



Faculty of Arts and Social Science
History

Syllabus

Archival Science I

Course Code:	ARGA01
Course Title:	Archival Science I <i>Arkivkunskap I</i>
Credits:	30
Degree Level:	Undergraduate level
Progressive Specialisation:	First cycle, has only upper-secondary level entry requirements (G1N)

Major Field of Study:

Course Approval

The syllabus was approved by the Faculty of Arts and Social Science 2016-03-14, and is valid from the Autumn semester 2016 at Karlstad University.

Prerequisites

General admission requirements

Learning Outcomes

Module 1 Regulations, 6 ECTS cr

Upon completion of the module, students should be able to

- give an account of the basic laws and regulations pertaining to archives in Sweden,

Module 2 Document Processing, 6 ECTS cr

Upon completion of the module, students should be able to

- demonstrate basic knowledge of how documents are generated and handled rationally in an organisation/authority.

Module 3 Archival storage and archival service, 6 ECTS cr

Upon completion of the module, students should be able to

- demonstrate knowledge of different ways of arranging and listing archives,
- demonstrate knowledge of the preservation and accessibility of archives,
- demonstrate skills in practical archival work.

Module 4 Archives as information resources, 6 ECTS cr

Upon completion of the module, students should be able to:

- demonstrate basic knowledge of the content of the Swedish archival institutions, and
- demonstrate skills in the art of interpreting handwriting from different epochs.

Module 5 Practical placement and report writing, 6 ECTS cr

Upon completion of the module, students should be able to:

- demonstrate basic knowledge of practical work in the archival sector,

- demonstrate skills in the archival sector, developed in practical placement and presented at a seminar in the form of a written report,
- give an account of basic research methods in the archival sector, and
- demonstrate basic knowledge of the knowledge conditions pertaining to the archival sector in relation to people without archival specialist knowledge.

Content

The course comprises the following five modules:

Module 1. Regulations, 6 ECTS cr

The module deals with legislation pertaining to the archival sector and provides basic introduction to practical work through field trips to archival institutions.

Module 2. Documentary processing, 6 ECTS cr

The module deals with issues of information flows in organisations and public authorities, including registers, listing and archive reports. Basic information of the use of IT in an archival perspective.

Module 3. Archival storage and archival service, 6 ECTS cr

The module deals with the theory and practice of arranging and listing an archive. The practical work takes place in groups with authentic archive material as exercise material. Research service, archive premises, the preservation of archives and media archive material are treated.

Module 4. Archives as information resources, 6 ECTS cr

The module provides an historical administrative introduction to different societal sectors with links to the categories of archival documents generated. Also included is an introduction to reading and interpreting old handwriting.

Module 5. Practical placement and report writing, 6 ECTS cr

Students carry out practical placement studies, work with relevant archive issues and present their knowledge in a written report, discussed in a final seminar.

Reading List

See separate document.

Examination

Assessment of learning outcomes is based on:

Module 1: written exam

Module 2: written exam

Module 3: written exam and a practical task presented orally and in writing

Module 4: written exam

Module 5: written individual report relating to the practical placement

The report is discussed in a mandatory seminar.

Grades

One of the grades Distinction (VG), Pass (G) or Fail (U) is awarded in the examination of the course and the modules.

Quality Assurance

Follow-up relating to learning conditions and goal-fulfilment takes place both during and upon completion of the course in order to ensure continuous improvement. Course evaluation is partly based on student views and experiences obtained in accordance with current regulations and partly on other data and documentation. Students will be informed of the result of the evaluation and of any measures to be taken.

Course Certificate

A course certificate will be provided upon request.

Additional information

The local regulations for studies at the Bachelor and Master levels at Karlstad University stipulate the obligations and rights of students and staff.