The following tables illustrate the relationship of archival certificate <u>core</u> course objectives, course activities, and student learning outcomes (SLOs) to the Society of American Archivists' (SAA) curriculum standards (as outlined in the Association's *Guidelines for a Graduate Program in Archival Studies*, https://www2.archivists.org/prof-education/graduate/gpas/curriculum).

A. CORE ARCHIVAL KNOWLEDGE

Core archival knowledge provides the theoretical and practical basis necessary to work as a professional archivist. This includes knowledge of archival ethics that promote responsibility toward the standards of the profession and the public good.

A1. Knowledge of Archival Material and Functions

Archival education should teach the fundamental concepts concerning the nature of records and archives as well as archival functions (archival theory), the techniques for performing archival functions (archival methodology), and the implementation of theory and method in real situations (archival practice). Instruction should cover the history of archival theory and methods and their articulation in the professional literature (archival scholarship). The scope of archival education should encompass all archival functions and current best practices. It should also address knowledge of project management and archival organizational management.

SAA Curriculum Standards	Course Objectives	Course Activities	Student Learning Outcomes
A-1a. The Nature of Records and Archives*:* The archival concept of records through time regardless of form or medium; the characteristics of records and their components, formal elements, and attributes; the trustworthiness of records and authentication; the perfection of records; the way records aggregate and their forms of aggregation; the diversity of ways in which individuals and groups create, maintain, and access records; the concept of archives and its history; the records tradition versus the manuscripts tradition in the United States; the concept of papers; the structure of archival bodies of material; and archives as a place and as an institution.	**506. Cataloging Multimedia Objects.** Perform second-level descriptive cataloging for multimedia objects in OCLC MARC using RDA and FRBR. **645. Digital Preservation.** Understand the characteristics of design, management, and evaluation of digital collections. **646. Intro to Archival Theory and Practice.** Understand the role(s) of archives in society, nature of archival materials, objectives of archival orgs. **647. Intro to Archival Organization.** Understand and apply the core concepts and principles of archival arrangement and description. **652. Metadata for Digital Collections.** Understand metadata and how used to represent, organize, manage, provide access to information.	**506** Readings and sessions on current cataloging standards and description of multimedia objects. **645** Readings and sessions on components of digital preservation including long-term access to collections. **646** Sessions 1-3, 8-10; Hunter chapters 1, 9, 12-13; class discussion. **647** Sessions 1-2; Roe chapter 1, Appendix A; guest lecture by Lorraine Stuart (McCain Library & Archives). **652** Sessions on metadata schemas, vocabulary, and creating metadata descriptions for resources.	**506** Complete relevant, weekly discussion post activities and exercises. **645** Virtually visit digital collections and evaluate their design and management. **646** Complete relevant discussion post activities, write foundations paper. **647** Complete relevant discussion post activities. **652** Complete weekly exercises, relevant discussion post activities.

A-1b. Selection, Appraisal, and Acquisition: The theory, methods, policies, and procedures used to identify, evaluate, acquire, and authenticate archival materials, in all forms, which have enduring value to records creators, institutions, researchers, and society. Appraisal entails, among other things, understanding what makes organizational records and personal collections authentic, reliable, and useful to institutions, individuals, legal and financial authorities, and other constituents. Instruction should go beyond the theoretical to offer techniques that help archivists manage problems of backlogs and hidden collections they will face when practicing appraisal and processing. Instruction should include donor relations, assessing creators, and macro approach versus the micro approach to appraisal.	**645. Digital Preservation.** Gain an integrated understanding of planning, management, evaluation of digital collections. **646. Intro to Archival Theory and Practice.** Understand the basic principles of selecting, processing, arranging, and describing archival materials and collections. **647. Intro to Archival Organization.** Understand and apply basic principles of materials selection, acquisition and accessioning. **648** Demonstrate how archival theory is related to practice by reflecting on experiences in the field in the context of new learning.	**645** Sessions and readings on personal digital collections **646** Session 4 and Hunter text chapters 3-4. **647** Session 5 and 6; Roe text chapters 2-4; selected materials from SAA and NARA; case problems and class discussion. **648** Students complete 150 clock hours of archival work at an approved repository.	**645** Create a digital collection and report on methods of selection and creation. **646** Complete relevant discussion post activities, Write a final paper. **647** Complete relevant discussion post activities, final archival project. **648** Complete relevant weekly journal and final presentation.
A-1c. Arrangement and Description: The intellectual and physical organization of archival records and papers in all forms, according to archival principles and institutional considerations, and the development of descriptive tools and systems that provide both control of and access to collections. Teaching methods and technology applications should link theory to practice.	**506. Cataloging Multimedia Objects.** Create and retrieve cataloging records using OCLC's *Connexion*. **645. Digital Preservation.** Gain an integrated understanding of planning, management, and evaluation of digital collections. **646. Intro to Archival Theory and Practice.** Understand basic principles of selecting, processing, arranging, and describing archival materials, collections. **647. Intro to Archival Organization.** Understand and apply the core concepts and principles of archival arrangement and description. • Understand different levels of archival arrangement.	**506** Weekly session on different types of multimedia objects. **645** Reading and session on the role of metadata in relation to digital collections. **646** Sessions 5, 7 and 8; Hunter text chapters 5 and 6; case problems and class discussion. **647** Sessions 4-11; assigned course readings; Finding Aid Critique workshop; case problems and class discussion.	**506** Complete OCLC *Connexion* exercises, relevant discussion post activities **645** Create a digital collection and report on methods of selection and creation. **646** Complete relevant discussion post activities. **647** Complete relevant discussion post activities, Finding Aid Critique assignment; and final archival project.

	• Understand, apply basic principles of arranging, describing archival materials. • Understand issues and best practices related to arrangement of special collections. • Understand, apply elements of description according to current standards. • Identify different types of finding aids, understand their purpose(s). • Understand and apply principles of effective finding aid design. **648** Demonstrate how archival theory is related to practice by reflecting on experiences in the field in the context of new learning. **652. Metadata for Digital Collections.** Become competent in tools used for creating, storing, and accessing metadata.	**648** Students complete 150 clock hours of archival work at an approved repository. **652** Students apply metadata standards and assign metadata elements.	**648** Complete relevant weekly journals and final presentation. **652** Create a digital collection with metadata description.
A-1d. Preservation: The physical and intellectual protection of records and papers in all forms, including the activities required to ensure their continuing accessibility, such as digitization, reformatting, or migration. Preservation knowledge comprises a firm grounding in preservation history; research into the nature of the materials and treatments; current techniques and technologies; and administrative studies and management issues.	**645. Digital Preservation.** Identify the process, technical components, and tools for digital preservation**.** **646. Intro to Archival Theory and Practice.** Understand issues related to preservation, security, disaster planning and recovery. **647. Intro to Archival Organization.** Understand, apply the basic principles of processing archival materials (proper handling, housing materials). **652. Metadata for Digital Collections.** Become competent in tools used for creating, storing,	**645** Sessions and readings on digitization and born digital objects**.** **646** SLO 3: Sessions 6, 11; Hunter chapters 7-8; guest lecture by Jennifer Brannock (Curator, McCain Library & Archives); class discussion. **647** Sessions 4-6; Roe text chapters 2-4; and class discussion. **652** Final sessions on metadata services, quality, and writing funded proposals.	**645** Complete relevant exercises, manipulate digital files, create digital collection with appropriate metadata. **646** Complete relevant discussion post activities. **647** Complete final archival project. **652** Develop a metadata implementation proposal.

	accessing metadata.		
A-1e. Reference and Access: The policies and procedures designed to serve the information needs of various user groups, based on institutional mandates and constituencies, the nature of the materials, relevant laws and ethical considerations, user needs, and appropriate technologies. Instruction in this area should also include the study of user behavior, discovery and access techniques and technologies, user-based evaluation techniques, and the interaction between archivist and user.	**645. Digital Preservation.** Determine appropriate methods to evaluate various aspects of digital preservation**.** **646. Intro to Archival Theory and Practice.** Understand issues and best practices related to access, reference and outreach. **647. Intro to Archival Organization.** Identify different types of finding aids and understand their purpose(s). Understand and apply principles of effective finding aid design. **652. Metadata for Digital Collections.** Plan, design, implement, evaluate use of one or more metadata schemes for collection of information.	**645** Sessions on developing a digital preservation plan and writing a proposal. **646** Session 10; Hunter chapters 9,12; guest lectures from Joanna Aiton, Heather Landry; class discussion. **647** Sessions 2, 7-9; Roe chapter 4 and Appendix D; examination of exemplars; and Finding Aid Critique workshop. **652** Sessions on the meta-data planning and implementation.	**645** Develop a preservation plan. **646** Complete relevant discussion post activities **647** Complete relevant discussion post activity, Finding Aid Critique assignment, and final archival project. **652** Complete relevant discussion post activities, exercises; develop a metadata implementation proposal.
A-1f. Outreach, Instruction, and Advocacy: Theories and practices used to identify archival constituencies and their needs and develop programs that promote increased use, understanding of archival materials and methods, resources, visibility, and support. Includes primary source and information literacy as well as methods of promoting value of archives to the public and other audiences. This component should also articulate the benefits the profession provides to society beyond competent management of the organizational records and personal collections in archivists' care.	**645. Digital Preservation.** Identify skill sets of information professionals in order to manage successful digital collections. **646. Intro to Archival Theory and Practice.** Understand issues and best practices related to access, reference and outreach. **652. Metadata for Digital Collections.** Appraise and deliver metadata best practices.	**645** Session on developing a digital preservation proposal. **646** Session 10; Hunter chapters 9 and 12; guest lectures from Joanna Aiton and Heather Landry; class discussion; and final paper. **652** Sessions on assessing community needs and developing a metadata implementation plan.	**645** Collaborate in groups to develop and propose a digital preservation plan. **646** Complete relevant discussion post activity, Write a final paper. **652** Develop a metadata implementation proposal.
A-1g. Management and Administration: Principles and practices used to facilitate all aspects of archival work through careful planning and administration of the repository, unit, or	**646. Intro to Archival Theory and Practice.** Understand role(s) archives play in society, the nature of archival materials and the objectives of archival organizations.	**646** Sessions 1 and 2; and class discussion.	**646** Participate in class discussion.

program, its institutional resources, policy- making practices. Archivists manage resources, make decisions, and demonstrate programmatic vision and innovation. Graduates should know the fundamental principles related to organizational management/policies, strategic planning, systems analysis, project/program planning, budgeting, administrative leadership, human resources management, financial management, resource allocation, fundraising, grant writing, management of buildings, facilities, storage systems, and other equipment.	**646. Intro to Archival Theory and Practice.** Understand issues and best practices related to access, reference and outreach.	**646** Session 10; Hunter text chapters 9 and 12; guest lectures from Joanna Aiton and Heather Landry; and class discussion.	**646** Participate in class discussion.
A-1i. Digital Materials Management: Graduates of archival studies programs should be able to apply their knowledge to archival materials in all forms. They should have understanding of the nature, issues, and preservation challenges of digital organizational records and personal collections, knowledge of file formats, media types, and complex information technologies for the creation, maintenance, use, and preservation of all types of records. Additionally, archival studies programs should teach students to develop management systems for records and identify and implement appropriate technological solutions to facilitate all aspects of archival work. Although a graduate program might offer a distinct course in digital materials management, consciousness of application of archival concepts and practices to digital materials should permeate all archival coursework.	**645. Digital Preservation.** Create a Web interface and a digital collection for targeted user group. **646. Intro to Archival Theory and Practice.** Understand basic practices and standards of digitization and the maintenance of digital collections. **647. Intro to Archival Organization.** Understand basic principles of metadata and description in the online environment. **652. Metadata for Digital Collections.** Become competent in tools used for creating, storing, and accessing metadata.	**645** Relevant exercises and assignments. **646** Session 7; Szeto (2011) article; video tour of Digitization Lab by McCain lab manager E. LaBeaud). **647** Session 11; and guest lecture from Dr. Cindy Yu. **652** Hands-on application of metadata standards and creation of metadata elements for various digital materials.	**645** Create a Web interface using Wordpress, digital template tool, and Omeka. **646** Complete relevant discussion post activity. **647** Complete relevant discussion post activities. **652** Complete relevant exercises and create metadata.

2. Knowledge of the Profession

Archival education should provide students with an understanding of how the profession has developed and how its specific practices have evolved. It should teach

students about the nature of archival institutions, units and programs; the values and ethics that archivists bring to their work; and the perspectives that archivists contribute to the information professions.

SAA Curriculum Standards	Courses Objectives	Courses Activities	Student Learning Outcomes
A-2a. History of Archives and the Archives Profession*:* Graduate program in archival studies should teach historical development of record-making and recordkeeping systems and of archives in various civilizations. This instruction should cover the structure of archival community internationally and North America in particular; types of archival repositories and programs in the United States and Canada, along with policies and procedures; and legislation and regulations governing records, archives, and archival work in the U.S. and Canada. Instruction should address the history of the archival profession; its missions, roles, values; and contemporary concerns.	**646. Intro to Archival Theory and Practice.** Understand the role(s) archives play in society, the nature of archival materials and the objectives of archival organizations. **646. Intro to Archival Theory and Practice.** Understand the history of archival organizations and archival practice as a modern profession.	**646** Sessions 1-3, 8-10; Hunter text chapters 1, 9, 12-13; class discussions; and final paper. **646** Session 4; Hunter text chapters 3-4; and final paper.	**646** Complete relevant discussion post activities, Write a final paper. **646** Complete relevant discussion post activity, Write a final paper.
A-2b. Records and Cultural Memory: Organizational records and personal collections in all forms constitute documented memory of individuals and society and provide basis for holding governments and organizations accountable for protecting rights of individuals and groups. However, they are only part of fabric of cultural memory. Archivists work in cooperation with other professionals and colleagues (including, not limited to, those who work for governments, organizations, historical societies, libraries, museums) to preserve, provide access to cultural memory. Students should understand interrelationships among archivists, other stewards of cultural memory, ways records complement that heritage and protect communities' documentation and	**646. Intro to Archival Theory and Practice.** Understand the role(s) archives play in society, the nature of archival materials and the objectives of archival organizations.	**646** Sessions 1-2; and Hunter text chapters 1 and 9.	**646** Participate in class discussion.

SAA Curriculum Standards	Course Objectives	Course Activities	Student Learning Outcomes
rights.			
A-2c. Ethics and Values: Our profession bases its ethics and values on the responsibilities of archivists to identify, preserve, protect, and make available records and papers. Graduate programs should make students familiar with the SAA Code of Ethics, its underlying principles and perspectives, and its relationship to related professions' codes of ethics. Students should understand how the archival profession's ethics and values inform decisions and how to apply those ethics and values to their work and to the public good.	**646. Intro to Archival Theory and Practice.** Understand ethics of the profession and how they should be applied in the field. **647. Intro to Archival Organization.** Understand, apply basic principles of materials selection, acquisition and accessioning. Understand, apply basic principles of processing archival materials. **648** Demonstrate how archival theory is related to practice by reflecting on experiences in the field in context of new learning.	**646** Sessions 2-3; Hunter text chapter 1, Appendix B (SAA Code of Ethics); case problems, class discussions. **647** Session 5 and 6; Roe text chapters 2-4; case problems, class discussion. **648** Students complete 150 clock hours of archival work at an approved repository.	**646** Write a foundations paper. **647** Complete final archival project. **648** Write a weekly journal, complete final presentation.

A3. Contextual Knowledge

Graduates of archival studies programs should understand the contexts in which records are created and kept and the theories and practices of management and technology as they apply to archival work. This knowledge should be integrated in the core curriculum wherever applicable to foster a sound working knowledge that graduates can apply to their daily activities. Some of these areas of knowledge may also be studied more fully as disciplines in their own right; therefore, they are also listed under *Complementary Knowledge* below.

SAA Curriculum Standards	Course Objectives	Course Activities	Student Learning Outcomes
A-3a. Social and Cultural Systems: Knowledge of social and cultural systems is important for two reasons. First, graduates must understand institutional and individual structures and systems that form context in which records and papers are created, maintained, used; understand the recordkeeping implications of social and cultural systems; diversity of ways that individuals and groups create, maintain, access records; and organizational structures and procedures used by institutions and organizations to ensure	**646. Intro to Archival Theory and Practice.** Understand role(s) archives play in society, nature of archival materials and objectives of archival organizations. **647. Intro to Archival Organization.** Understand, apply basic principles of arranging and describing archival materials. Understand issues and best practices related to the arrangement of special collections.	**646** Sessions 1-3, 8-10; Hunter text chapters 1, 9, 12-13; and class discussion. **647** Sessions 2-5; Roe text chapters 1-4; case problems and examples; and class discussions	**646** Complete relevant discussion post activities, Write a final paper. **647** Complete relevant discussion post activities.

documentation and accountability. Second, graduates must understand political, social, and economic dynamics within organizational contexts to achieve their goals and objectives.			
A-3b. Legal and Financial Systems: Records, papers, recordkeeping systems of both institutions and individuals, result from and reflect legal and financial systems in which they were created and demonstrate organizational and individual accountability. Archival core knowledge incorporates origin, development, structure, functioning of legal and financial systems, including federal, state, local laws and regulatory environment including public and private sector jurisdictions. Knowledge of legal issues includes privacy rights, freedom of information legislation, a wide variety of intellectual property rights, display and performance rights, and literary rights related to recorded material in all forms.	**646. Intro to Archival Theory and Practice.** Understand issues and best practices related to the management of archival organizations and repositories. **647. Intro to Archival Organization.** Understand and apply the basic principles of materials selection, acquisition and accessioning.	**646** Sessions 4 and 10; Hunter text chapters 3-4, 8-9 and 12; and class discussion. **647** Sessions 6 and 7; Roe text chapters 2-4	**646** Complete relevant discussion post activities, Write a final paper. **647** Complete relevant discussion post activities.

B. COMPLEMENTARY KNOWLEDGE

Complementary knowledge introduces students to other disciplines, knowledge of which will deepen their understanding of archival work, support its accomplishment, and teach others how archives function for the public good. Complementary knowledge also allows students to specialize in specific aspects of archival work or to function in cross-disciplinary settings.

B1. Information Technology

Complementary knowledge introduces students to other disciplines, knowledge of which will deepen their understanding of archival work, support its accomplishment, and teach others how archives function for the public good. Complementary knowledge also allows students to specialize in specific aspects of archival work or to function in cross-disciplinary settings.

SAA Curriculum Standards	Courses Objectives	Course Activities	Student Learning Outcomes

B-1a. Graduates of archival studies programs should understand human/computer interaction (to design and develop effective systems for users), the importance of information standards, and how to evaluate systems and related services effectively.	**645. Digital Preservation.** Identify the process, technical components, and tools for digital preservation. **646. Intro to Archival Theory and Practice.** Understand the basic practices and standards of digitization and the maintenance of digital collections. **652. Metadata for Digital Collections.** Become competent in tools used for creating, storing, and accessing metadata.	**645** Readings and sessions on digital preservation tools**.** **646** Session 7; Szeto (2011) article; video tour of Digitization Lab by lab manager E. LaBeaud. **652** Sessions on digitization and metadata creation	**645** Complete relevant weekly discussion post activities, exercises on digital preservation. **646** Complete relevant discussion post activities. **652** Complete exercises, apply various tools to create metadata for various digital materials.
B-1b. The curriculum could include opportunities to train in database design and management, spreadsheet applications, information architecture, website design and creation, desktop publishing, metadata schemas, markup languages, and basic programming skills.	**647. Intro to Archival Organization.** Understand basic principles of metadata and description in online environment. **648** Gain hands-on experience working in archival repository, special collection, or comparable environment. **652. Metadata for Digital Collections.** Become competent in tools for creating, storing, accessing metadata environment.	**647** Session 11; guest lecture from Dr. Cindy Yu. **648** Students complete 150 clock hours of archival work at an approved repository. **652** Discussions and sessions on creating and recording metadata.	**647** Complete relevant discussion post activities. **648** Write a weekly journal, complete final presentation. **652** Create a spreadsheet, use Content DM for metadata description.

B2. Conservation

Beyond the core archival knowledge of preservation, appropriate knowledge may be needed in conservation practices, that is, a range of intervention activities to stabilize materials in their original format by physical, chemical, or digital means.

SAA Curriculum Standards	Courses Objectives	Course Activities	Student Learning Outcomes

B-2a. Graduates should have sufficient understanding of discipline to judge efficacy of conservation treatments and evaluate the appropriate conservation treatment for a document or group of documents.	**646. Intro to Archival Theory and Practice.** Understand issues related to preservation, security, disaster planning and recovery.	**646** Sessions 6 and 11; Hunter chapters 7-8; guest lecture by Jennifer Brannock (Curator, McCain Library & Archives); class discussion.	**646** Complete relevant discussion post activities.
B-2b. For digital materials, graduates should have sufficient understanding of digital object recovery techniques and digital security technologies.	**646. Intro to Archival Theory and Practice.** Understand basic practices, standards of digitization and maintenance of digital collections.	**646** Session 7; Szeto (2011) article; video tour of Digitization Lab by McCain lab manager E. LaBeaud.	**646** Participate in class discussion.

B3. Research Design and Execution

Understanding multiple methods of research design and execution is important to enable graduates to provide effective service to a wide variety of researchers and to evaluate archival operations from the perspective of users.

SAA Curriculum Standards	Courses Objectives	Course Activities	Student Learning Outcomes
B-3a. Knowledge of and experience with research allows graduates to assess the status of research in their own discipline, to undertake new research, and to blend theoretical and empirical aspects of archival studies into scholarly investigations.	**647. Intro to Archival Organization.** Understand, apply core concepts and principles of archival arrangement and description.	**647** Sessions 1 and 2; and class discussion.	**647** Review relevant professional literature.
B-3b. Knowledge of research may allow archivists to use their repositories' collections to advance their own scholarship and provide enhanced reference and access.	**646. Intro to Archival Theory and Practice.** Understand role(s) of archives in society, nature of archival materials, objectives of archival organizations.	**646** Sessions 1 and 2; and class discussion.	**646** Create a bibliography of relevant professional literature.
	647. Intro to Archival Organization. Understand, apply core concepts, principles of archival arrangement, description.	**647** Sessions 1 and 2; and class discussion.	**647** Review relevant professional literature.

B4. Organizational Theory

The study of theories of organizational development, management, and culture is important in archival education because it provides the tools for understanding the evolution, nature, and structure of organizations that create records and assists students in understanding how to successfully operate within the institutions that will employ them.

SAA Curriculum Standards	Courses Objectives	Course Activities	Student Learning Outcomes
B-4a. Knowledge of different models of organizational structure, operations, behavior, and institutional culture provides perspectives for understanding recordkeeping systems and the context of records creation, management, and use.	**646. Intro to Archival Theory and Practice.** Understand role(s) of archives society, nature of archival materials, objectives of archival organizations.	**646** Sessions 1 and 2; and class discussion.	**646** Participate in class discussion.

B5. Library and Information Science

Institutions often administratively connect archives, libraries, and special collections. Departments relating to the information science profession can share physical space, technical resources, staff, stakeholders, and skill sets.

SAA Curriculum Standards	Courses Objectives	Course Activities	Student Learning Outcomes
B-5a. Students in graduate archival education programs benefit from understanding the similarities and differences in these closely related fields in order to build collaborative relationships with information science colleagues, as well as complementary knowledge.	**646. Intro to Archival Theory and Practice.** Understand role(s) of archives in society, nature of archival materials, objectives of archival organizations.	**646** Sessions 1-3, 8-10; Hunter text chapters 1, 9, 12-13; and class discussion.	**646** Complete relevant discussion post activities, write a final paper.