

COURSE/MODULE DESCRIPTION (SYLLABUS)

1.	Course/module Introduction to infobrokering
2.	University department Institute of History
3.	Course/module code
4.	Course/module type – mandatory (compulsory) or elective (optional) mandatory
5.	University subject (programme/major) Public history
6.	Degree: (<i>master, bachelor</i>) Master
7.	Year (if applicable)
8.	Semester (<i>autumn, spring</i>)
9.	Form of tuition and number of hours Lecture 15 h, class 15 h
10.	Name, Surname, academic title Prof. Przemysław Wiszewski
11.	Initial requirements (knowledge, skills, social competences) regarding the course/module and its completion
12.	Objectives To make students acquainted with basic archival terminology, present the organization of public and non-public archives in Poland and in selected other countries. Types of archival materials. Rules of collecting, preserving,

	documenting, processing and sharing the archival materials in the archives and on-line. The class also aims at preparing students to work with the archival materials in the archives and to search archival databases and on-line repositories of the digitalized materials.	
13	Learning outcomes Has disciplinary knowledge of history, archival science, document management, IT and other disciplines that are used in the process of collecting, processing and sharing archival materials and in the research on this process. Has detailed knowledge about the archival institutions, their tasks and goals, and about the principles of using the archival materials in their possession. Knows and understands basic terms and principles of the protection of intellectual property, including the archival heritage and the necessity and rules of copyright management. Has systematic specialized detailed knowledge about the archival management, necessary to conduct the archival research. Can search, analyse, evaluate, select and integrate information related to history based on the archival materials and formulate critical opinions based on this process. Correctly identifies and solves the dilemmas related to the use of archival materials. Actively participates in the activities aimed at protecting archival heritage of his region, country and Europe.	Outcome symbols, e.g.: <i>K_W01*</i>, <i>K_U05</i>, <i>K_K03</i> K_W05 K_W06 K_W09 K_W12 K_U01 K_K04 K_K05
14	Content Basic archival terminology. Principles of distributing archival materials and collecting them. The organization of archives. Types of archival materials (parchment and paper documents, seals, books of records, loose documents, files of documents), other documents (cartographic, technical, photographic, audio-visual, ephemera, e-documents). Rules, methods and tools of	

	processing the archival resources. Archival inventories and other aids. Traditional and on-line sharing.	
15 .	Recommended literature	
16 .	Ways of earning credits for the completion of a course /particular component, methods of assessing academic progress: lecture: exam class: writing assignment laboratory: seminar: other:	
17 .	Language of instruction English	
18 .	Student's workload	
	Activity	Average number of hours for the activity
	Hours of instruction (as stipulated in study programme) :	
	- lecture:	15
	- classes:	15
	student's own work, e.g.:	30
	- preparation before class (lecture, etc.)	15
	- research outcomes:	45
	- reading set literature:	
	- writing course report:	
	- preparing for exam:	
	Hours	120
	Number of ECTS	4

* Key to symbols:

K (before underscore) - learning outcomes for the programme

W - knowledge

U - skills

K (after underscore) - social competences

01, 02, 03 and subsequent - consecutive number of learning outcome