

**Work Placement (Archives and Documentation)**

Code: 104156  
ECTS Credits: 6

Degree	Type	Year	Semester
2500501 History	OT	4	0

### Contact

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### Use of Languages

Principal working language: catalan (cat)  
Some groups entirely in English: No  
Some groups entirely in Catalan: Yes  
Some groups entirely in Spanish: No

### Prerequisites

The internships take place during the second cycle of History studies

### Objectives and Contextualisation

The objective of the subject is that the student can do external practices in a file, be it administrative or historical. The time allotted is 150 hours, which is the dedication stipulated in a subject of 6 cr. ECTS, including class hours, time allotted to the writing of reports and tutorials which is calculated in 20 hours. During this time, the trainee will have to carry out various archiving tasks under the supervision of a tutor-archive and will be able to know how to work in an archive on a daily basis.

According to the current curricula, each grade must have a practical subject. The History degree at the UAB proposes that students make them in an archive. The reasons are diverse and have two purposes: firstly, to encourage historical research through direct contact with the written testimonies of the past and, secondly, to make known a profession, that of archivist, which is normally accessed from history studies. Let's look at these reasons in more detail:

1.- Written testimonies are the main source of information about the past and are essentially kept in archives, libraries and museums. On the other hand, all the institutions have archives and some of them are in charge of their custody and diffusion, as they are, to mention the most relevant: trade unions, political parties, foundations, army, pafraguas, companies with roots in the territory, educational centers, cultural entities and public administrations that, in the majority of the cases, it is mainly about documentation of contemporary times. There are new companies that work with reproductions of archival documents, such as documentation

centres of all kinds, publishing houses or scientific journals that are important and focus on administrative documentation itself.

2.- Archival theory is unique for all types of archives, both historical and administrative. In the latter case, archival theory takes the English name of "records managements" or "document management" but in the background the basic concepts are the same. It is for this reason that the practices can deal with any type of documentation of the mentioned institutions or companies and of any epoch with the condition that it is deposited in an archive, that this documentation is managed by an institution that itself constitutes a documentary collection yet to be classified and converted into an archive, they are no type of temporal, typological or institutional limitation, that is to say, private or public.

3.- When a historical documentary collection is to be made available to the public and historian for consultation, it is an essential condition that the archivist has first catalogued, ordered, physically installed and drafted the corresponding description tools so that the user can retrieve the information. In this way, the archivist's work always precedes that of historian and conditions it. For this reason, when a historian wants to start an investigation, it is essential to have a basic knowledge of archives and documentation that is conserved for the period and subject matter that he wants to study. As has been said, for these reasons, it is common for archivists to have previous training to that of historian.

4.- Archivistics is a general knowledge that essentially includes the following knowledge: a general theory, the use of sciences and auxiliary disciplines of a scholarly nature in order to know the historical documentation of territories, the drafting of instruments for the description of documentary collections, the use of technologies for the treatment of information and the cultural definition, the archival system and the installations. Archivists who make archival theory define this knowledge as science in formation, but in any case, taking into account the enormous variety of typologies of documentaries coming from producing institutions throughout history, practical formation is of paramount importance.

5.- At present, archives have a unique and non-transferable responsibility, not only, obviously, in their traditional function of preserving the historical documentary heritage, but also with a quality cultural diffusion to the citizens, for which thing, historical knowledge occupies an essential place. To this end, the archives regularly organize exhibitions, conference cycles, history courses on the municipality, city or region, courses for the training of researchers in historiological techniques such as documentary research in the archives, palaeography or methods of developing biographies and genealogies to cite the most common. Usually, the archive is also the headquarters of scientific societies, editorial boards of journals, cultural centres and associations, a meeting place for scholars and scholars in general. In short, they are the backbone of the cultural life of the territory, to which the historian, as the repository of historical and social scientific memory, is naturally linked. The work that the archivist does is also aimed at these people and institutions in a special way.

6.- Consultation of historical documentation in archives encourages research and is a source of ideas and projects, that is to say: the historian often thinks of a research topic.

## Competences

- Acquiring and using the specific techniques of archivist work.
- Developing critical thinking and reasoning and communicating them effectively both in your own and other languages.
- Respecting the diversity and plurality of ideas, people and situations.
- Students must be capable of collecting and interpreting relevant data (usually within their area of study) in order to make statements that reflect social, scientific or ethical relevant issues.
- Students must develop the necessary learning skills in order to undertake further training with a high degree of autonomy.

## Learning Outcomes

1. Acquiring the basic notions in order to classify them correctly.
2. Analysing various types of documents.
3. Communicating in your mother tongue or other language both in oral and written form by using specific terminology and techniques of Historiography.
4. Identifying the main and secondary ideas and expressing them with linguistic correctness.
5. Locating historical sources.
6. Organising and planning the search of historical information.
7. Solving problems autonomously.
8. Submitting works in accordance with both individual and small group demands and personal styles.
9. Using the characteristic computing resources of the field of History.
10. Working in teams respecting the other's points of view.

## Content

The UAB has signed framework agreements with various archives so that students can carry out practical work in the final year of the History degree. Before starting them, the student signs a specific agreement with the UAB and with the archive in which are described the activities that the student will do and that have been previously agreed between the three parts. Therefore, the content is different for each despite the fact that the type of learning is similar. The practices carried out are curricular, that is to say: they are included as a supplement to the graduate degree and constitute a work experience proper.

How to determine in which file the student will carry out the internship? The teacher will tutor each student and propose an archive based on the following variables: the student's habitual

place of residence during the course, the location of the archive, the type of archival activity to be carried out, the means of transport and the intellectual orientation.

Now, the student can also propose the file in which he or she is interested in which to carry out the internship by prior agreement with the institution, even though there is no prior agreement. The reasons may be different: either because it is known that the archive holds a type of document that will be useful for you to know in order to prepare your End-of-Grade Project, or because it is an archive of your territory or region, which has been visited and researched, or because it is the archive of a private institution with which you have a relationship. The UAB can sign agreements with any state institution. In this case it is necessary that the student himself talks to the person in charge of the archive and makes the proposal for collaboration. In case of agreement, the agreement will be made and signed.

In no case is there a chronological limitation of the archival documentation: the practices can be carried out with documents on the antiquity up to with the current administrative archives.

At present, in the Spanish state, various master's degrees in archival studies can be taken, with which work with historical documentation forms an integral part, but the general archival theory is clear. This is why, before starting the internships, three classes of three hours each will be held, in which the basic theoretical principles of archivistics will be explained. These classes are compulsory attendance and are essential to enable a good development of the practices. The reading of a manual of the subject will also be obligatory. The content of these is as follows:

- 1.- Definition of document. Documentary sciences: archivistics, librarianship and documentation.
- 2.- The phases of the archive: office, intermediate and historical. The age of the documents. The expurgation of the documentation.
- 3.- The "principle of origin". The classification of archival description instruments: inventories, catalogues and web pages of archives. The regularisation of documentary descriptions: the International Standard for Archival Description ISAD(G) and the Standard for Archival Description of Catalonia (NODAC).
- 4.- The Catalan and Spanish archival system

## Methodology

As each student will do the internship in a different file with a different jun archiver-tutor, it is not possible to define a common methodology. Depending on the file, the name of supervised and autonomous activities will change. Therefore, the percentages expressed are only indicative.

## Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Practices at institution	90	3.6	1, 2, 7, 3, 4, 5, 6, 8, 10, 9

Preparation of activity reports	5	0.2	3, 4, 8
Theoretical classes	10	0.4	1, 2, 5, 6
Tutorials in archive and university	45	1.8	

## Assessment

The evaluation will be made on the basis of reports or reports that will be sent by the archiver-tutor and the student to the academic tutor. The protocol of the subject "External Practices" of the Faculty establishes as references a value of 60% for the report of the institution, 30% for the report of the student and 10% depends on the academic tutor. in the

report is included, on the part of the file, an exact evaluation of the aptitudes, abilities and capacities of the student, above all for what it concerns work aspects as well as, evidently, intellectuals in the form of a questionnaire, together with a general evaluation of their work, suggestions and, if appropriate, proposals for improvement. In the "Final Report" to be filled in by the student, the archive is asked for an exact evaluation of the student's aptitudes, skills and abilities, especially with regard to work aspects such as, obviously, intellectuals in the form of a questionnaire, together with a general assessment of their work, suggestions and, if appropriate, proposals for improvement. In the final report to be filled in by the student, it is also asked to specify which activities have been carried out, the problems that have been raised and how they have been solved, an evaluation of the experience and suggestions. It is requested that this report be long enough to justify the grade that the student proposes. There is an intermediate report with a follow-up character for both parts, which is sent halfway through the practices. In the case of discrepancy between the two reports, the tutor archivist can be contacted and a personal interview can be requested with the aim of carrying out a correct evaluation. On the other hand, the student must make a verbal presentation of work experience and its results. The teacher, at the beginning of the course, will leave a model of each student's report in the space assigned to the subject in the Moodle classrooms, which will be the one that must necessarily be used. The template for the files will be sent directly to the institution.

The subject is annual and, therefore, the 150 hours stipulated for the subject can be taken throughout the course, which means that the actual practice hours in the archive are about 130. The student's schedule in the archive will be agreed prior to signing the agreement and must be characterized by a regularity in order to facilitate a constant pace of work for a smooth development of the agreed activities. It must be borne in mind that the experience must be beneficial for all and that in no case can the practice entail an excessive workload for the evaluation of the archive. The final note should take into account two factors initially of a different order: on the one hand the intellectual and on the other the insertion port the time of 150 hours within a productive work environment. This means taking into account aspects that are basic in every workplace, such as responsibility, accuracy of information managed, motivation, teamwork, punctuality and, in short, efficiency.

Throughout the course the teacher will have a schedule of attention to the student of the subject for any doubt or question related to the practices, be it theoretical or practical. In the same way, it will always be in context with the institution for any incidence or problem that may arise in this respect through an e-mail address and the telephone number of the office.

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The subject will be considered non-assessable when more than 10% of the agreed activities are done. It will be considered suspended when more than 10% has been done but what has been agreed has not been completed and the assessment is negative. There is no license plate because the evaluators and files are all different, as well as the times of the documentation being filed, the methodology used and, in general, the objects of study: this prevents an exact comparison between one practice and another. There is a theoretical examination at the beginning of the course, after classes, with the grade of "suitable" or "unsuitable", which is necessary to pass in order to carry out the practices without scoring, but, for the final grade.

When the final report of the file and the final memory of the student diverge a lot, the teacher may request an interview with the student and consult the tutor-file. The subject cannot be re-evaluated because it has a completely practical character and is developed in a second institution of labor character. If a re-evaluation were necessary, this would presuppose that the grade would be a suspension because it would imply that there would not be material time to do more hours of practices than those stipulated by agreement and, therefore, from them it would be an impossibility to continue them.

## Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Final tutoring with the professor of the subject (if necessary)	10%	0	0	3, 4, 7
Intermediate and final reports of institution	60 %	0	0	1, 2, 7, 3, 4, 5, 6, 8, 10, 9
Intermediate student report	10%	0	0	1, 2, 7, 3, 4, 5, 6, 8, 10, 9
Student's final report	20 %	0	0	1, 2, 7, 3, 4, 5, 6, 8, 10, 9

## Bibliography

### Bibliography

- 1.- Associació d'Arxivers de Catalunya: "Manual d'arxivística i gestió documental". Barcelona, 2009.
- 2.- Cruz Mundet, J.R.: "Manual de arxivística". Fundació Germán Sánchez Ruy Pérez. Madrid 2001. (Hi ha diverses edicions).
- 3.- Cruz Mundet, J.R.: "Archivística. Gestión de documentos y administración de archivos". Madrid 2012.
- 4.- Heredia Herrera, A.: "Archivística general: teoría y práctica". Ed. Diputación Provincial de Sevilla. Sevilla 1988 (Hi ha diverses edicions).
- 5.- Norma de Descripció Arxivística de Catalunya (NODAC) 2007. Arxivística i gestió documental. Eines Núm. 1. Ed. Generalitat de Catalunya i Mitjans de Comunicació. Rubí 2006.

### Web pages

- 1.- Associació d'Arxivers de Catalunya: [www.arxivers.com](http://www.arxivers.com)
- 2.- PARES. Portal de Archivos Españoles. Ministerio de Educación, Cultura y Deporte: [www.pares.mec.es](http://www.pares.mec.es)
- 3.- Web del sistema arxivístic català: [www.xac.gencat.cat](http://www.xac.gencat.cat)