

ARCHIVAL STUDIES (ARST)

ARST 5000. Princ. & Practices in Records (3)

This course provides a modern overview of archives and records administration. It introduces the fundamental functions of records management and archival work including inventory, classification, appraisal, disposition, acquisition, arrangement, description, preservation, security, privacy and legal responsibilities, and professional ethics. The course will cover traditional record media as the basis for understanding the development of the archival and records management profession, and also include the use of technology for creation, preservation, and use of records.

ARST 5100. Archives, Records and Tech (3)

This course will serve as an introduction and deep dive into how technology impacts records and archives. Students will learn the fundamentals of how archivists utilize technology in their work and how changing technologies impact archival work. The course emphasizes contemporary electronic record formats and changing information technologies. Students will begin to develop the skills necessary to evaluate, utilize, and develop access systems and identify and apply appropriate technological solutions. This course will expose and require students to use technologies that impact the work of the archivist.

ARST 5110. Archives and the Web (3)

The focus of this course is on the role and potential of the World Wide Web as a medium for communicating information on archival institutions, programs and services, making finding aids and archival descriptive systems available to users, providing online access to digital and/or digitized records and documents, and promoting among the general public a broad awareness of the importance of archives in contemporary societies. The importance of the WWW as a source of information and knowledge for archivists will be enlightened as well. Through lectures, presentations on specific topics and analysis of archival web sites, students will gain insight into relevant issues arising from the nature and characteristics of the Web. In addition, students will learn how to make correct and fruitful use of the Web in archival work. Issues and techniques related to the planning, production, and management of large World Wide Web sites will be discussed and students will gain information and experience in organization and design as well as hardware and software development tools.

Prerequisites: ARST 5000 (may be taken concurrently) and ARST 5100 (may be taken concurrently)

ARST 5150. Preservation, Archival Records (3)

This course will provide an overview of the considerations, priorities, and methods that professionals use in preserving archival materials in all formats. It will introduce the principles and ethics of professional conservators, key concepts, nature of the deterioration processes, environmental threats, security, and disaster preparedness, reformatting, storage and handling, evaluation of treatment, and the preservation management plans.

Prerequisites: (ARST 5000 or ARST 5500)

ARST 5170. Reference, Access and Outreach (3)

This course provides instruction to students in the methods of providing effective customer service for users of archives; ensuring the security of archival material during use; and documenting research use; and researcher education. Students will learn about the importance of promoting an archival program within their organization and to outside constituencies, and the ways in which archival records are used for research. Other topics will include issues concerning the administration of access, copyright, privacy, confidentiality, donor-imposed restrictions, and open records laws. Students will become proficient in the use of reference and access tools in both electronic and print format as well as skills such as visual imaging that are important to making archival records available via the Internet.

Prerequisites: ARST 5000

ARST 5200. Arrang & Desc of Archival Mat (3)

This course provides an in-depth and applied study of the intellectual and physical organization of archival material in all media and formats. Topics include principles and methods underlying arrangement of archival materials as well as principles and description of archival records according to standards adopted by the archival community.

Prerequisites: ARST 5000 (may be taken concurrently)

Restrictions: Master of Archival Studies

ARST 5250. Digital Curation, Preservation (3)

An in-depth analysis and practical application of system requirements and tools available to support traditional archival functions in the context of an Open Archival Information System. Includes managerial perspectives relating both to evaluation of functionality, licensing, and costs and to implementation, including requests for proposal, development, and collaboration with IT staff. Examination of specific tools to support digital repositories and content management systems, digital forensics, migration, emulation and virtualization, archives management, and data analysis.

Prerequisites: ARST 5100

ARST 5300. Digital Preservation (3)

This course will build on the introduction to electronic records presented in preceding courses and will address the particular challenges of digital materials associated with each of the archival domains. It will address media longevity, hardware and software obsolescence, authenticity and integrity of digital materials, and preservation and security. The course will emphasize the Open Archival Information System Reference Model (OAIS) and the Trusted Repository Audit and Certification (TRAC). Students will be able to apply current best practices to manage collections of digital records.

Prerequisites: (ARST 5000 or ARST 5100 or ARST 5500)

ARST 5400. Records Management (3)

This course will teach the knowledge that archivists need to know in order to evaluate current recordkeeping practices as the basis for managing the records of contemporary organizations. It will provide an understanding of the traditional theory, methods, and practices of records management. This course incorporates the principles and theory necessary for the management and preservation of digital records using national and international standards.

Prerequisites: ARST 5000 or ARST 5100

ARST 5500. Archiv Appraisal/Select/Eval (3)

This course provides a framework for understanding appraisal theory and how it is important in archival work. Students will learn the methods and procedures that archivists use to identify, evaluate, acquire, authenticate, and dispose of records in all formats. Review of frameworks that archivists have used to guide appraisal work will enable students to make informed professional decisions concerning the selection and acquisition of archival material. Issues of collection development policies, ownership and intellectual rights will also be addressed.

Prerequisites: ARST 5000

Restrictions: Master of Archival Studies

ARST 6610. Law, Ethics and Records (3)

This course examines legal and ethical issues that arise in as a result of laws, regulations, rules, and cultural practices as they concern the creation, use and management of recorded information. Students will be able to describe the legal basis of access to records, of rights of privacy and publicity, and of use of records in legal proceedings. Students will be able to explain intellectual property rights, including copyrights and cultural property rights. Students will be able to explain professional expectations for ethical conduct and the core values of records management and archival profession.

Prerequisites: (ARST 5000 or ARST 5500)

ARST 6620. Managing Archives (3)

This course provides introduction to general management principles and practices intended for archivists working in all types of organizations. Topics include planning, budgeting, organizational theory, staffing, leadership, organizational change, and decision making.

Prerequisites: ARST 5000 or ARST 5500

ARST 6800. Research Methods (3)

This course will describe how research is integral to the archival profession. Students will learn the fundamental principles and practices of humanities and social science research, including historical interpretations, qualitative and quantitative methods, the analysis and evaluation of data from a variety of sources, and making appropriate conclusions. Students will be able to evaluate archival operations from the perspective of researchers.

Prerequisites: (ARST 5000 or ARST 5500)

ARST 6890. Special Topics in Archives (3)

The examination of current topics related to archival theory and practice.

Prerequisites: ARST 5000 and ARST 6800

ARST 6900. Directed Research (3)

This course is designed for students to explore an archival topic in depth with a faculty member over the course of a semester. The student is to create a well-defined archive related project or write a research paper on an archival topic. Students will work independently, with consultation with an MAS Faculty member.

Prerequisites: ARST 5000

ARST 6901. Archives Internship (3)

Practical experience and the observation of the professional work of others in a recognized archival repository under the supervision of an experienced archivist. Students apply the knowledge acquired in course work, as well as gain insight into the basic functions and activities performed by archivists or records personnel.

Prerequisites: ARST 5000

ARST 6902. Applied Archives Experience (3)

Supervised, practical experience in an archives and in an online environment, coupled with classroom discussion and exercises. Students apply the knowledge acquired in course work, as well as gain insight into the basic functions and activities performed by archivists or records personnel.

Prerequisites: ARST 5000

ARST 6910. Directed Research (3)

Provides students with an opportunity to investigate some aspect of archives in depth, under the guidance of a faculty member, resulting in a defined project or research paper.

Prerequisites: ARST 5000

ARST 6950. Archives Capstone (3)

Students demonstrate their mastery of archival knowledge and practical skills through a series of reports, oral interviews, and demonstration projects, concluding with a comprehensive written exam.

Prerequisites: ARST 5000

ARST 6999. Thesis (3)

In-depth examination of some aspect of archives based on original ideas and research, supported by existing scholarship. A written thesis is required.