studies: Readings in Theory and Practice*.
Assignment: Assignment 2 Due in Canvas (Creation of MARC and EAD record for a collection)

Week Eight: *Description*

Week Nine: *Research Paper Discussion*

Assignment: Paper Topic Statements via Canvas. Come prepared to discuss your idea for your research paper.

Week Nine: *Preservation*

Read Hunter, Chapter 7 pp.157-177 and Millar 73-96.

<p>Week Ten: <i>Preservation</i></p> <p>Read Accessing Preservation Needs: A Self-Study Guide at http://www.nedcc.org/resources/downloads/apnssg.pdf Meet in UAH Special Collections</p>
<p>Week Eleven: <i>Access and Reference</i></p> <p>Read Hunter Chapter 9, pp.207-229, Millar pp. 183-192.</p>
<p>Week Eleven: <i>Access and Reference</i></p>
<p>Week Twelve: <i>Outreach</i></p> <p>Read Hunter Chapter 9, pp.229-332, Millar pp. 193-199.</p>
<p>Week Twelve: <i>Outreach</i></p> <p>Assignment: Research Paper Outline and Bibliography Due in Canvas</p>
<p>Week Thirteen: <i>Digital Archives</i></p> <p>Read Hunter Chapter 10 pp. 237-278, Millar pp. 205-221. Assignment: Site Visit Summary Three due in Canvas.</p>
<p>Week Thirteen: <i>Digital Archives</i></p> <p>Assignment: Assignment 3 Due in Canvas (Review of on Content Management System)</p>
<p>Week Fourteen: <i>The Archival Profession</i></p> <p>Read Hunter Chapter 13, pp. 359-373 Assignment 4 due in Canvas. (Report on an professional archival group)</p>
<p>Week Fourteen: <i>The Archival Profession</i></p> <p>Read Millar p. 45-53.</p>
<p>Week Fifteen: <i>LAM's and the Future of Archives</i></p>
<p>Week Fifteen: <i>LAM's and the Future of Archives</i></p> <p>Assignment: Research Paper Due Site visit 4 due. Final Exam</p>