

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

Handout on Participation Mark

<http://hdl.handle.net/10222/59854>

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Due Date: Throughout the term

Assignment Weight: 20%

Assignment Goals:

- To relate weekly readings to seminars, in-class discussions, and other activities
- To become comfortable analyzing and discussing contemporary and emerging issues in archives
- To enable achievement of course learning objectives

Relevant Course Learning Objectives:

Participation is essential to achieving each of the course learning objectives.

Participation Description:

A high degree of participation will be expected. Student participation and engagement are critical to ensuring the material is adequately covered. At a basic level this means:

- Regular attendance
- Critical reading of the assigned readings
- Engaging with in-class discussions, exercises, and other activities
- Collegial interaction with your peers

Simple attendance of every class is not enough to guarantee a passing class participation grade. Two or more unexcused absences will result in a failing participation mark.

Participation Tips:

- Pay particular attention to the weekly objectives and course learning objectives. They are designed to help you understand the purpose and scope of the course and can help formulate discussion questions.

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- Review the weekly discussion questions prior to reading the assigned readings.
- Prepare additional discussion questions based on your interpretation of the assigned readings.
- Don't multi-task with your laptop or mobile device.
- Don't be afraid to say you don't understand!

Description of In-Class Activities:

A variety of in-class activities will take place throughout the semester. In some cases, these activities will involve the use of actual archival collections and will take place in the Killam Library. Handouts for each activity are available online. Check the course website for details.

The activities support participatory learning by providing practical opportunities to apply the theoretical concepts discussed in each class. They are designed to provoke thought and stimulate engagement with the weekly learning objectives. A high degree of participation in the in-class activities will be expected. At a basic level this means:

- Review of activity goals and weekly learning objectives
- Critical reading of the assigned readings and any supplementary material (e.g., archival materials used during the exercise, case studies)
- Engaging with your group and participating in ensuing class discussion
- Collegial interaction with your peers

Students will be expected to put away laptops and mobile devices during in-class activities unless the activity explicitly calls for the use of such devices.

Tips for In-Class Activities

- Review the handouts for in-class activities prior to class. They contain tips, suggestions, and questions to ask during the exercise.
- Pay particular attention to the goals and learning objectives. They are designed to help you understand the purpose and scope of the activity and can help formulate discussion questions.
- If the activity involves forming groups, engage with members of your group and ask questions.
- Have fun! The activities are meant to provide opportunities for creative thinking.

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Evaluation:

A participation mark will be provided along with the final mark for the course. Participation will be evaluated according to three criteria: attendance, expression, and comprehension.

1. **Attendance (50 points)** – Attendance will be recorded each week. It is very important that you ensure your name is added to the attendance register each week. Illnesses must be supported by a physician's note to be submitted to the MLIS Program Coordinator. Two or more unexcused absences will result in a failing participation mark. See the course syllabus for further guidance on attendance policies.
2. **Expression (25 points)** – This component assesses your ability to articulate comments and questions during class. This includes preparation, clarity, and your ability to engage the class with your contribution. The quality of your participation will be assessed in terms of its relevance to the topic and potential for provoking further discussion.
3. **Comprehension (25 points)** – Evidence of your understanding of the major concepts addressed in each class will be assessed. This will include your ability to make meaningful contributions to the discussion and your ability to analyze and interpret key points raised in the class discussions, activities, and online discussion.

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.