

HIST 3328:
INTRODUCTION TO ARCHIVES & RECORDS MANGEMENT
Semester: Fall 2019
Location: Burrus Building, Room 372 (Kennesaw Campus)
Meeting Time: Tuesdays, Thursdays 11:00-12:15
CRN: 80908

Instructor: Dr. Tamara Livingston
Email: tlivings@kennesaw.edu
Office: Sturgis Library Building, Room 218A (KSU Archives)
Office Hours: By appointment
Office Phone: 470-578-6989
Email address: tlivings@kennesaw.edu

Course Communication. Students may call the office number or send an e-mail to communicate with me outside of class. In addition, students may make an appointment to meet with me.

Electronic Communications. The University provides all KSU students with an “official” email account with the address “students.kennesaw.edu.” As a result of federal laws protecting educational information and other data, **this is the sole email account you should use to communicate with your instructor or other University officials.**

Course Description:

This course introduces the student to the archival and records management professions, and engages the student using high impact practices including hands on activities, field trips, and experiential learning projects and activities. The course focuses on equipping students with practical skills and contextual knowledge needed to work in a variety of archival settings, including museums, historical societies and universities. In addition, the course prepares students to pursue graduate education and future careers in the archives, museums, and record management professions.

The course consists of instructor-led and guest lectures, in-class and asynchronous discussions (via D2L), problem solving, case studies, and practical labs and activities. Students will engage in critical readings of course materials in order to actively participate in class discussions. In addition, students will also participate in group activities and produce a research paper based on field work in local archives, museums, and historical societies.

Note: The museum profession is covered by HIST 4430: Museum Studies.

Course Learning Objectives:

- Students are able to describe and explain the relationship between concepts used in the archival profession, including appraisal, arrangement, description, access, preservation and access, on quizzes and in written assignments and activities;
- Students are able to describe and explain the relationship between concepts used in the records and information management professions, including retention, disposition, retention schedules, and records analysis, on quizzes and in written assignments and activities;
- Students will use knowledge and skills gained in class to engage in activities that simulate real-world work processes.
- Students will explore the nature of digital records through activities and written assignments;
- Students are able to give examples of the challenges posed by digital records and information for archivists and records and information managers on quizzes and in written assignments and activities;
- Students are able to demonstrate a familiarity with ethical, legal and professional issues through class activities and written assignments.

Required Reading:

Gregory S. Hunter, *Developing and Maintaining Practical Archives*. 2nd ed. New York, London: Neal-Schumann, 2003. ISBN-10: 1555704670; ISBN-13: 978-1555704674. [Available for purchase at the KSU Bookstore]



Supplemental Readings: supplemental readings will be provided either on D2L or on Reserve in the Sturgis Library.

Attendance Policy:

Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

Students are expected to attend class, prepare readings in advance, and participate in class discussions. If you are sick or need to miss class for any reason, you should alert the professor IN

ADVANCE by e-mail or phone. Class attendance will be recorded as part of the overall course grade.

CLASS PARTICIPATION EXPECTATIONS:

Students are expected to participate in class discussions. Participation includes coming to class prepared having completed the assigned readings, asking meaningful questions, contributing to class discussions, and actively engaging in class. All students are expected to be respectful of each other's opinions and conduct themselves appropriately. It is critical to complete the readings BEFORE class and arrive on time.

Electronic Devices Policies:

- Students may take notes on laptop computers.
- Texting or using social media during class is prohibited.
- No electronics are permitted to be used in the classroom during examinations.

Course Assessments/Assignments:

1. *Attendance*: Students are expected to attend class and to arrive on time.
Value: 5 points.
2. *Participation and Labs*: It is essential to the effective functioning of the class that everyone complete each reading assignment and spend time considering what they have read BEFORE coming to class. Students must complete all in-class labs or activities as directed in order to receive full credit for participation.
Value: 40 points (8 labs at 5 points each).
3. *Research Paper*: Students will write a 5 to 7-page paper exploring a particular aspect of the archival endeavor incorporating field work and interviews with working archivists in a variety of settings. Papers are graded on content AND composition mechanics (grammar, spelling, etc.).
Value: 20 points.
4. *Quizzes*: There will be three (3) quizzes during the semester. Quizzes will cover material presented in lectures and in the readings. Quiz formats may include short-answer, identification, and multiple-choice questions, and may be given in class or assigned via D2L.
Value: 15 points (5 points each).
5. *Final Exam*: The final exam is cumulative and includes materials from class, guest presenters, and the assigned readings.
Value: 20 points

Makeup Exams/Late Assignments/Inclement Weather:

Late Assignments: Late assignments may or may not be accepted, according to the discretion of the professor. If accepted, **late assignments will receive half credit while papers (field trip report and archival issues paper) will have 1 letter grade deducted**

per day (24 hour period) late. Day 1 of a late assignment begins immediately after the due date and time. [SEP]

Makeup Quizzes: Makeup quizzes may or may not be permitted, according to the discretion of the professor. If permitted, the professor will arrange the date and time of the quiz with the student.

Inclement Weather: In the event classes are delayed or cancelled due to inclement weather, the professor reserves the right to make adjustments to the syllabus in order to compensate for the time lost. Please check the KSU website for weather-related information: www.kennesaw.edu; www.kennesaw.edu/advisories.

Grading:

Grade Calculations

5 pts	Attendance
40 pts	Labs/Activities
20 pts	Research Paper
15 pts	Quizzes (5 pts/each)
20 pts	Final Exam
100	TOTAL POINTS

Grading Scale

Students are evaluated on the following scale:

	Grading Scale
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

Please Note: A grade of “I” or “Incomplete” will be awarded only when the student has done satisfactory work up to the last two weeks of the semester, but for nonacademic reasons beyond his/her control is unable to meet the full requirements of the course. Incomplete grades are only valid after submission of the Incomplete Grade form (signed by both the instructor and student) to the Department Chair’s office.

Academic Integrity Statement [SEP] Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5. C of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work,

malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement. See also <https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>.

Please Note: If I have questions about the integrity of your work, I will ask to meet with you. If outstanding questions remain, I will adhere to the established procedures of the University Judiciary Program above. **The penalty for cheating and/or plagiarism in this course is an automatic failing grade for the semester.**

If a student is unsure of what constitutes plagiarism or how to avoid it, it is recommended that they access the following website. NO excuses along the lines of “I didn’t know I was plagiarizing” will be accepted. See: <https://scai.kennesaw.edu/students/general-info/cheating.php>

ADA Compliance:

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require “reasonable accommodation(s)” to complete the course may request those from Department of Student Success Services. Students requiring such accommodations are required to work with the University’s Department of Student Success Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. For more information please visit their website, <https://sds.kennesaw.edu/index.php>.

Contact information is as follows:

SDS Email: sds@kennesaw.edu

Primary number for Kennesaw campus: (470)578-2666

Primary number for Marietta campus: (470) 578-7361