ENG 6939 Topics in Texts and Technology:
Digital Archives

Spring 2012 (3 credits)
Section 0001
Wednesday, 7:30-10:15 p.m.
Colburn Hall 203

Dr. Mark Kamrath
Office: Colbourn 417c
Hours: (office); Wed 6:30-7:20 p.m. & by appt.
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Web Courses (for email)

> Computers bring tremendous benefits, speeding up communications and supporting the widespread dissemination of information. But they also bring huge challenges, especially for the preservation of authentic and reliable records. Archivists who wish to acquire, preserve and make available valuable archival materials in the digital age do not have the luxury of waiting for time to pass between the creation of records and their protection as archives.
>
> Laura A. Millar, *Archives: Principles and Practices* (2010)

Course Description

This course examines the development and function of digital archives from both a theoretical and practical "hands on" perspective. Study will focus on the creation, management, and preservation of data as it relates to a range of archive structures. Along with exploring the fundamentals of text and object-driven archives, we will study copyright law and apply digital archive principles and practices by using "Omeka," an open source web-publishing platform, as part of a course project. In addition to understanding how metadata is used in the management of electronic objects and records, we will become familiar with sustainability standards and guidelines. We will also develop knowledge of current "web-archiving" practices as they pertain to the long-term preservation of digital sites and content.

This course uses a digital humanities approach to the study of archives, and employs a range of learning methodologies and analytical activities to understand how digital archives are constantly changing relative to user needs and advancements in technology. Resultant collaborative work will reside on a server and be accessible.

Course Objectives

- To understand principles of traditional and digital archiving
- To be able to critically assess and evaluate archive content and usability
- To develop technical skills in creating archive content and metadata
- To acquire knowledge of "web-archiving" practices

Texts:

Miller, Laura A. *Archives: Principles and Practices*. New York: Neal-Schuman Publishers, Inc., 2010. ISBN978-1555707262 *(required)

Brown, Adrian. *Archiving Websites: A Practical Guide for Information Management Professionals*. London: Facet Publishing, 2006. ISBN 1-85604-553-6 (required)

Masanes, Julien. *Web Archiving*. Berlin: Springer-Verlag, 2006. ISBN 978-3-642-06236-0 (Supplemental, available as e-book through Library)

Please see the Schedule for a complete list of readings and resources.

Requirements:

1.) Class participation—in class and, as needed, online in Web Courses (15%).

2.) Annotated bibliography (8-10 pages) of recent books and articles relating to "digital archives" (20%).

3.) Archive review (10-12 pages) of an archive and its usability (20%).

4.) Collaborative archive project where you and your peers use Omeka software and local library materials to build an archive that contains objects and metadata (25%).

5.) Final Exam: 20 %
The final exam is comprehensive in that it will cover select material and focus on particular readings, and topics as copyright, metadata, and preservation. It will be given, however, in the mode of a Ph.D. Comprehensive Exam, which is a "list based," synthesis oriented essay that is timed and submitted electronically.

*Late assignments—for any reason, including technical ones—are lowered **5 points***. This also applies to collaborative editing project deadlines. Except for the final exam, assignments may not be turned in electronically in lieu of paper. *After 24 hours, you will earn a "F" for the assignment if it is not turned in. Missing assignments CANNOT be made up later*.

Also, make-up exams are rarely given. If so, it's *only* when I have been contacted *prior* to the exam; *only* when a verifiable extenuating circumstance exists, e.g., medical emergency and hospitalization; and *only* if I think the situation warrants a make-up exam.

Attendance Policy

Class attendance is expected and is related to participation. There are *no* "excused" absences, but you are allowed ONE absence (after the Drop/Add Period). After that, you are on my "Swimmer in Riptide Area Watch List" . . . . If you have a third absence, your *final overall grade* will be lowered *three points*, e.g., from a "91" to an "88." Your grade will be lowered three points for each additional absence. If you have **ten absences**, you will **fail** the course, regardless of what grade you have.

For university financial aid reporting purposes, I will take attendance in order to verify when individuals have stopped attending class. Taking attendance also helps me learn your name more quickly. If you are not in class, it is your responsibility to obtain missed assignments or notes from classmates. However, the opportunity to make-up the assignment will *only* be permitted when verifiable extenuating circumstances exist and I have been contacted beforehand. If absent for medical reasons that can be documented, please seek a "medical withdrawal." Leaving class early, or when class is almost over, counts as an absence. Excessive absences will result in an "F" for the course.

Students who have perfect attendance will get the "benefit of the doubt" when it comes to a "close grade."

Standards for Written Work

Generally, standards for written work are as follows, and may be modified some by actual assignment requirements:
"A" work is exceptional or superior, meets or exceeds assignment requirements, and is free of grammatical or other errors.
"B" work is good or strong, contains all required elements of the assignment, but may fall short of excellence in one or more category, including mechanical errors.
"C" work is competent, meets all, if not most, required elements of the assignment, but is average in some ways and may have several types of grammatical and other errors.
"D" writing is weak, falls below average in one or more major criteria, and may have substantial errors.
An "F" text is reserved for material that fails in all or most categories of evaluation.

Golden Rule and Grading Policy:

Plagiarism—and academic honesty and integrity. Often students plagiarize because they fear trying out their own ideas, they have not left themselves adequate time for an assignment, or they simply don't know how to credit a source. However, plagiarism—the submission of someone else's words or ideas as your own—is a serious offense. You will get an "F" and can fail the course or be disciplined by the university for such action. Like you, I have access to the Internet and ways of verifying use of sources like Wikipedia and what's been cut and pasted—or simply purchased—so the consequences of plagiarizing are not worth the risk. Indeed, papers I

suspect are plagiarized will be submitted to http://www.turnitin.com and its latest web crawling technology for verification of authorship.

If you have questions about how to document sources, please see me or the Writing Center.

The **grading scale** is as follows:

94-100 =	A	4.00	76-73 =	C	2.00
93-90 =	A-	3.75	72-70 =	C-	1.75
89-87 =	B+	3.25	69-67 =	D+	1.25
86-83 =	B	3.00	66-63 =	D	1.00
82-80 =	B-	2.75	62-60 =	D-	.75
79-77 =	C+	2.25	59 - =	F	.00

Grades will be posted at the Web Courses url and updated regularly.

University Writing Center

The Writing Assistance Center, staffed by the Department of English, exists to help those with concerns or questions they may have about all kinds of writing. Regardless of the course your writing is for, they can assist you with the beginning stages of writing, with effectively developing your thesis or ideas, and with mechanics and matters of revision and proofreading. I encourage all of you to make the Writing Center a key part of your university education. It offers individual help, free of charge, and is located in Modular 608. You can set up an appointment by dropping in, or by calling 823-2197.

Disability Accommodation

UCF is committed to providing reasonable accommodations for all persons with disabilities. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. Students who need accommodations must be registered with Students Disability Services (407) 823-2371.