

**INSTITUTE OF ARTS AND SCIENCES** 

First Semester A.Y. 2023-2024

Outcome-Based Teaching and Learning Plan and Module Guide for (Archive Studies-HISTC1)

**VISION:** Mabalacat City College envisions itself to be the top choice in the community it serves for quality education and training by 2025.

**MISSION:** The Mission of Mabalacat City College is to meet the needs of its community as a center for learning aiming for open admission policy.

#### **COURSE DESCRIPTION:**

This course offers a comprehensive examination of archival studies, delving into a diverse range of archival materials, including paper and electronic records, manuscripts, still and moving images, and oral history. It encompasses an exploration of the theoretical foundations that underpin effective recordkeeping, the development of archival policies, and the shaping of collective memory. The course also analyzes the historical significance of recordkeeping, archives, and documentary evidence within the context of a pluralized and ever-expanding global society. Through this course, students will gain a thorough understanding of the multifaceted nature of archival studies and their pivotal role in documenting, preserving, and comprehending our shared history and culture.

# PROGRAM INTENDED LEARNING OUTCOMES (PILO) (Based on CMO No. 38 series of 2017 – Policies, standards, and guidelines for Bachelor of Arts in History):

- 1. Demonstrate an understanding of history as a social science/humanistic discipline.
- 2. Demonstrate a general knowledge of Philippine history.
- 3. Demonstrate a general knowledge of Asian and world history.
- 4. Identify the primary and secondary sources necessary for the study of a specific research problem.
- 5. Locate appropriate sources and demonstrate familiarity with standard citation format.
- 6. Analyze historical data from multiple viewpoints.
- 7. Complete a research paper using sound historical methodology.







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- 8. Recognize other scholars' works and exhibit openness to peer review.
- 9. Acquire a reading knowledge of a language necessary for research.
- 10. Recognize the relevance of the study of the past to contemporary issues and concerns.
- 11. Relate the role of history in asserting national identity.

#### PRE-REQUISITE: None

NUMBER OF UNITS: 3 Units Lecture

#### **LEARNING OUTCOMES:**

- 1. Identify and classify various types of archival materials, including paper and electronic records, manuscripts, still and moving images, and oral history, understanding their unique characteristics and preservation needs.
- 2. Articulate the theoretical principles and concepts that underlie effective recordkeeping, demonstrating an understanding of how these principles inform archival practices and policies.
- 3. Analyze and evaluate the development and implementation of archival policies, considering their ethical implications and impact on access, privacy, and cultural representation.
- 4. Critically assess the role of archives in shaping collective memory and cultural heritage, recognizing how archival materials contribute to the construction of historical narratives.







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5. Analyze and interpret the historical significance of recordkeeping, archives, and documentary evidence, contextualizing their importance within the broader framework of a diverse and globally interconnected society.

6. Evaluate the challenges and opportunities of managing archival materials within a pluralized and ever-expanding global society, considering cultural diversity, technological advancements, and evolving archival practices.

7. Demonstrate practical skills related to archival management, including organization, cataloging, preservation, and digitization techniques, adhering to industry standards and best practices.

8. Synthesize knowledge from various sources, including academic literature and case studies, to develop well-reasoned arguments and critical perspectives on archival theory and practice.

9. Reflect on ethical considerations inherent in archival work, addressing issues related to access, ownership, representation, and cultural sensitivity.

10. Apply concepts learned in the course to real-world scenarios, proposing effective strategies for managing and preserving archival materials in different institutional and community settings.

### **COURSE OUTLINE**

Week	Торіс		Intended Learning Outcomes	Assessment	Sustainable
		Learning Materials	(ILO)	Tasks	Development
		(with references following OER		(Requirements	Goals (SDG)
		plagiarism and IPR policies)		with schedule or	Coherence
				time allotment)	

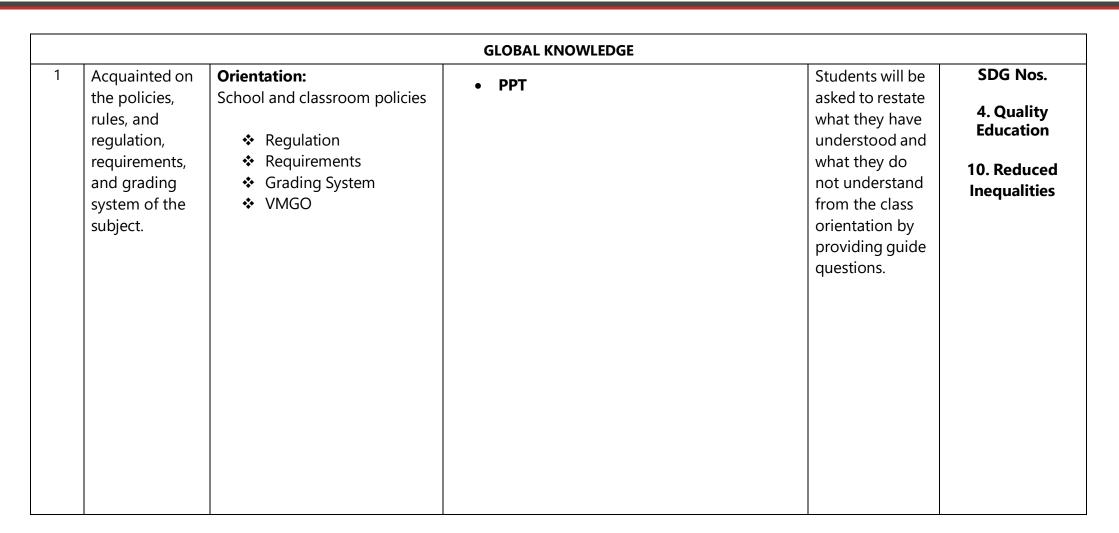






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2-4	Identify and classify various	Teacher's Guide 1	Lectures Notes	Student Activity Sheet	SDG No.
	types of	Archival Material Diversity	• PPT	1	4. Quality
	archival materials,	and Classification	Supplemental Readings	Students should	Education
	including paper and electronic records, manuscripts, still and moving images, and oral history,	<ul> <li>Understanding Different Archival Materials: Explore various forms of archival materials such as records, manuscripts, images, and oral history, and learn to distinguish their characteristics and value.</li> <li>Categorization and</li> </ul>	Archival Materials and Related Elements   National Archives Archival (ust.edu.ph) https://www.jstor.org/	complete all the activities provided in the student activity sheet.	
	understanding their unique characteristics and preservation needs.	<i>Classification Techniques:</i> Learn methods to identify, classify, and organize diverse archival materials for effective preservation and access.	PHILIPPINE-HISTORY-SOURCE-BOOK-FINAL- SEP022021.pdf (davaocity.gov.ph) https://www.gutenberg.org/		
			<u>U-M Library Digital Collections (umich.edu)</u> <u>E-books - Archives and Archival Studies - Research</u> <u>Guides at University of Maryland Libraries</u> ( <u>umd.edu)</u>		



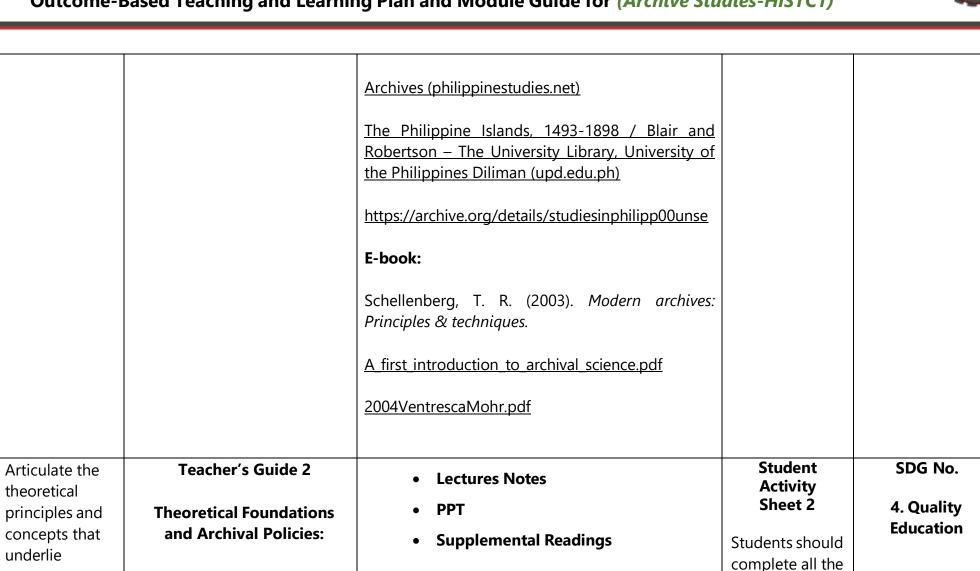




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effective	•	Theoretical Frameworks		activities	
recordkeeping,		<b>in Archival Studies:</b> Study		provided in the	
demonstrating		the theoretical		student activity	
an		underpinnings that guide	Archival Materials and Related Elements   National	sheet.	
understanding		recordkeeping practices	Archives		
of how these		and examine their			
principles		influence on the	<u>Archival (ust.edu.ph)</u>		
inform archival		formulation of archival			
practices and		policies.	https://www.jstor.org/		
policies.	•	Ethics and Policy			
		Development: Delve into	PHILIPPINE-HISTORY-SOURCE-BOOK-FINAL-		
		the ethical considerations	<u>SEP022021.pdf (davaocity.gov.ph)</u>		
		involved in creating			
Analyze and		archival policies that	https://www.gutenberg.org/		
evaluate the		balance access, privacy,			
development		and cultural sensitivity.	U-M Library Digital Collections (umich.edu)		
and					
implementation			E-books - Archives and Archival Studies - Research		
of archival			Guides at University of Maryland Libraries		
policies,			(umd.edu)		
considering					
their ethical			Archives (philippinestudies.net)		
implications					
and impact on					







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access, privacy, and cultural representation.	<u>The Philippine Islands, 1493-1898 / Blair and</u> <u>Robertson – The University Library, University of</u> <u>the Philippines Diliman (upd.edu.ph)</u>
	https://archive.org/details/studiesinphilipp00unse
Evaluate the challenges and	E-book:
opportunities of managing	Schellenberg, T. R. (2003). <i>Modern archives:</i> Principles & techniques.
archival materials within a pluralized	A_first_introduction_to_archival_science.pdf
and ever- expanding	2004VentrescaMohr.pdf
global society, considering	
cultural diversity,	
technological advancements, and evolving	
archival practices.	

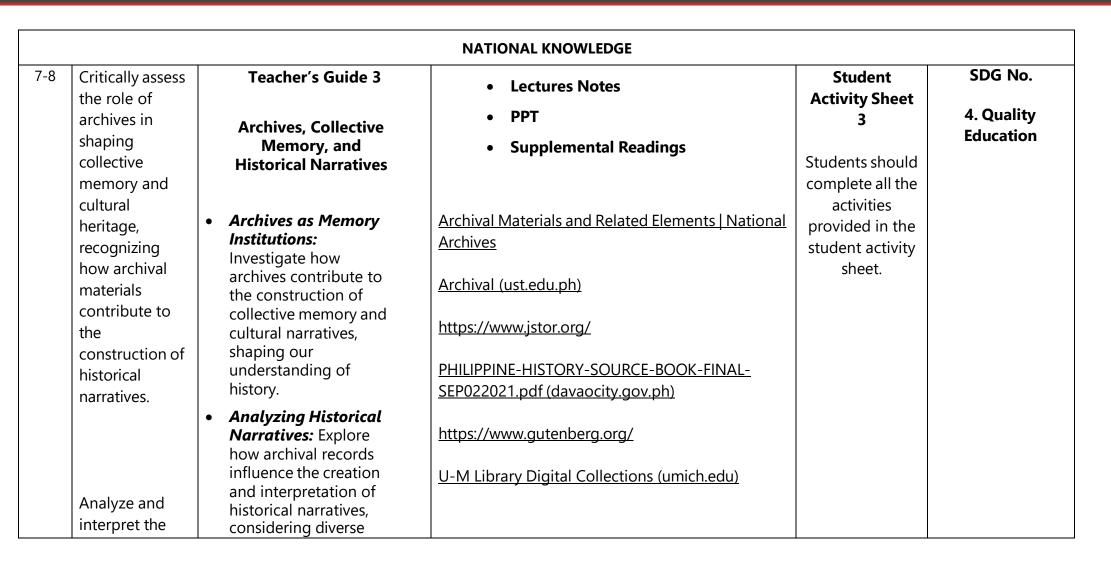






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historical	perspectives.	E-books - Archives and Archival Studies - Research	
significance of		Guides at University of Maryland Libraries	
recordkeeping,		(umd.edu)	
archives, and			
documentary		Archives (philippinestudies.net)	
evidence,			
contextualizing		The Philippine Islands, 1493-1898 / Blair and	
their		<u>Robertson – The University Library, University of</u>	
importance		the Philippines Diliman (upd.edu.ph)	
within the			
broader		https://archive.org/details/studiesinphilipp00unse	
framework of a			
diverse and		E-book:	
globally			
interconnected		Schellenberg, T. R. (2003). Modern archives:	
society.		Principles & techniques.	
		<u>A first introduction to archival science.pdf</u>	
		2004VentrescaMohr.pdf	







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	MIDTERM EXAM November 6-8, 2023					
	LOCAL KNOWLEDGE					
10-17	Demonstrate practical skills	Teacher's Guide 4	Lectures Notes     PPT	Student Activity Sheet	SDG No. 4. Quality	
	related to archival management,	Practical Archival Skills and Ethical Communication	Supplemental Readings	<b>4</b> Students should	Education	
	including organization, cataloging, preservation,	<ul> <li>Practical Archival Techniques: Acquire hands-on skills in organizing, cataloging, digitizing, and</li> </ul>	Archival Materials and Related Elements   National Archives	complete all the activities provided in the student activity		
	and digitization techniques, adhering to	preserving archival materials, adhering to industry standards.	<u>Archival (ust.edu.ph)</u> <u>https://www.jstor.org/</u>	sheet.		
	industry standards and best practices.	Ethical     Communication in     Archival Work:     Examine ethical     considerations related	<u>PHILIPPINE-HISTORY-SOURCE-BOOK-FINAL-</u> <u>SEP022021.pdf (davaocity.gov.ph)</u>	Engagement with archival institutions		
		to access, representation, and	https://www.gutenberg.org/	through guided tours.		
		cultural sensitivity, and learn to communicate	U-M Library Digital Collections (umich.edu)			







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Synthesize	these concerns		
knowledge	effectively.	E-books - Archives and Archival Studies - Research	
from various		Guides at University of Maryland Libraries	
sources,		(umd.edu)	
including			
academic		Archives (philippinestudies.net)	
literature and			
case studies, to		The Philippine Islands, 1493-1898 / Blair and	
develop well-		<u>Robertson – The University Library, University of</u>	
reasoned		the Philippines Diliman (upd.edu.ph)	
arguments and			
critical		https://archive.org/details/studiesinphilipp00unse	
perspectives on			
archival theory		E-book:	
and practice.			
		Schellenberg, T. R. (2003). Modern archives:	
		Principles & techniques.	
		<u>A_first_introduction_to_archival_science.pdf</u>	
Reflect on			
ethical		2004VentrescaMohr.pdf	
considerations			
inherent in			
archival work,			







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addressing issues related to access, ownership, representation, and cultural sensitivity.		
Apply concepts learned in the course to real- world scenarios, proposing effective strategies for managing and preserving archival		







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institutional and community settings.		
	 FINAL EXAM/ OUTPUT January 18-20, 2024	
	January 10 20, 2024	

#### SUMMARY OF REVISIONS:

Revision	Date	Updated by	Short Description of Changes
1.0	August 14, 2023	Jhannaine A. Delaserna Instructor	Created the 1st OBE version based on the CMO 74-82, s. 2017 Inclusion of Sustainable Development Goals Statement (August 2023)

#### **GENERAL GUIDELINES AND POLICIES:**

As the College currently follows Hybrid Delivery of Learning on its instruction, the following general guidelines and policies are set by the School to be followed by the faculty-in-charge and the students of the course.

#### Attendance







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Checking of attendance during face-to-face classes is a requirement and will be strictly observed.

#### **Academic Integrity**

Observance of the outmost academic integrity shall be observed by the students of the course. Plagiarism, cheating, and other forms of academic dishonesty shall not be tolerated by the faculty-in-charge nor the Institute.

#### **Accomplishment of Requirements**

All requirements given by the instructor/faculty-in-charge of the course to the students shall be called/referred to/addressed as "work output". Each work output must be accomplished by the students until the schedule set by the instructor/faculty-in-charge. Final student's output must also be accomplished by the schedule set by the instructor of the course.

#### Line of Communication

The course's official line of communication shall be through the following:

- a) MS Teams
- b) MS Outlook (@mcc.edu.ph)
- c) FB Messenger official group chat

The outmost respect and courtesy must be observed by students in communicating to their instructor/faculty-in-charge of the course and to their classmates and vice versa. Any form of disrespectful and discourteous way of communication shall not be tolerated by the School.

### Instructional Materials (IMs)

Working students may avail of the modular type of teaching. MS Teams on-line platform may be utilized by the instructor/facultyin-charge of the course to the students – adapting the flexible learning scheme.







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#### Grading System:

Formative & Summative Assessments	60%
Major Examination (Midterm and Finals)	40%

Class standing	Classwork	30%
	Class Participation (Includes Recitation and Participation in the Discussion Forum)	20%
	Attendance	10%
Major Examination	Midterm/Finals	40%
Total		100%

Subject Grade = Midterm Grade+Final Grade 2

**References:** 

#### **E-Book References:**

Schellenberg, T. R. (2003). *Modern archives: Principles & techniques*. <u>A first introduction to archival\_science.pdf</u> <u>2004VentrescaMohr.pdf</u>







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 Archival Materials and Related Elements | National Archives

 Archival (ust.edu.ph)

 https://www.jstor.org/

 PHILIPPINE-HISTORY-SOURCE-BOOK-FINAL-SEP022021.pdf (davaocity.gov.ph)

 https://www.gutenberg.org/

 U-M Library Digital Collections (umich.edu)

 E-books - Archives and Archival Studies - Research Guides at University of Maryland Libraries (umd.edu)

 Archives (philippinestudies.net)

 The Philippine Islands, 1493-1898 / Blair and Robertson – The University Library, University of the Philippines Diliman (upd.edu.ph)

 https://archive.org/details/studiesinphilipp00unse

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CC:

Cf:

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