COURSE OBJECTIVES:

This course provides an opportunity to return to the classroom after completion of your internship, and to explore issues and concerns raised during the internship. In order to prepare you for work in the profession, this seminar focuses largely on managerial issues and concerns. Archivists and records managers often find themselves acting in a managerial capacity, due to the small staff size in many institutions. Even in larger organizations, though, archivists and records managers need to understand the institutional structure and culture of their employers. The seminar also provides opportunity to explore further some important theoretical and practical issues in archives and records management.

COURSE COMPONENTS:

Required Readings: Assigned articles will be available in the History Department resources room, for reading or copying. The following books should be ordered or purchased directly by students. (Several are available through SAA).

- Francis X. Blouin Jr. and William G. Rosenberg, eds., *Archives, Documentation, and Institutions of Social Memory* (University of Michigan, 2006)
Open Forum: Part of most class meetings will be set aside for an Open Forum to discuss issues selected by class members. The forum topic for the first class session will be devoted to individual reports about your internship experiences. During the remainder of the course, you will be asked to draw on these experiences in relating management theory to specific institutional settings. Each student will convene one of the Open Forums, choosing the topic, suggesting appropriate (brief) readings, and leading the discussion. Topic proposals must be submitted by October 8, and readings must be listed and available at least one week before your scheduled date for the forum.

Book Review: A critical review of one important book dealing with a significant issue relating to history, memory, and recordkeeping is due November 19. The review should summarize and critically examine the book’s implications for archivists and records managers. See class schedule for suggested books. Written reports should be 4-5 pages, and should be distributed to all class members by email or in hard copy. Book choice due October 15.

Research Paper: Your major writing assignment is an original analytical research paper, on a topic suitable for a possible master’s thesis. This will be an opportunity to explore in depth a significant issue that you might consider for your thesis. The paper should examine a significant issue in archives and/or records management. The paper should be 15-20 pages, with a substantial bibliography. A research prospectus, including a preliminary bibliography, is due November 5. The research paper is due during the week of December 10-13, when we will meet to present oral reports on your papers.

Grading: Your grade for the course will be calculated as follows:
- Book review and report, 25 %;
- Open forum presentation, 15 %;
- Research paper, 35%;
- Class discussion participation, 25%.

CLASS SCHEDULE:

Oct. 1 Careers in Archives
Read: Scott Cline, “‘To the Limit of Our Integrity’: Reflections on Archival Being” *American Archivist* 72 (Fall/Winter 2009): 331-43.

Student Forum: Student reports on internship projects

Oct. 8 Managing Cultural Organizations
DUE: proposed topics for Student Forum
Oct. 15  Management: Mission, Goals and Planning  

Student Forum:

Oct. 22  Managing Archives and Records Program Resources  

Student Forum:

Oct. 29  Leadership and Advocacy in Archives and Records Management  

Student Forum:

Nov. 5 Organizational Structures and Recordkeeping  
[Read all chapters; students report on one chapter:]  
Eric Ketelaar, “‘Control Through Communication’ in a Comparative Perspective,” *Archivaria* 60 (Fall 2005): 71-89.  
DUE: research paper prospectus with bibliography

Student Forum:

Nov. 19 Archives and Social Identity  
o Carolyn Steedman, “‘Something She Called a Fever’: Michelet, Derrida, and Dust (Or, in the Archives with Michelet and Derrida)”  
o Jennifer S. Milligan, “The Problem of Publicité in the Archives of Second Empire France”  
o Kathleen Marquis, “Not Dragon at the Gate but Research Partner: The Reference Archivist as Mediator”  
o James O’Toole, “Between Veneration and Loathing: Loving and Hating Documents”  
o Joan M. Schwartz, “‘Records of Simple Truth and Precision’: Photography, Archives, and the Illusion of Control”
o Nancy Ruth Bartlett, “Past Imperfect (l’imparfait): Mediating Meaning in Archives of Art”
o Eric Ketelaar, “The Panoptical Archive”
o Elizabeth Yakel, “Archival Representation”

**Student Forum: History, Memory and Records**

**DUE:** Book review and presentation

**Suggested titles:**

**Nov. 26**

**Archives and Society**

**Read:** Blouin and Rosenberg:
- Terry Cook, “Remembering the Future: Appraisal of Records and the Role of Archives in Constructing Social Memory”
- David Lowenthal, “Archives, Heritage, and History”
- Frederick Cooper, “Memories of Colonization: Commemoration, Preservation, and Erasure in an African Archive”
- Ann Laura Stoler, “Colonial Archives and the Arts of Governance: On the Content in the Form”
- Rebecca J. Scott, “The Provincial Archive as a Place of Memory: Confronting Oral and Written Sources on the Role of Former Slaves in the Cuban War of Independence (1895–98)”
- Laurent Dubois, “Maroons in the Archives: The Uses of the Past in the French Caribbean”
Beatrice S. Bartlett, “Qing Statesmen, Archivists, and Historians and the Question of Memory”
Serhy Yekelchyk, “Archiving Heteroglossia: Writing Reports and Controlling Mass Culture under Stalin”
Jeffrey Burds, “Ethnicity, Memory, and Violence: Reflections on Special Problems in Soviet and East European Archives”

Student Forum:

Dec. 3

The Future of Archives and Records

Student Forum:

Dec. 10-13 Research Paper Presentations
(TBA) DUE: Research Paper