


5.00 credits

15.0 h

Q1 and 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>At the end of this learning unit, the student is able to : At the end of the course, students will</p> <ul style="list-style-type: none"> • 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.); • be introduced to the methods and tools that support this task (standards and software for archival description, good practices, etc.).
Evaluation methods	<p>Participation in seminar activities (lectures and feedback sessions) is mandatory. The teaching team may, pursuant to Article 72 of the RGEE, propose to the jury that a student who has not attended at least 80% of the activities during the June or September session be denied registration.</p> <p>Assessment will be based on the completion of a finding aid.</p> <p>It will take into account individual and collective involvement in the completion of each intermediate stage (5 continuous assessment points) and the final work (15 points).</p>
Teaching methods	<ul style="list-style-type: none"> • Theoretical presentations. • Presentations/dialogues with professionals invited to share their practices and experiences. • Fieldwork with the support of professional archivists.
Content	<ul style="list-style-type: none"> • Methodology of archival classification and description. • International standards. • IT tools supporting these standards.
Faculty or entity in charge	EHAC

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Learning outcomes
Master [120] in History	HIST2M	5		
Advanced Master in Archival Science, Record Management and Law	ARGD2MC	5		