

Course Description

Provides an introduction to the archival profession with focus on theory and practice in the areas of appraisal and acquisition, arrangement and description, reference, preservation, exhibitions, outreach, and electronic resource development.

This course will introduce students to the principles and practices of the archivist and the archives field. Topics will include history of archival theory; documenting people, history, subjects, and places; and how this process shapes collective memories. Additionally, this course will examine how the profession engages both theoretical and practical realities to guide archivist frameworks. Students will engage in analysis of archival theory and its practical implications to examine fundamentals and standards of the field of archives, and how this theory affects contemporary practices.

Instructor Information

Course Instructor: Professor Berlin Loa

Acceptable Forms of Address: Professor Loa / She / Her / Professor / Prof.

Email: berlin@arizona.edu

Appointments with the professor available by appointment: Thu, Fri between 1130am - 8pm & Sat 11am-3pm AZ Time. Students are encouraged to meet with the Prof to discuss course content, research ideas, to explore ideas and concepts, and for course support as needed.

Phone: 520-621-5220 (voicemail only; checked daily Wed-Sat)

Course Prerequisites or Co-requisites

No prerequisites are required, but it would benefit the student to take LIS504 is taken prior to or in conjunction with this course.

Course Format and Teaching Methods

Location: [HARV 411](#) In person. *Classes may move online based on public health conditions.

Date / Time: Tuesdays [August 26 – December 11](#), 5pm – 7:30pm

Campus Holidays: Fall Break November 28-December 1, 2024

Special Dates: NO CLASS Tuesday Sep 10th and Tuesday Nov 5th. We will have readings these weeks and may have online discussions.

Course Objectives

- Survey the history of archival theory and of the archives profession in order to apply these to current practice.
- Review basic practical skills needed to work in archival institutions, including foundational and new scholarship.
- Consider global and nondominant cultural perspectives in archival praxis.
- Study theoretical frameworks and what is at stake in the future of archives.
- Discuss the interdisciplinary scope of archival praxis.

Expected Learning Outcomes

Completion of this course will help students achieve competencies outlined under [Student Competencies](#) for the MA program. By the end of the semester students will be able to:

- Define archives and introduce others to the concept of an archives: describe the core components of archival practice such as appraisal, acquisition/disposition, inventory, arrangement, description, preservation, access, use and outreach, and explain the relationships among these components. (A1)
- Be able to participate in informed discussions about the responsibilities and activities of archivists, librarians, and records managers. (B4)
- Analyze the context in which archival materials are created and convey how archives shape collective or social memories. (C8, C10)
- Apply basic practical skills under supervision including description, use of metadata, provenance, research, reference, and triage-level preservation. (B4, B6)
- Describe and discuss legal and ethical issues surrounding archives and records administration, with application of cultural awareness and inclusivity. (C8, C10)

Required Texts and Materials

This course includes books, field trips, and technology. The following are the core texts used in the course. You are not required to purchase these books, but if you choose to used copies are available on various web sources. Additional materials will be made available in d2l.

- **Developing and Maintaining Practical Archives**, 3rd Edition, by Gregory S. Hunter, ISBN 978-0838912775. The e-book is [available via the University of Arizona Library](#).
- **Arranging and Describing Archives and Manuscripts**, by Dennis Meissner, ISBN 978-1-945246-11-1. The book is not currently available at the library but is available for [purchase at the SAA website](#).
- **Leading and Managing Archives and Manuscripts Programs**, by Peter Gottlieb and David Carmicheal. ISBN: 978-1-945246-13-5. The book is not currently available at the library but is available for [purchase at the SAA website](#).
- **Publication Manual of the American Psychological Association**, Seventh Edition (2020). Also known as the APA Manual of Style. This book is available at the Main Library and at the Health Sciences Library. You can find much of the required information at the [APA website](#). The APA [blog is searchable](#) and offers great tips.
- **Other Materials**: Other materials will be provided as PDFs, Video, or Audio Files

Additional Resources

- American Archives Month [October](#)
- Arizona Archives Alliance <https://arizonaarchives.org/>

Notice of required citation styles

Students will benefit from attending to details when citing sources (e.g., journal articles, proceedings from academic conferences, academic books) within the assigned style. We will use APA 7th Edition citation throughout the course. Citation styles and the use of citations are a large part of your work in any MA program and will be part of your work in libraries and archives.

Grading and Assignments

Assignment	Value	Due Date
1 Assignment 1 Reference Experience & Reflection	150 points (15%)	September 21
2 Assignment 2	150 points (15%)	October 26
3 Assignment 3 + Presentation	250 points total (25%)	November 16 Nov 19 & 26, Dec 3
4 Discussion Leaders in class	150 points (15%)	TBD
5 Course Participation / Discussions	300 points (30%)	Ongoing

Grading Scale

Grades will be based on the quality of your assignments, discussions, and course engagement. Your reading, writing, projects and discussion are your grade. To receive an A or B, students must be engaged actively and demonstrate familiarity with lecture materials and readings through discussion and assignments. If at any point you have questions, please email me or meet with me. Your instructor is here as a resource for you.

A=900-1000 pts B=800-899 pts C=700-799pts D=600-699pts F=599pts and under
Students will receive a grade of A, B, C, D, or E (no + or - grades).

Students are expected to read materials and any postings in d2l forums, and to contribute their ideas on a continuing basis in any live class or online discussion, as well as initiating new topics and introducing new ideas. A substantive discussion or d2l posting is one that contributes new information, ideas, or perspectives or one that moves the conversation forward using reference to the texts and materials we are covering as well as resources you identify on your own.

Late Work Policy As a rule, late work will not be accepted. Each assignment, discussion, or map is due on or before the date specified. In the case of an emergency or illness that will affect turning in an assignment, discussion, or map please contact the professor via email to request alternative arrangements.

Always have a backup plan. If your 'default' or preferred wifi location or computer fails, be prepared to find a computer and wifi to use when you need a backup machine.

iSchool Academic Integrity Policy Syllabus Statement

Students in courses at the UA iSchool are expected to maintain rigor in their academic performance with intent to learn, practice, and overcome challenges toward personal growth and enrichment. As future professionals in digital environments, iSchool students are also expected to exercise transparency and integrity in collaborations and in the use of tools and resources that may aid completion in assignments for our courses.

LLMs and ChatGPT Large language models (LLMs) like ChatGPT are a type of artificial intelligence (AI) engine that can look like it generates the text or code you need for class. You may choose to use ChatGPT to experiment. However, use of ChatGPT can be traced (e.g., failing to give credit or cite ChatGPT when it is used) which could result in your suspension or termination from the course and even your program of study. Keep in mind, too, that while the code or text may appear legitimate, early studies have shown ChatGPT is not accurate. Exercise your scholarly discretion and maintain a sense of integrity in your learning journey.

Safety on Campus and in the Classroom

For a list of emergency procedures for all types of incidents, please visit the website of the Critical Incident Response Team (CIRT): <https://cirt.arizona.edu/case-emergency/overview>

Nondiscrimination and Anti-harassment Policy

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. For more information, including how to report a concern, please see:

<http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

University Policies

All university policies related to a syllabus are available at: <https://catalog.arizona.edu/syllabus-policies>. Please take the time to visit the webpage and read through the policies. It is to your benefit to be familiar with these policies should any need arise during the semester. The link also includes resources for you including the Campus Pantry and CAPS.

Pandemic-related attendance

If you feel sick or may have been in contact with someone who is infectious, stay home. Except for seeking medical care, avoid contact with others and do not travel.

- If you must miss the equivalent of more than one week of class, you should contact the Dean of Students Office DOS-deanofstudents@email.arizona.edu to share documentation about the challenges you are facing.
- Voluntary and convenient [COVID-19 testing](#) is available for students on Main Campus.

Subject to Change Notice

Information contained in the syllabus, other than grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor of this course.

Graduate Student Resources

University of Arizona's Basic Needs Resources page: <http://basicneeds.arizona.edu/index.html>

Schedule of Topics and Activities

Course Reading Schedule and Assignments

This reading schedule is a thematic course guide and is subject to change. In addition to assignments and readings listed here, students are expected to participate in weekly discussion and to identify resources independently that supplement course materials.

Go to <https://www2.archivists.org/glossary> Read preface and sign up for Word of the Week.

Use this ^ tool to find and define terms in your readings throughout the semester.

Sign-up for one SAA public list: <http://www2.archivists.org/listservs>

Module & Dates	Theme	Materials and Activities:
Module 1 Weeks 1 - 3 Aug 26 - Sep 14	Theory: Introduction, History, Fundamentals	<ul style="list-style-type: none"> Read "Start Here" pages on d2l, Syllabus, and Assignment sheets. Weekly readings & in-class discussion. Prepare for your discussion lead. Response Paper 1: Reference Reflection due September 21
Module 2 Weeks 4 – 7 Sep 15 – Oct 12	Function and Praxis: Acquisitions and Appraisal, Processing, Preservation	<ul style="list-style-type: none"> Weekly readings & in-class discussion. Prepare for your discussion lead. Work on Assignment 2.
Module 3 Weeks 8-10 Oct 13 – Nov 2	Community, Identity, and Archives: Relationships, Ethics, Acquisitions, and Appraisal	<ul style="list-style-type: none"> Weekly readings & in-class discussion. Prepare for your discussion lead. Assignment 2 due October 26
Module 4 Weeks 11-14 Nov 3 – Nov 23	Considerations: Digital Archives, Reference & Access, Preservation & Reading Rooms	<ul style="list-style-type: none"> Weekly readings & in-class discussion. Prepare for your discussion lead. Assignment 3 due Nov 16
Module 5 Weeks 15 – 16 Nov 24 – Dec 10	Wrapping Up: Archival Praxis in the Field	<ul style="list-style-type: none"> Weekly readings & in-class discussion. Work on your annotated bibliography to prepare for your final presentation. Final Presentations in class Nov 19 & 26, Dec 3 Last class Dec 10th

See Assignment Sheets in d2l with instructions for each assignment in the “Start Here” area. All assignments due by 10pm Arizona time on or before due dates provided. You can submit assignments up to a week before due date. Assignments will be graded after the due date.

There will be several assigned readings for most weeks, you are expected to read them and engage with the readings. Follow instructions provided in the Assignment Sheets for response paper contents. Papers should include reference to course materials and any additional materials you identify as relevant to the paper.

Unless otherwise noted on the Assignment Sheets all papers should each be single spaced*, 12pt Times New Roman or Arial font, 1-inch margins all around, properly cited, and include a citation page using APA 7th Edition. Citation pages and cover sheets are not included in page count. Please include name, date, course number, and assignment title. Make sure your last name is in the file name. As an example: LoaAssignment3. **Single spacing is not APA 7th standard, but we use single spacing for this class. All other APA 7th edition standards apply.*

Others and In-Class assignments: In-class practicums. Fieldtrips to archives and libraries. See Assignment Sheets on the Start Here page in the course site for more details.