

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 works 90 hours for an agency that produces and/or manages public sector archived data. The student will be introduced to document collection, to data handling in terms of various media (including electronic archiving), and where possible to techniques of data triage. The student will work on the arrangement of records in a collection of some kind, and on the inventory of the items in the collection (in accordance with 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