

**S281 Introduction to Archives
Syllabus Fall Semester 2016
This course is offered online only**

Instructor: Mark Vopelak, MA, MLS, CA

Section # 31957 Credit hours: 3

Email: Use Canvas or mvopelak@iu.edu or mvopelak@att.net

Virtual Office hours: Monday and Tuesday 5:00 – 10:00 p.m. and throughout the week

Text and phone: 317-670-7840

Prerequisites: None

COURSE DESCRIPTION

This course is designed as an introduction to the fundamental policies, procedures and practices used by archivists in a variety of repositories and the concepts and techniques used to identify, select, organize, preserve, and make accessible historical materials in a variety of formats to the public at large. Students will learn about current issues and trends and the technologies employed to analyze, preserve, and promote archival material as well as advocacy and outreach.

REQUIRED TEXT

There is no required text. Required readings are available through online resources.

Canvas

Canvas will be used for all assignments, announcements and communication. If you are not familiar with Canvas, visit the training and support resources at <https://kb.iu.edu/d/bcll>.

LEARNING OBJECTIVES

This course will provide the following to students:

An introduction to the basic theories, principles, and practices involved in administering an archive.

An understanding of archival work that will enable students to become knowledgeable about the role of archives in the information world.

An understanding of the values we attach to records and how records are created, preserved and made accessible.

A basic understanding of how new information technologies are transforming archival theory and practice and how archivists and records managers are responding to these challenges.

Encourage students to think critically about strategies for managing the archival record.

An understanding of archival work, so that students can make informed decisions about pursuing a professional career in archives and records management.

COURSE REQUIREMENTS

Students are expected to complete the assigned readings and participate in the weekly class discussions. Each week, two or three questions will be posted to the online forum to stimulate discussion. While the student need not address the initial question directly, each student is required to participate in the discussion by making at least one brief yet insightful posting each week with the intention of generating conversation between the student and colleagues with guidance from the instructor. Students are expected to complete the assigned readings and participate in all class discussions. Assignments are to be submitted prior to 11:59 p.m. on their due date. Unless prior approval is granted, projects or papers that are turned in late will receive a deduction of half a letter grade for every day the assignment is late.

COURSE ASSIGNMENTS:

Document discussion paper: Due September 26 (5% of grade)

Appraisal and inventory project: Due October 24 (5 % of grade)

Arrangement and description project: Due November 21 (20% of grade)

Site visit paper: Due December 5: Submit name of repository September 21 (20% of grade)

Final Exam: Due December 16 (20% of grade)

Class participation: (20% of grade)

SCHEDULE OF TOPICS AND READINGS

August 22 (Week 1): Introduction and Orientation

August 29 (Week 2) What is an archivist/archives?

September 5 (Week 3) Labor Day– No Class

September 12 (Week 4): Introduction to Appraisal

September 19 (Week 5): Evaluation and Selection of Records

September 26 (Week 6):

October 3 (Week 7): Collection Development

October 10 (Week 8): Arrangement and Description: Concepts and Issues

October 17 (Week 9): Fall Break-No Class

October 24 (Week 10): Arrangement

October 31 (Week 11): Processing

November 7 (Week 12): Description

November 14 (Week 13): Preservation

November 21 (Week 14): Digital Records and Technology in the Archives
Assignment Due: Arrangement and Description Project due

November 28 (Week 15): Digital Records and Technology in the Archives Continued
Assignment Due: Site Visit paper due

December 5 (Week 16): Reference and Copyright

December 12 (Week 17): Outreach and Marketing
Final Exam Available (due by December 17, 5:00 p.m.)

GRADES

A+	97-100	Outstanding achievement, given at the instructor's discretion
A	93-97	Excellent achievement
A-	90-92.99	Very good performance and quality of work
B+	87-89.99	Good performance and quality of work
B	83-86.99	Modestly acceptable performance and quality of work
B-	80-82.99	Marginal acceptable performance and quality of work
C+	77-79.99	Unacceptable work (Core course must be repeated for credit)
C	73-76.99	Unacceptable work (Core course must be repeated for credit)
C-	70-72.99	Unacceptable work (Core course must be repeated for credit)
D+	67-69.99	Unacceptable work (Core course must be repeated for credit)
D	63-66.99	Unacceptable work (Core course must be repeated for credit)
D-	60-62.99	Unacceptable work (Core course must be repeated for credit)
F		Below 60Unacceptable work (Core course must be repeated for credit)

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student's work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct. Refer to *The Code > Responsibilities > Academic Misconduct* at <http://www.indiana.edu/~code/>. All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test. <https://www.indiana.edu/~istd> You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else's words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors apply a range of methods, including Turnitin.com. <http://www.ulib.iupui.edu/libinfo/turnitin>

Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
 - a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
 - b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.

- c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
 - d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.
 - e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
 - f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
 - g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
 - h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.
2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
 3. **Plagiarism:** Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.
 - a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
 - b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 1. directly quoting another person's actual words, whether oral or written;
 2. using another person's ideas, opinions, or theories;
 3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 4. borrowing facts, statistics, or illustrative material; or
 5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment
 4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
 5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
 6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

OTHER POLICIES

1. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in

such an event, will notify students of the changes immediately.

2. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html
3. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.
4. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.
5. **Course Evaluation Policy:** Course evaluations provide vital information for improving the quality of courses and programs. Students are required to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing. This requirement has three exceptions: (a) The student has withdrawn from the course; (b) only one student is enrolled in the section (in which case anonymity is impossible); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at <https://soic.iupui.edu/app/course-eval/>. Course evaluations are open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student. A course evaluation must close before the grade for that course can be released. To ensure students have had ample opportunity to complete the evaluation, an uncompleted course evaluation could delay the release of the grade for up to a week.
6. **Communication:** The instructor should respond to emails within 48 hours, excluding weekends and holidays, and announce periods of extended absence in advance. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings.
7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.
8. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit <http://aes.iupui.edu> for more information.

9. **Administrative Withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.
10. **Emergency Preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. <http://protect.iu.edu/emergency>

MISSION STATEMENT

The Mission of IUPUI is to provide for its constituent's excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.