

5.0 credits

90.0 h

Teacher(s) :	
Language :	Français
Place of the course	Louvain-la-Neuve
Prerequisites :	/
Main themes :	In addition to work on the classification and inventory of archive material, this work experience will allow the student to study the environment of the sector, including the student's own possible position within such an administrative structure. This work will be supervised jointly by a representative of the service or agency involved (or someone designated for this responsibility) and the faculty member or members offering the archivistics course. Upon completion of the requisite number of hours, the student will produce a 15 page paper detailing skills acquired, and including a critical appreciation of techniques used and methodologies followed.
Aims :	The student will work for 90 hours for an organization that produces or handles private archived material (personal or family archives, industrial or commercial record-keeping, universities, religious institutions, political parties, social or cultural associations, all in so far as they generate and preserve records). The student will receive an introduction to document collection, and to the different means of handling documents in different media (including electronic archiving), and where necessary to techniques of triage. The student will participate in the arrangement and classification of a collection, and in the inventory of the items in the collection (according to internationally recognized norms and where possible by means of a specific software program). <i>The contribution of this Teaching Unit to the development and command of the skills and learning outcomes of the programme(s) can be accessed at the end of this sheet, in the section entitled "Programmes/courses offering this Teaching Unit".</i>
Evaluation methods :	/
Teaching methods :	/
Content :	/
Bibliography :	/
Other infos :	/
Cycle and year of study :	> Master [120] in History
Faculty or entity in charge:	HIST