

INFO 6850: Special Topics in Information Management: Archives II (Fall 2015)

Assignment handout: tax certification report

<http://hdl.handle.net/10222/59333>

Creighton Barrett, Digital Archivist, Dalhousie University Archives

Due Date: Monday October 19, 2015

Assignment Weight: 20%

Assignment Goals:

- Enhance your understanding of the tax certification process; and
- Establish personal and professional opinions about the monetary appraisal of archival material

Relevant Course Learning Objectives:

- At the conclusion of this course, students will be able to summarize and differentiate the current and emerging standards and best practices used in archival settings;
- At the conclusion of this course, students will be able to recommend and produce the appropriate type of documentation required to fulfill certain archival functions, including acquisitions and monetary appraisal; and
- At the conclusion of this course, students will be able to deconstruct the various ethical, legal, cultural, and political issues that may arise during the acquisition, management, and use of archival material

Assignment Description:

A handout on the tax certification process is provided:

<http://hdl.handle.net/10222/59332>. Review the material in the select bibliography and write a 1500–2000 word report that addresses the tax certification “problem” and related questions.

1. Review handout and related material (e.g., journal articles, reports, policies, etc.).
2. Search for additional material (e.g., websites, online catalogues, finding aids, additional literature, etc.).
3. Design an approach to completing the assignment. You must determine how you will write about the tax certification process and related questions. This could involve the development of a point-form outline of your argument for or against the tax certification process, a set of professional principles or rules that would



INFO 6850 (Fall 2015)

Assignment handout: report on tax certification of cultural property

guide you during tax certification, a hypothesis about how the tax certification “problem” could be “solved,” etc.

4. Write your report. Ensure that your report:
 - a. Introduces the tax certification “problem.”
 - b. Provides evidence-based answers to the discussion questions.
 - c. Identifies and describes any relevant standards and best practices.
 - d. Evaluates the strengths and weaknesses of the tax certification process.
 - e. Includes information on how specific Canadian institutions handle tax certification.
 - f. Includes a conclusion or recommendations that explain how you might handle tax certification in your own professional practice.
 - g. Includes footnotes to all referenced materials in accordance with the notes and bibliography system described in the Chicago Manual of Style.
5. Submit your report via the course website. **Ensure that your surname is the beginning of the file name (e.g., Surname_TaxCertificationReport.docx).**
6. Microsoft Word files are the preferred submission format.

Assignment Tips:

1. Consult the Writing Centre and/or other university academic support services if needed (e.g., information management subject librarian).
2. Use Internet search engines to help you identify and examine the pertinent professional standards and best practices for tax certification. Your report can be enhanced with examples and references to relevant sources.
3. Remember that the assignment goals, assignment assessment criteria, and course learning objectives are designed to show you the purpose and intention behind the assignment. Review these materials closely before writing your report.
4. Use Internet search engines to find additional news articles and other materials that address the tax certification “problem.” Factiva is not comprehensive.
5. Consider your own professional practice as an archivist when assessing the tax certification process. How would you personally address the “problem” and how would you justify or explain your response?

Evaluation:

The report will be evaluated according to four criteria: knowledge and expression, comprehension, application and analysis, and structure and overall presentation.

1. **Knowledge and Expression (25 points)** – This component assesses your ability to clearly and concisely describe the tax certification process and identify

INFO 6850 (Fall 2015)

Assignment handout: report on tax certification of cultural property

relevant professional standards and best practices. This component also includes clarity, grammar, syntax, and other elements of writing style.

2. **Comprehension (25 points)** – Evidence of your understanding of monetary appraisal and the tax certification process will be assessed. This will include your description of the key theoretical and practical issues presented by the tax certification process and your explanation of the relevant professional standards and best practices. This component also assesses your effort to draw upon the key points raised in the relevant in-class discussions, activities, and assigned readings.
3. **Application and Analysis (25 points)** – Your ability to analyze the tax certification process will be evaluated. This includes your effort to apply your knowledge of the tax certification process to the discussion questions. This component will also assess your ability to establish your own professional practice and solve problems presented by the tax certification process.
4. **Structure and Overall Presentation (25 points)** – Evidence of your attention to detail and overall purpose of the report will be assessed. The structure of the report will be assessed in terms of its layout, formatting, and readability. The overall presentation of your report will be assessed in terms of its ability to demonstrate that the overall goal of the assignment has been achieved. The report will also be assessed for its potential for provoking further discussion about the tax certification “problem.”

Marks:

Marks will be provided in letter grades that conform to the School of Information Management’s Grading System:

<http://www.dal.ca/faculty/management/school-of-information-management/current-students-site/sim-grading-policy.html>

Please feel free to consult me if you have any questions about the grading of your work.