



The University of Western Ontario
HISTORY 9806A
Understanding Archives:
The Management of Primary Sources in the Digital Age
Fall 2023

Instructor: Don Spanner, PhD, MLIS

Office Hours: TBA

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Course Description:

This course is designed to introduce students to the fundamentals of professional archival work. Class sessions will primarily be lecture driven, but combine discussion, practical exercises, and demonstrations. Students will gain a solid grounding in the history of the profession, an understanding of basic archival terminology, principles, theory, as well as an appreciation of current practices and how digital technologies have impacted both archival management and public programming. **Optional for Public History students; open to other graduate students with the instructor's permission.**

Course Syllabus:

1. To understand the nature of archival documents, as recorded information, and the institutions responsible for preserving them;
2. To understand the principles of archival science;
3. To explore methods of retrieving information from archival records, bearing in mind their organization and preservation;
4. To examine management systems for the intellectual and physical control of archival records;
5. To examine the impact of digital technology on archival management and outreach initiatives.

Calendar of Topics

Week 1. Sept. X	[Introductions and Review of Course Outline, Expectations, etc.] Understanding Archives and the Archival Profession: History, Types, and Archival Culture
Week 2. Sept. X	History & Development of Archival Principles and Theory
Week 3. Sept. X	Appraisal "Theory" and Practice; Models, Frameworks, and Collection Development
Week 4. Oct. X	Arrangement: Fundamental Principles & Procedures
Week 5. Oct. X	Description: Fundamental Principles & Procedures

Week 6. Oct. X	Issues in the Preservation of Archival Records
Week 7. Oct. X	Uses of Archives: Understanding the Research Potential of Archival Records
Oct. 30 – Nov. X	Fall Reading Week
Week 8. Nov. X	Facilities – A virtual or real tour of Canada Life Archives (dependent on Covid situation)
Week 9. Nov. X	Web-based Reference Tools and the Re-Animation of Records; Users of Archives: Identifying Services & Needs
Week 10. Nov. X	Traditional Public Programming
Week 11. Nov. X	Digital Outreach: On-line Exhibits and Digital Classrooms
Week 12. Dec. X	A Case Study on Planning & Marketing Strategies: The Veterans Project (and wrap-up)

Course Materials:

All readings for this course are either available online or will be found on reserve in the Weldon Library. There is no general text required.

Methods of Evaluation:

This course was developed and designed primarily for Public History students, although non-Public History students can enroll. The mark breakdown is as follows:

	Number	Unit Value	Total	Handout/Due Date
Essay	1	30%	30%	Week 1, September X; due Nov. X (End of Reading Week)
Archival Website Outreach Evaluation	1	25%	25%	Week 1, September X; due Week 12, December X
Appraisal Exercise	1	15%	15%	Week 3, September X; due Week 5, October X
Arrangement Exercise	1	15%	15%	Week 4, October X; due Week 6, October X
Reference Exercise	1	15%	15%	Week 9, November X; due Week 11, November X
Total		100%	100%	

Attendance at lectures is mandatory. Any exceptions to this rule may entail verified illnesses, family emergencies or attending a conference. Please refer to the *Policy on Accommodation for Illness* (http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf)

Assignment deadlines are firm. Late submissions will be penalized at 2% per day.

Course Schedule and Readings:

Please refer to above course syllabus section for schedule. Course readings can be found on the course website at <https://publish.uwo.ca/~dspanner/index506.htm> and will also be found on the course OWL site (to be explained in Week 1).

Additional Statements

Accessibility Options:

You may also wish to contact Accessible Education (formerly known as Services for Students with Disabilities (SSD)) at 661-2111 x 82147 for any specific question regarding an accommodation. See: [Accessible Education - Academic Support & Engagement - Western University \(uwo.ca\)](http://www.uwo.ca/accessible_education/)

Request for Accommodations/Medical Issues

Students are entitled to their privacy and consequently they do not need to disclose personal information to their course professors. In the event that students feel the need to discuss personal information, they should see the graduate chair. Unlike undergraduate students, graduate students cannot be referred to Social Science Academic Counselling to have their medical or non-medical circumstances evaluated and to receive a recommendation for accommodation. Those facilities are for undergraduates only, and there is no process beyond the department to secure recommendations for accommodation. Our process is that faculty should deal with routine requests for extensions. However, a student's request for accommodation (on medical, non-medical, compassionate grounds) should go to the graduate chair, Prof. Eli Nathans (enathans@uwo.ca) who will consult and communicate with faculty. Additionally, faculty and students should communicate with the grad chair about any case in which work is not submitted before grades are due. In the event that the graduate chair is also the course professor, then a request for accommodation can be taken to the department chair.

Copyright

Lectures and course materials, including power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may not record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without my written consent.

Plagiarism:

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offense.

For more information on plagiarism and other scholastic offenses at the graduate level see: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

The following rules pertain to the acknowledgements necessary in academic papers.

A. In using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer.

You are plagiarizing if you use a sequence of words, a sentence or a paragraph taken from other writers without acknowledging them to be theirs. Acknowledgement is indicated either by (1) mentioning the author and work from which the words are borrowed in the text of your paper; or by (2) placing a footnote number at the end of the quotation in your text, and including a correspondingly numbered footnote at the bottom of the page (or in a separate reference section at the end of your essay). This footnote should indicate author, title of the work, place and date of Publication and page number. Method (2) given above is usually preferable for academic essays because it provides the reader with more information about your sources and leaves your text uncluttered with parenthetical and tangential references. In either case words taken from another author must be enclosed in quotation marks or set off from your text by single spacing and indentation in such a way that they cannot be mistaken for your own words. Note that you cannot avoid indicating quotation simply by changing a word or phrase in a sentence or paragraph which is not your own.

B. In adopting other writer's ideas, you must acknowledge that they are theirs.

You are plagiarizing if you adopt, summarize, or paraphrase other writers' trains of argument, ideas or sequences of ideas without acknowledging their authorship according to the method of acknowledgement given in 'A' above. Since the words are your own, they need not be enclosed in quotation marks. Be certain, however, that the words you use are entirely your own; where you must use words or phrases from your source; these should be enclosed in quotation marks, as in 'A' above.

Clearly, it is possible for you to formulate arguments or ideas independently of another writer who has expounded the same ideas, and whom you have not read. Where you got your ideas is the important consideration here. Do not be afraid to present an argument or idea without acknowledgement to another writer, if you have arrived at it entirely independently. Acknowledge it if you have derived it from a source outside your own thinking on the subject.

In short, use of acknowledgements and, when necessary, quotation marks are necessary to distinguish clearly between what is yours and what is not. Since the rules have been explained to you, if you fail to make this distinction, your instructor very likely will be forced to regard your omission as intentional literary theft. Plagiarism is a serious offence which may result in a student's receiving an 'F' in a course or, in extreme cases, in their suspension from the University.

If a History graduate course professor suspects course work of possible plagiarism, or if a graduate supervisor suspects a cognate or thesis of possible plagiarism, the faculty member will meet with the student. If the issue is not resolved, the student then meets with the graduate chair to discuss this situation, and so that the student can present or respond to evidence. Afterwards the graduate chair will make a decision about whether misconduct has occurred and any penalties; this will be communicated in writing to the student within 3 weeks. The student may appeal this decision to the Vice-Provost (Graduate) within 3 weeks of the issuance of the chair's decision. If the student does not appeal, the Vice-Provost will review the case. The Vice-Provost may confirm affirm, vary, or overturn the graduate chair's decision or penalty.

Information on the appeals procedures for graduate students can be found here:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsgrad.pdf

Support Services

Students who are in emotional/mental distress should refer to Mental Health@Western, http://uwo.ca/health/mental_wellbeing/ for a complete list of options about how to obtain help.

As part of a successful graduate student experience at Western, we encourage students to make their **health and wellness** a priority.

- Western provides several on campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your graduate degree. For example, to support physical activity, all students, as part of their registration, receive membership in Western's Campus Recreation Centre. Numerous cultural events are offered throughout the year. Please check out the Faculty of Music web page <http://www.music.uwo.ca/> and our own McIntosh Gallery <http://www.mcintoshgallery.ca/>
- Information regarding health- and wellness-related services available to students may be found at <http://www.health.uwo.ca/>
- Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as their faculty supervisor, their program director (graduate chair), or

other relevant administrators in their unit. Campus mental health resources may be found at http://www.health.uwo.ca/mental_health/resources.html

UWO has many services and programs that support the personal, physical, social, and academic needs of students, in a confidential environment. The Student Development Centre (SDC) has trained staff and an array of services to help students achieve their personal, academic and professional goals. See: [Academic Support & Engagement - Western University \(uwo.ca\)](#)

If you have any further questions or concerns, please contact, Heidi Van Galen, Department Manager, Department of History, 519-661-2111 x84963 or e-mail vangelen@uwo.ca.