


5.00 credits

15.0 h

Q2

Teacher(s)	François Aurore ;Van Eeckenrode Marie ;
Language :	French
Place of the course	Louvain-la-Neuve
Main themes	The seminar aims at learning one of the main missions of the archivist: design of finding aids and its different aspects (appraisal, sorting, description, classification, indexing, etc.).
Learning outcomes	<p><b>At the end of this learning unit, the student is able to :</b></p> <p>At the end of the course, students will</p> <ul style="list-style-type: none"> <li>• deepen their knowledge of the concepts and practices of document management in the context of the creation of a finding aid (inventory, source guide, etc.);</li> <li>• be introduced to the methods and tools that support this task (standards and software for archival description, good practices, etc.).</li> </ul>
Evaluation methods	<p>Conception of a finding aid (15 points).</p> <p>The student must report on the progress of his/her project during the preparatory meetings for the final work (continuous assessment - 5 points).</p>
Teaching methods	<ul style="list-style-type: none"> <li>• Theoretical presentations.</li> <li>• Presentations/dialogues with professionals invited to share their practices and experiences.</li> <li>• Fieldwork with the support of professional archivists.</li> </ul>
Content	<ul style="list-style-type: none"> <li>• Methodology of archival classification and description.</li> <li>• International standards.</li> <li>• IT tools supporting these standards.</li> </ul>
Faculty or entity in charge	EHAC

<b>Programmes containing this learning unit (UE)</b>				
Program title	Acronym	Credits	Prerequisite	Learning outcomes
Master [120] in History	<a href="#">HIST2M</a>	5		
Advanced Master in Archival Science, Record Management and Law	<a href="#">ARGD2MC</a>	5		