



MABALACAT CITY COLLEGE

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	Topic	Learning Materials (with references following OER plagiarism and IPR policies)	Intended Learning Outcomes (ILO)	Assessment Tasks (Requirements with schedule or time allotment)	Sustainable Development Goals (SDG) Coherence
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GLOBAL KNOWLEDGE					
1	Acquainted on the policies, rules, and regulation, requirements, and grading system of the subject.	Orientation: School and classroom policies <ul style="list-style-type: none">❖ Regulation❖ Requirements❖ Grading System❖ VMGO	<ul style="list-style-type: none">• PPT	Students will be asked to restate what they have understood and what they do not understand from the class orientation by providing guide questions.	SDG Nos. 4. Quality Education 10. Reduced Inequalities





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<p>2-4</p>	<p>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.</p>	<p>Teacher's Guide 1</p> <p>Archival Material Diversity and Classification</p> <ul style="list-style-type: none"> • 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. • Categorization and Classification Techniques: Learn methods to identify, classify, and organize diverse archival materials for effective preservation and access. 	<ul style="list-style-type: none"> • Lectures Notes • PPT • Supplemental Readings <p>Archival Materials and Related Elements National Archives</p> <p>Archival (ust.edu.ph)</p> <p>https://www.jstor.org/</p> <p>PHILIPPINE-HISTORY-SOURCE-BOOK-FINAL-SEP022021.pdf (davaocity.gov.ph)</p> <p>https://www.gutenberg.org/</p> <p>U-M Library Digital Collections (umich.edu)</p> <p>E-books - Archives and Archival Studies - Research Guides at University of Maryland Libraries (umd.edu)</p>	<p>Student Activity Sheet 1</p> <p>Students should complete all the activities provided in the student activity sheet.</p>	<p>SDG No.</p> <p>4. Quality Education</p>
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			<p>Archives (philippinestudies.net)</p> <p>The Philippine Islands, 1493-1898 / Blair and Robertson – The University Library, University of the Philippines Diliman (upd.edu.ph)</p> <p>https://archive.org/details/studiesinphilipp00unse</p> <p>E-book:</p> <p>Schellenberg, T. R. (2003). <i>Modern archives: Principles & techniques.</i></p> <p>A first introduction to archival science.pdf</p> <p>2004VentrescaMohr.pdf</p>		
5-6	Articulate the theoretical principles and concepts that underlie	<p>Teacher’s Guide 2</p> <p>Theoretical Foundations and Archival Policies:</p>	<ul style="list-style-type: none"> • Lectures Notes • PPT • Supplemental Readings 	<p>Student Activity Sheet 2</p> <p>Students should complete all the</p>	<p>SDG No.</p> <p>4. Quality Education</p>





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	<p>effective recordkeeping, demonstrating an understanding of how these principles inform archival practices and policies.</p> <p>Analyze and evaluate the development and implementation of archival policies, considering their ethical implications and impact on</p>	<ul style="list-style-type: none"> • Theoretical Frameworks in Archival Studies: Study the theoretical underpinnings that guide recordkeeping practices and examine their influence on the formulation of archival policies. • Ethics and Policy Development: Delve into the ethical considerations involved in creating archival policies that balance access, privacy, and cultural sensitivity. 	<p><u>Archival Materials and Related Elements National Archives</u></p> <p><u>Archival (ust.edu.ph)</u></p> <p><u>https://www.jstor.org/</u></p> <p><u>PHILIPPINE-HISTORY-SOURCE-BOOK-FINAL-SEP022021.pdf (davaocity.gov.ph)</u></p> <p><u>https://www.gutenberg.org/</u></p> <p><u>U-M Library Digital Collections (umich.edu)</u></p> <p><u>E-books - Archives and Archival Studies - Research Guides at University of Maryland Libraries (umd.edu)</u></p> <p><u>Archives (philippinestudies.net)</u></p>	<p>activities provided in the student activity sheet.</p>	
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	<p>access, privacy, and cultural representation.</p> <p>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.</p>		<p><u>The Philippine Islands, 1493-1898 / Blair and Robertson – The University Library, University of the Philippines Diliman (upd.edu.ph)</u></p> <p><u>https://archive.org/details/studiesinphilipp00unse</u></p> <p>E-book:</p> <p>Schellenberg, T. R. (2003). <i>Modern archives: Principles & techniques.</i></p> <p><u>A first introduction to archival science.pdf</u></p> <p><u>2004VentrescaMohr.pdf</u></p>		
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NATIONAL KNOWLEDGE					
7-8	Critically assess the role of archives in shaping collective memory and cultural heritage, recognizing how archival materials contribute to the construction of historical narratives. Analyze and interpret the	<p>Teacher's Guide 3</p> <p>Archives, Collective Memory, and Historical Narratives</p> <ul style="list-style-type: none"> • Archives as Memory Institutions: Investigate how archives contribute to the construction of collective memory and cultural narratives, shaping our understanding of history. • Analyzing Historical Narratives: Explore how archival records influence the creation and interpretation of historical narratives, considering diverse 	<ul style="list-style-type: none"> • Lectures Notes • PPT • Supplemental Readings <p><u>Archival Materials and Related Elements National Archives</u></p> <p><u>Archival (ust.edu.ph)</u></p> <p><u>https://www.jstor.org/</u></p> <p><u>PHILIPPINE-HISTORY-SOURCE-BOOK-FINAL-SEP022021.pdf (davaocity.gov.ph)</u></p> <p><u>https://www.gutenberg.org/</u></p> <p><u>U-M Library Digital Collections (umich.edu)</u></p>	<p>Student Activity Sheet 3</p> <p>Students should complete all the activities provided in the student activity sheet.</p>	<p>SDG No.</p> <p>4. Quality Education</p>





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	<p>historical significance of recordkeeping, archives, and documentary evidence, contextualizing their importance within the broader framework of a diverse and globally interconnected society.</p>	<p>perspectives.</p>	<p><u>E-books - Archives and Archival Studies - Research Guides at University of Maryland Libraries (umd.edu)</u></p> <p><u>Archives (philippinestudies.net)</u></p> <p><u>The Philippine Islands, 1493-1898 / Blair and Robertson – The University Library, University of the Philippines Diliman (upd.edu.ph)</u></p> <p><u>https://archive.org/details/studiesinphilipp00unse</u></p> <p>E-book:</p> <p>Schellenberg, T. R. (2003). <i>Modern archives: Principles & techniques.</i></p> <p><u>A first introduction to archival science.pdf</u></p> <p><u>2004VentrescaMohr.pdf</u></p>		
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MIDTERM EXAM November 6-8, 2023					
LOCAL KNOWLEDGE					
10-17	Demonstrate practical skills related to archival management, including organization, cataloging, preservation, and digitization techniques, adhering to industry standards and best practices.	<p>Teacher's Guide 4</p> <p>Practical Archival Skills and Ethical Communication</p> <ul style="list-style-type: none"> Practical Archival Techniques: Acquire hands-on skills in organizing, cataloging, digitizing, and preserving archival materials, adhering to industry standards. Ethical Communication in Archival Work: Examine ethical considerations related to access, representation, and cultural sensitivity, and learn to communicate 	<ul style="list-style-type: none"> Lectures Notes PPT Supplemental Readings <p>Archival Materials and Related Elements National Archives</p> <p>Archival (ust.edu.ph)</p> <p>https://www.jstor.org/</p> <p>PHILIPPINE-HISTORY-SOURCE-BOOK-FINAL-SEP022021.pdf (davaocity.gov.ph)</p> <p>https://www.gutenberg.org/</p> <p>U-M Library Digital Collections (umich.edu)</p>	<p>Student Activity Sheet 4</p> <p>Students should complete all the activities provided in the student activity sheet.</p> <p>Engagement with archival institutions through guided tours.</p>	<p>SDG No.</p> <p>4. Quality Education</p>





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	<p>Synthesize knowledge from various sources, including academic literature and case studies, to develop well-reasoned arguments and critical perspectives on archival theory and practice.</p> <p>Reflect on ethical considerations inherent in archival work,</p>	<p>these concerns effectively.</p>	<p><u>E-books - Archives and Archival Studies - Research Guides at University of Maryland Libraries (umd.edu)</u></p> <p><u>Archives (philippinestudies.net)</u></p> <p><u>The Philippine Islands, 1493-1898 / Blair and Robertson – The University Library, University of the Philippines Diliman (upd.edu.ph)</u></p> <p><u>https://archive.org/details/studiesinphilipp00unse</u></p> <p>E-book:</p> <p>Schellenberg, T. R. (2003). <i>Modern archives: Principles & techniques.</i></p> <p><u>A first introduction to archival science.pdf</u></p> <p><u>2004VentrescaMohr.pdf</u></p>		
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	<p>addressing issues related to access, ownership, representation, and cultural sensitivity.</p> <p>Apply concepts learned in the course to real-world scenarios, proposing effective strategies for managing and preserving archival materials in different</p>				
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	institutional and community settings.				
FINAL EXAM/ OUTPUT January 18-20, 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/faculty-in-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 = $\frac{\text{Midterm Grade} + \text{Final Grade}}{2}$

2

References:

E-Book References:

Schellenberg, T. R. (2003). *Modern archives: Principles & techniques.*
[A first introduction to archival science.pdf](#)
[2004VentrescaMohr.pdf](#)





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Web Pages:

[Archival Materials and Related Elements | National Archives](#)

[Archival \(ust.edu.ph\)](http://ust.edu.ph)

<https://www.jstor.org/>

[PHILIPPINE-HISTORY-SOURCE-BOOK-FINAL-SEP022021.pdf \(davaocity.gov.ph\)](#)

<https://www.gutenberg.org/>

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[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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