



University 110.003: Issues and Ideas: Introduction to Special Collections

Fall 2017 Syllabus

Instructor Information

Course Information

Name:	<i>Cinda May, Dr. Katie Sutrina-Haney, Jason Krueger, Kayla Siddell</i>	Semester Credit Hours: 1
Office Location:	<i>Cunningham Memorial Library</i>	Section Number: 003
Office Telephone:	<i>812-237-2610</i>	Days: Monday and Wednesday, 1-1:50
Office Hours:	<i>After Class or by appt.</i>	Location: Root Hall A112
Email Address:	Kayla.Siddell@indstate.edu , Jason.Krueger@indstate.edu Katie.Sutrina-Haney@indstate.edu Cinda.May@indstate.edu	

OVERVIEW OF THE COURSE

Course Description: As an eight week course, the Introduction to Special Collections provides students with the opportunity to develop the critical thinking and data management skills necessary for successful research projects and papers through hands-on engagement with rare and unique primary source materials.

The Special Collections Department at Cunningham Memorial Library holds Indiana State University's unique physical and digital collections. Special Collections consists of four units: Rare Books & Manuscripts, University Archives, the Permanent Art Collection and Digital Initiatives. These four units hold, preserve, and make accessible art, University and local history collections, the world-famous Cordell Dictionary Collection, the Eugene V. Debs Correspondence, and other rare books and manuscript collections on a variety of subjects dating from the 15th century to the present. In addition, Digital Initiatives provides digitization and data management support for the University's Institutional Repository, Sycamore Scholars, and the Wabash Valley Visions and Voices Digital Memory Project.

Learning Objectives

Rare Books & Manuscripts:

Students will learn how to critically examine books and manuscripts first as primary source artifacts of the society that produced the works, but also to ascertain information about authorship, audience, relevancy to research and the importance of content to readers then and now.

University Archives:

Students will learn how to critically examine primary source material to ascertain connections and purpose for the creators as well as the value of such information for future researchers.

Permanent Art Collection:

By looking at artwork in ISU's Permanent Art Collection, students will learn a basic understanding of how to view, evaluate, and describe visual information. Students will also learn to contextualize the visual information through investigating PAC provenance files and other resources.

Digital Initiatives:

Students will learn the basics best practices in data curation and data management and the resources and services available through Digital Initiatives. Upon completion students should be able to efficiently and effectively interact with data through the entire data life cycle. Students will become familiar with the digital initiative resource and services and how to use them effectively.

COURSE POLICIES AND EXPECTATIONS

Attendance Policy

- Attendance is required, as it is essential for optimal learning experiences in this class. Material and information will be presented in class that is not found elsewhere. If you miss a class, it is your responsibility to obtain material that was covered.
- Because of the nature of this course, all absences will be counted as unexcused absences. Missing six class periods will result in automatic failure of the course.
- Tardiness will adversely affect your final grade. Arriving late to class disturbs the class in process. Arriving more than five minutes late will be considered an absence.

Grading Policies

- **'Incomplete' Policy.** An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. Refer to the ISU University Policy on 'Incomplete' as a course grade in the *2013-2014 Undergraduate Catalog*.

Grading Rubric and Scale:

Assignment(s)	Points Possible
Participation/ Attendance	20%
Rare Books & Manuscripts	20%

University Archives	20%
Permanent Art Collection	20%
Digital Initiatives	20%
Total	100%

Grades will be rounded to the nearest whole number (decimal values of .50 or above will be rounded up and decimal values below .50 will be rounded down).

A =100-90
 B =89-80
 C =79-70
 D =69-60
 F =59 or below

Course Expectations

- **Freedom in and Responsibility to Our Class.** You are responsible for completing your work with excellence and submitting assignments on or before due dates. Be prepared for daily dialogue and reflection on assigned readings and classroom discussions. Treat class members and your instructors with courtesy and respect. If you are having any problems in or outside of class, please contact us so we can work together to resolve them. Cell phones and other electronic devices are to be turned off.
- **Communication.** You and your academic and personal well-being are of paramount importance. You are encouraged to regularly contact your instructor with any questions or concerns regarding course requirements, or any academic, personal, and/or social issues. You may visit during instructor office hours, arrange another meeting or contact me as needed.

- **Special Accommodations**

If you need special assistance in the classroom due to a disability, arrangements can be made to accommodate you. The person who coordinates and supports such efforts is Dr. Rita Worrall, Director of Student Support Services. Her office is in the Student Academic Services Center, which is located in Gillum Hall 204A.

Academic Honesty

- Students have the responsibility to know and observe the requirements of Indiana State University's Code of Student Conduct and Policy on Academic Integrity. This code forbids cheating, fabrication, or falsification of information, multiple submission of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. There are no special requirements regarding academic integrity in this course. The code will be strictly enforced and is binding on the students. Grade and academic evaluations in this course include a judgment that the student's work is free from academic dishonesty of any type; and grades in this course, therefore, should be and will be adversely affected by academic dishonesty. Students who violate the code can be expelled from ISU. The typical penalty for a first offense is zero credit on the work involving dishonesty and further substantial reduction of the course grade. Standards of academic integrity will be enforced in this course. Students are expected to report cases of academic dishonesty to me immediately. The policy on academic integrity can be found at the following website: www.indstate.edu/sjp.

STATEMENT ON DISCLOSURE OF SEXUAL MISCONDUCT

- Indiana State University fosters a campus free of sexual misconduct including sexual harassment, sexual violence, intimate partner violence, and stalking and/or any form of sex or gender discrimination. If you disclose a potential violation of the sexual misconduct policy, the Title IX Coordinator will need to be notified. Students who have experienced sexual misconduct are encouraged to contact confidential resources listed below. To make a report or the Title IX Coordinator, visit the Equal Opportunity and Title IX website: <http://www.indstate.edu/equalopportunity-titleix/titleix>.
- The ISU Student Counseling Center - Hulman Memorial Student Union 7th Floor; 812-237-3939; www.indstate.edu/cns
- The ISU Victim Advocate - Trista Gibbons; Hulman Memorial Student Union 7th Floor; 812-237-3939 (office); 812-230-3803 (cell); trista.gibbons@indstate.edu
- Campus Ministries - <http://www2.indstate.edu/sao/campusinistries.htm>;
- For more information on your rights and available resources: <http://www.indstate.edu/equalopportunity-titleix/titleix>

ASSIGNMENTS

Required Coursework:

Rare Books & Manuscripts:

- Analyzing Rare Books assignment
- Reading Manuscripts assignment

University Archives:

- Organizing Records activity
- Writing about Archival Collections assignment

Permanent Art Collection:

- Condition Reports
- Object Description assignments

Digital Initiatives:

- Sycamore Scholars submission
- State-IT Submission assignment

SCHEDULE OF CLASS SESSIONS

DATE	TOPIC
Special Collections	
October 16	Intro, Welcome and Syllabus Review
	Special Collections Protocols and Policies
University Archives	
October 18	Determining Organizational Structure
October 23	Organizing activity
October 25	Writing about Archival collections assignment

Rare Books and Manuscripts	
October 30	Books and Manuscripts as Cultural Artifacts
November 1	Analyzing Rare Books / In Class Assignment
November 6	Reading Manuscripts / In Class Assignment
Permanent Art Collection	
November 8	Permanent Art Collection Visual Information Introduction
November 13	Condition Reporting
November 15	Object Descriptions
	Objects within groups, comparisons
Digital Initiatives	
November 27	Data Management Best Practices
November 29	Digital Initiative Services and Sycamore Scholars
December 4	Wabash Valley Visions and Voices and State-IT
December 6	Wrap-up