

**PLEASE NOTE CAREFULLY:**

The full set of school regulations and procedures is contained in the Undergraduate Student Handbook which is available online at your MyAberdeen Organisation page. Students are expected to familiarise themselves not only with the contents of this leaflet but also with the contents of the Handbook. Therefore, ignorance of the contents of the Handbook will not excuse the breach of any School regulation or procedure.

**You must familiarise yourself with this important information at the earliest opportunity.**

**COURSE CO-ORDINATOR/COURSE TEAM**

The course co-ordinator is Dr Jackson Armstrong (JA).

Tel: 272456. Email: [j.armstrong@abdn.ac.uk](mailto:j.armstrong@abdn.ac.uk)

Room 206, History Department, Crombie Annexe, Meston Walk

Office Hours: Friday 1pm – 3pm

Other members of the team and guest contributors are:

Mr Scott Byrne (SB), Hospitalfield Arts

Mr Neil Curtis (NC), Head of Museums and Special Collections

Mr Andrew Macgregor (AM), Archivist, Special Collections Centre

Professor Thomas Weber (TW)

Mr Ruaraidh Wishart (RW), Aberdeen City & Aberdeenshire Archives

**Discipline Administration:**

Mrs Barbara McGillivray

50-52 College Bounds

Room CB001

01224 272199

[history-ug@abdn.ac.uk](mailto:history-ug@abdn.ac.uk)

## **TIMETABLE**

For time and place of classes, please see [MyAberdeen](#)

*Students can view their university timetable at*

<http://www.abdn.ac.uk/infohub/study/timetables-550.php>

## **COURSE DESCRIPTION**

What is an archive and how can it be used? Students are introduced to some archives in Aberdeen and learn how to make best use of these important resources for research. Seminars investigate the history and philosophy of archival collections, and how they relate to museums, libraries and galleries; approaches to the evaluation of contents of archives and qualitative analyses of specific collections. This course will provide students with an introduction to, overview of, and engagement with, the key skills necessary to conduct research in archival and library collections at graduate level.

## **INTENDED AIMS AND LEARNING OUTCOMES**

Students will be introduced to the reading and interpreting of archival records. Assessment is based on a 5000-word essay in which students are asked to identify and analyse material from a specific archive which may be in Aberdeen, or elsewhere in Scotland, the UK, or abroad.

Thus students can expect the following at the end of the course:

- to be able to read and interpret archival records
- to conduct research in original sources and to organise large quantities of information in a meaningful way
- to be able to contribute to the creation of knowledge in their chosen field

## **LECTURE/SEMINAR PROGRAMME**

Week 1: (Tue 15 Jan) No class

Week 2: (Tue 22 Jan) No class

Week 3: (Tue 29 Jan): Introduction (JA)

Week 4: (Tue 5 Feb): Museums as archives (NC)

Week 5: (Tue 12 Feb): @OA HOUSE: Aberdeenshire archival collections (RW)

Week 6: (Tue 19 Feb): What is an archive? (AM)

Week 7: (Tue 26 Feb): Community archives (JA)

Week 8: (Tue 5 Mar): Archives & Hospitalfield Arts (SB)

Week 9: (Tue 12 Mar) No class

Week 10: (Tue 19 Mar): Private archives: collecting Hitler (TW)

Week 11: (Tue 26 Mar) No class

## READING LISTS WILL BE POSTED ON MYABERDEEN

### ASSESSMENT

One 5000 word essay: 100%

To view the CGS Descriptors please go to **MyAberdeen- Organisations- Divinity, History, & Philosophy Student Information for Undergraduates**. The link to the CGS Descriptors is on the left hand menu.

**PLEASE NOTE: In order to pass a course on the first attempt, a student must attain a Common Grading Scale (CGS) mark of at least E3 on each element of course assessment. Failure to do so will result in a grade of no greater than CGS E1 for the course as a whole.**

If you submit your work on time, you can expect that feedback will **normally be provided within three working weeks** (excluding vacation periods) of the submission deadline.

### ESSAYS

Essays should be approximately 5000 words long, excluding quotations and footnotes; students should note that they will be penalised for work which is either too long or unduly too short.

### LIST OF ESSAY TOPICS

Essay topics to be agreed with course co-ordinator.

### ASSESSMENT DEADLINES

Essays are due on Tuesday 26 March 2019 at 3pm.

### SUBMISSION ARRANGEMENTS

Submit **one paper copy** with a completed essay cover sheet to the **drop boxes in CB008 in 50-52 College Bounds** and **one official electronic copy** to **TurnitinUK via MyAberdeen**. Both copies to be submitted by 3.00pm on the due date.

**Paper Copy:** One paper copy, typed and double spaced, together with an **Assessment cover sheet** – this should have your ID number **clearly** written on the cover sheet, with **NO** name or signature but **EVERYTHING ELSE** completed, including tutor's name – and should be delivered to the drop boxes in CB008, 50-52 College Bounds.

**Electronic Copy:** One copy submitted through Turnitin via [MyAberdeen](#). (for instructions please see <http://www.abdn.ac.uk/eLearning/turnitinuk/students/> )

Students are asked to retain the Turnitin receipt so they are able to provide proof of submission at a later date if required.

In advance of uploading, please save the assignment with your student ID number listed in the filename, i.e. 59999999 HI552L Essay 1.

When asked to enter a title for the assignment, please enter a title identical to the name of your saved assignment, i.e. HI552L Essay 1.

Both copies to be submitted by 3.00pm on the due date.

**Please note: Failure to submit both an electronic copy to TurnitinUK, and an identical paper copy, will result in a deduction of marks. Failure to submit to TurnitinUK will result in a zero mark.**