

Tamkang University Academic Year 114, 1st Semester Course Syllabus

Course Title	INTRODUCTION TO ARCHIVAL STUDIES	Instructor	WU, YU-FAN
Course Class	TABXB2P DEPARTMENT OF INFORMATION AND LIBRARY SCIENCE, 2P	Details	◆ General Course ◆ Selective ◆ One Semester ◆ 2 Credits
Relevance to SDGs	SDG16 Peace, justice and strong institutions		
D e p a r t m e n t a l A i m o f E d u c a t i o n			
Our mission is to educate and train library and information professionals.			
Subject Departmental core competences			
<div>A. To understand concepts relating to library and information science and to grasp the relevant trends.(ratio:5.00)</div> <div>B. To acquire professional abilities to develop, organize, preserve and integrate all sorts of information resources.(ratio:30.00)</div> <div>C. To understand concepts relating to information technology and systems, and be able to put them in use.(ratio:5.00)</div> <div>D. To acquire communication and coordination skills required for the information services. (ratio:30.00)</div> <div>E. To acquire management skills required by different types of libraries and information organizations.(ratio:15.00)</div> <div>F. To acquire professional skills to manage electronic documents and archives.(ratio:5.00)</div> <div>G. To acquire integration ability of library services and traditional publishing.(ratio:5.00)</div> <div>H. To acquire integration ability of library services and digital publishing.(ratio:5.00)</div>			
Subject Schoolwide essential virtues			
<div>1. A global perspective. (ratio:15.00)</div> <div>2. Information literacy. (ratio:5.00)</div> <div>3. A vision for the future. (ratio:25.00)</div> <div>4. Moral integrity. (ratio:5.00)</div> <div>5. Independent thinking. (ratio:25.00)</div> <div>6. A cheerful attitude and healthy lifestyle. (ratio:5.00)</div>			

7. A spirit of teamwork and dedication. (ratio:15.00)				
8. A sense of aesthetic appreciation. (ratio:5.00)				
Course Introduction	This course is the introduction about archives and records management. The related topics will cover the definition of archives, the theories and principles of archives management. Through the course, students will be better understanding the principles and context of archives management, and have basis intelligence and skills of the archives management.			
<p>The correspondences between the course's instructional objectives and the cognitive, affective, and psychomotor objectives.</p> <p>Differentiate the various objective methods among the cognitive, affective and psychomotor domains of the course's instructional objectives.</p> <p>I. Cognitive : Emphasis upon the study of various kinds of knowledge in the cognition of the course's veracity, conception, procedures, outcomes, etc.</p> <p>II.Affective : Emphasis upon the study of various kinds of knowledge in the course's appeal, morals, attitude, conviction, values, etc.</p> <p>III.Psychomotor: Emphasis upon the study of the course's physical activity and technical manipulation.</p>				
No.	Teaching Objectives			objective methods
1	1. Introduce the theory, principles, standards, and methods for the management of archives.			Cognitive
2	2. Guide students to have the basic ability of archive management, and adopting the suitable way to manage different kind of archives.			Cognitive
3	3. Enhance students’ ability using the information technology to management archives, and to develop a better way to manage electronic archives in response to the evolution of information technology development.			Cognitive
4	4. Through the study of this course, students will be able to understand the theories and practical methods of archives management at home and abroad, and then acquire the basic knowledge and skills of archives management.			Cognitive
The correspondences of teaching objectives : core competences, essential virtues, teaching methods, and assessment				
No.	Core Competences	Essential Virtues	Teaching Methods	Assessment

1	ABCDEFGH	12345678	Lecture, Discussion	Testing, Discussion(including classroom and online), Report(including oral and written)
2	ABCDEFGH	12345678	Lecture, Discussion, Practicum	Testing, Discussion(including classroom and online), Report(including oral and written)
3	ABCDEFGH	12345678	Lecture, Discussion, Practicum	Study Assignments, Report(including oral and written)
4	ABCDEFGH	12345678	Lecture, Practicum	Testing, Study Assignments, Report(including oral and written)

Course Schedule

Week	Date	Course Contents	Note
1	114/09/15 ~ 114/09/21	課程說明 / Introduction	
2	114/09/22 ~ 114/09/28	什麼是檔案？ / What is archives?	
3	114/09/29 ~ 114/10/05	私人文書 / Private papers	
4	114/10/06 ~ 114/10/12	重要檔案典藏機構 / Important archive repository	
5	114/10/13 ~ 114/10/19	荷蘭手冊與檔案管理原則 / Dutch Manual and Archival Management Principles	
6	114/10/20 ~ 114/10/26	檔案選擇與入藏 / Selection and Accession	
7	114/10/27 ~ 114/11/02	檔案鑑定與文物普查、分級 / Archival Appraisal and Cultural Relics Census, Classification	
8	114/11/03 ~ 114/11/09	檔案編排與描述 / Arrangement and Description	
9	114/11/10 ~ 114/11/16	期中考 / midterm exam	
10	114/11/17 ~ 114/11/23	檔案的保存、修復與庫房管理(1) / Archival Preservation, Restoration, and Storage Management (1)	
11	114/11/24 ~ 114/11/30	檔案的保存、修復與庫房管理(2) / Archival Preservation, Restoration, and Storage Management (2)	校外參訪 / Off-campus visits
12	114/12/01 ~ 114/12/07	數位載體與永續管理 / Digital media and sustainable management	
13	114/12/08 ~ 114/12/14	檔案的開放與應用 / Archival Access and Application	
14	114/12/15 ~ 114/12/21	檔案的加值與推廣 / Archival Value-Added Services and Promotion	

15	114/12/22 ~ 114/12/28	檔案系統與電子文件管理 / Archival Systems and Electronic Document Management	
16	114/12/29 ~ 115/01/04	Final Week of Diverse Assessments	
17	115/01/05 ~ 115/01/11	Final Week of Diverse Assessments/Flexible Teaching Week for Teachers	
18	115/01/12 ~ 115/01/18	Flexible Teaching Week for Teachers	
Key capabilities		Information Technology Social Participation	
Interdisciplinary		STEAM course (S:Science, T:Technology, E:Engineering, M:Math, A field:Integration of Art and Humanist)	
Distinctive teaching			
Course Content		Logical Thinking	
Requirement		本課程須利用個人或家族相關歷史資料，如證書或照片等進行作業撰寫，如有取得資料困難或無法 配合撰擬作業者，請勿選課。 This course requires the use of personal or family-related historical materials, such as certificates or photographs, for assignment writing. If you have difficulty obtaining materials or are unable to complete the assignments, please do not enroll in this course.	
Textbooks and Teaching Materials		Self-made teaching materials:Presentations	
References		1.機關檔案管理作業手冊。臺北市：檔案管理局，民99。(電子檔: http://www.archives.gov.tw/Publish.aspx?cnid=1644&p=1657) 2.Millar, Laura. Archives: Principles and Practices. New York, NY: Neal-Schuman, 2010. 3.薛理桂。檔案學導論。臺北市：五南，民93。 4.檔案管理總論。臺北市：檔案管理局，民110。(五南書局、國家書店販售)	
Grading Policy		◆ Attendance： % ◆ Mark of Usual： % ◆ Midterm Exam： 40.0 % ◆ Final Exam： 60.0 % ◆ Other 〈 〉： %	

Note	<p>This syllabus may be uploaded at the website of Course Syllabus Management System at https://web2.ais.tku.edu.tw/csp or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at http://www.acad.tku.edu.tw/CS/main.php.</p> <p>※"Adhere to the concept of intellectual property rights" and "Do not illegally photocopy, download, or distribute." Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</p>
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