



Graduate Course Syllabus

HIS 664: Archival Management

Center: Online

Course Prerequisites

HIS 501 and HIS 502

Course Description

This course is one of three specialized offerings in public history collections management. The focus of this course is archives, or the accumulation of historical records that have been set aside for future reference. Archivists must store, catalog, preserve, and retrieve archival materials that are considered to be of significance to a group. In this course, students apply the major theories of archival science to determine the authenticity, reliability, integrity, and usability of various records. Best practices for developing and maintaining archives is investigated. Additionally, the ethical considerations surrounding the care of records of social value are evaluated.

Course Outcomes

- Evaluate a collection's contents, condition, and intended purpose for its significance to the institution by applying appropriate archival principles
- Develop strategies that govern the acquisition, use, and security of archival records in achieving institutional mission goals
- Assess archivist responsibilities in efficiently managing the collections and related archival resources
- Develop professional quality policy and procedural documentation that inform archives management responsibilities
- Propose strategies for fulfilling the public historian's mission in making records of historical value accessible to the public

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through the [SNHU Online Bookstore](#) rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the IT Service Desk, your advisor, and the instructor can provide you with support if you have problems.

Archives for the Lay Person: A Guide to Managing Cultural Collections

Lois Hamill

AltaMira Press

2013

ISBN: 978-0-7591-1972-7

Diversity, Equity, and Inclusion

As indicated in our core values, SNHU is committed to “embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life.”

This may or will be reflected in SNHU’s curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor’s answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours. Instructors will post grades and feedback (as applicable) within seven days of an assignment’s due date, or within seven days of a late submission.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	10	27	270
Journals	5	50	250
Final Project			
Milestone One	1	60	60
Milestone Two	1	60	60
Milestone Three	1	60	60
Final Project Submission	1	300	300
			Total Course Points: 1,000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Graduate

Grade	Numerical Equivalent	Points
A	93–100	4.00

Grade	Numerical Equivalent	Points
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3.00
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2.00
F	0–72	0.00
I	Incomplete	
IF	Incomplete/Failure *	
W	Withdrawn	

* Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	Introduction to Archives Management <i>Archives for the Lay Person: A Guide to Managing Cultural Collections</i> , Chapters 1 and 2 1-1 Discussion: Acquisition 1-2 Journal: Acquiring a Record 1-3 Final Project: Review
2	Collection Overview <i>Archives for the Lay Person: A Guide to Managing Cultural Collections</i> , Chapters 3 and 4 2-1 Discussion: Organizing and Describing Collections 2-2 Final Project Milestone One: Proposal
3	Collections and Researchers <i>Archives for the Lay Person: A Guide to Managing Cultural Collections</i> , Chapters 5, 6, and 7 3-1 Discussion: Researchers and Archival Staff 3-2 Journal: Archival Access

Module	Topics and Assignments
4	Securing Your Collections <i>Archives for the Lay Person: A Guide to Managing Cultural Collections</i> , Chapters 8 and 10 4-1 Discussion: Threats to Collections 4-2 Final Project Milestone Two: Annotated Outline
5	Preparing for Disasters <i>Archives for the Lay Person: A Guide to Managing Cultural Collections</i> , Chapters 9 and 14 5-1 Discussion: Disasters in Collections 5-2 Journal: Disaster Preparedness
6	Non-Traditional Archives <i>Archives for the Lay Person: A Guide to Managing Cultural Collections</i> , Chapter 11 6-1 Discussion: Unusual Collections 6-2 Milestone Three: Risk Mitigation Report: Rough Draft
7	Outside Specialists <i>Archives for the Lay Person: A Guide to Managing Cultural Collections</i> , Chapter 12 7-1 Discussion: Conservators in Archives 7-2 Journal: Specialists and Your Collection
8	Additional Manpower <i>Archives for the Lay Person: A Guide to Managing Cultural Collections</i> , Chapter 13 8-1 Discussion: Grants and the Small Institution 8-2 Journal: Identifying Priority Projects
9	Archival Management <i>Archives for the Lay Person: A Guide to Managing Cultural Collections</i> , Appendices 9-1 Discussion: Large vs. Small Institutions 9-2 Final Project Submission: Risk Mitigation Report
10	Public Access to Archives 10-1 Discussion: The Archivist's Mission

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a graded assignment/discussion during the first week of class, the student is automatically dropped from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in

accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted this policy to provide for prompt and equitable resolution of complaints regarding any action prohibited by Section 504, the ADA, or the ADAAA.

For questions about **support services, documentation guidelines, general disability issues, or pregnancy accommodations**, please visit the [Online Accessibility Center](#) (OAC).

As a student, you must complete an interactive intake process, with supporting documentation, in order to be granted accommodations. Once reasonable accommodations are approved by the OAC, you will receive an accommodations letter. You are then responsible for sharing the letter with your instructor. Accommodations are not retroactive.

If you feel you've been subject to discrimination on the basis of disability, by any party, you may file a complaint or grievance. For more information on the ADA/504 Grievance Policy, go to the [Disability and Accessibility Services](#) website.

Academic Integrity Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic integrity policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).