



We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmiñəm speaking Musqueam people.

**iSchool Mission: Through innovative research, education and design, our mission is to enhance humanity's capacity to engage information in effective, creative and diverse ways.**

### ARST 510 Archival Diplomatics – Course Syllabus (3)

<b>Program:</b>	Master of Archival Studies
<b>Year:</b>	2022-2023 Winter Session Term 1
<b>Course Schedule:</b>	Tuesdays from 2-4:50 pm
<b>Location:</b>	BUCH 211
<b>Instructor:</b>	Corinne Rogers
<b>Office location:</b>	iSchool
<b>Office phone:</b>	604-929-0243 (personal cell)
<b>Office hours:</b>	Tuesdays from 1-2 pm or by appointment
<b>E-mail address:</b>	corinne.rogers@ubc.ca
<b>Learning Management Site:</b>	<a href="http://lthub.ubc.ca/guides/canvas/">http://lthub.ubc.ca/guides/canvas/</a>

**Course Goal:** To give you an understanding of the nature of archival documents.

**FNCC specialization:** The assignments in this course may serve the requirements of the First Nations Curriculum Concentration (FNCC). If students would like to take this course for FNCC credit, they are invited to contact me to discuss this option.

### Upon completion of this course students will be able to:

1. Master fundamental archival terminology and understand the characteristics of archival material [1.2, 1.4];
2. Develop an intellectual framework for the systematic identification and critical evaluation of archival material [1.1, 1.2, 1.4, 2.1];
3. Analyze documents based on their form, formation, and consequences [1.2, 2.1, 2.2]; and
4. Understand the nature, function, use, and value of documentary evidence of actions and transactions [1.3, 1.4, 2.1, 2.2, 3.2, 4.1].

### Course Topics:

1. The concepts of data, information, document, and archival document/record;
2. The concepts of reliability, accuracy and authenticity;
3. The status, methods, and forms of transmission of archival documents;
4. The juridical system, the concepts of fact and act, and the function of archival documents in relation to facts and acts;



5. The persons concurring in the formation of archival documents and the effects they have on their nature;
6. The formation of archival documents and the characteristics they derive from it; and
7. The extrinsic and intrinsic elements of archival documents.

**Prerequisites:** MAS and Dual students take this as part of the MAS Core.

Core courses in the MAS program can only be taken by students registered in the MAS program.

**Format of the course:** The course consists of lectures, class discussions, and in-class group exercises and analysis of documents. The expectation is that we will meet in person; some classes may be synchronous on-line depending on Covid-19.

Estimated number of weekly hours students should dedicate to this class (preparation activities + class activities): 10

**Required and Recommended Reading:** Core readings are listed here; a full list of other required and recommended readings will be made available in the first class.

**Required:**

Duranti, Luciana. "Archival Science," in *Encyclopaedia of Library and Information Science*, edited by Allen Kent, vol. 59. New York, Basel, Hong Kong: Marcel Dekker, 1996: 1-19.

Rogers, Corinne. 2015. "Diplomatics." In *Encyclopedia of Archival Science*, edited by Luciana Duranti and Patricia C. Franks. Lanham: Rowman & Littlefield Publishers.

Duranti, Luciana. "The Archival Bond." *Archives & Museum Informatics* 11, nos. 3-4 (1997): 213-18.

Eastwood, Terry. "What is Archival Theory and Why is it Important?" *Archivaria* 37 (Spring 1994): 122-30.

Duranti, Luciana. 1989. "Diplomatics: New Uses for an Old Science (Part I)." *Archivaria* 28 (Summer): 7-27.

Duranti, Luciana. 1989. "Diplomatics: New Uses for an Old Science (Part II)." *Archivaria* 29 (Winter): 4-17.

Duranti, Luciana. 1990. "Diplomatics: New Uses for an Old Science (Part III)." *Archivaria* 30 (Summer): 4-20.

Duranti, Luciana. 1990. "Diplomatics: New Uses for an Old Science (Part IV)." *Archivaria* 31 (Winter): 10-25.

Duranti, Luciana. 1991. "Diplomatics: New Uses for an Old Science (Part V)." *Archivaria* 32 (Summer): 6-24.

Duranti, Luciana. 1991. "Diplomatics: New Uses for an Old Science (Part VI)." *Archivaria* 33 (Winter): 6-24.

MacNeil, Heather. Chapter on Diplomatics in *Trusting records: legal, historical, and diplomatic perspectives*, Dordrecht, Netherlands: Kluwer Academic, 2000.

Rogers, Corinne. 2015. "Diplomatics of Born Digital Documents: Considering Documentary Form in a Digital Environment." *Records Management Journal*, Vol. 25 Issue 1: 6-20.

**Course Assignments:**

Assignment Name	Due Date	Weight	Graduate Competencies
Midterm exam	October 20	30%	1.2, 1.4
Quizzes (see schedule)*	Various	30%	1.1, 1.3, 1.4, 2.1, 2.2, 3.2, 4.1
Final exam	December 1	30%	1.1, 1.2, 2.1, 2.2
Class participation	Throughout	10%	



\*There are four quizzes scheduled throughout the term, each worth 10%; the lowest quiz grade will be dropped.

Course Schedule [week-by-week]:

<b>Date</b>	<b>Topics</b>	<b>Class format</b>	<b>Required Reading</b>
Week 0 (Sept 6)	iSchool orientation – no class		none
Week 1 (Sept 13)	Introductions; introduction to this course, assignments and expectations; great forgeries and forgers through the ages	Conversation; short lecture; practice “quiz” in Canvas (not graded)	none
Week 2 (Sept 20)	Introduction to archives and archival theory – history and definitions	Lecture; interactive reading discussion Quiz 1 (to be completed before next class)	Duranti – Archival Science Duranti – The Archival Bond Eastwood – What is Archival Theory?
Week 3 (Sept 27)	Introduction to diplomatics and its role in archival theory and practice – history and definitions	Lecture; interactive reading discussion	Duranti – Part VI Duranti – Part I, pp12-24
Week 4 (Oct 4)	Persons concurring in the creation of archival documents; Public and private archival documents.	Lecture; interactive reading discussion; Quiz 2 (to be completed before next class)	Duranti – Part II, III
Week 5 (Oct 11)	Procedure of records creation	Lecture; interactive reading discussion	Duranti – Part IV
Week 6 (Oct 18)	Review	Lecture; activity	Rogers – Diplomatics MacNeil – Chapter 4
Week 7 (Oct 25)	Mid-term exam	Canvas – off-site	
Week 8 (Nov 1)	Introduction to diplomatic criticism: Concept of documentary form and its basic structure	Lecture; activity	Duranti – Part V
Week 9 (Nov 8)	In-class document analysis and diplomatic criticism	Group discussion Quiz 3 (to be completed before next class)	
Week 10 (Nov 15)	In-class document analysis and diplomatic criticism	Group discussion	
Week 11 (Nov 22)	In-class document analysis and diplomatic criticism	Group discussion Quiz 4 (to be completed before next class)	



Week 12 (Nov 29)	In-class document analysis and diplomatic criticism	Group discussion; review	
Week 13 (Dec 6)	Final exam – open book (no electronic devices)	In class	

**Attendance:**

- Attendance in all classes is important and expected. That being said, do not come to class if you are feeling ill or have any other COVID-19 related issues. Please email me prior to class to let me know you will be absent for any reason.
- Unexplained absences from class-wide discussions, group discussions and assigned activities may result in a lowered participation grade.
- Up to 2 excused absences are allowed with prior notification to me.
- Any penalties imposed for excessive absences are at the discretion of the instructor.

**Evaluation:**

- All assignments/exams will be marked using the evaluative criteria given on the [iSchool web site](#).

**Required Materials:**

- All readings will be available online or, if they are not, will be provided
- All documents for analysis will be provided

**Academic Concession:** If you miss marked coursework for the first time (assignment, exam, presentation, participation in class) and the course is still in-progress, **speak with me immediately** to find a solution for your missed coursework. Any concessions that will result in a change to the student record (such as late withdrawal from the course) will be referred to the Faculty of Graduate and Postdoctoral Studies for evaluation. If this is not the first time you have requested concession or classes are over, please consult the [Faculty of Graduate and Postdoctoral Studies' webpage on academic concession](#), and then contact me where appropriate.

**Policies and Resources to Support Student Success:** UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available here (<https://senate.ubc.ca/policies-resources-support-student-success>)

**Academic Integrity:** The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply when the matter is referred to the Office of the Dean. Careful records are



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kept in order to monitor and prevent recurrences. A more detailed description of academic integrity, including the University's policies and procedures, may be found in the [UBC Calendar: Student Conduct and Discipline](#). Academic misconduct includes cheating, plagiarism, and self-plagiarism <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,959> (§7)

**Academic Accommodation for Students with Disabilities:** Academic accommodations help students with a disability or ongoing medical condition overcome challenges that may affect their academic success. Students requiring academic accommodations must register with the [Centre for Accessibility](#) (previously known as Access & Diversity). The Centre will determine that student's eligibility for accommodations in accordance with [Policy LR7: Accommodation for Students with Disabilities \(Joint Senate and Board Policy\)](#). Academic accommodations are not determined by your instructors, and instructors should not ask you about the nature of your disability or ongoing medical condition, or request copies of your disability documentation. However, your instructor may consult with the Centre for Accessibility should the accommodations affect the essential learning outcomes of a course.