

University of Mary Washington
Department of Historic Preservation

Documentation and Field Work HISP 205-02
Fall 2010
Combs Hall #011
2:00 - 4:45 pm Thursday

Instructor: Mr. Spencer
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Office hours:
Monday, Tuesday, Wednesday and Thursday 10 am-12 noon
Or by appointment

I. Course Outline:

This course introduces the student in historic preservation to fundamentals associated with documentation and field work. These fundamentals include archival research, measured drawings and digital photography. Competency in these fundamentals will be produced through lectures, on-site investigations, use of the public archives, and a variety of equipment associated with the discipline. These skill sets will enable students to better visually document historic structures as well as to better understand chronological developments, construction techniques, building materials, and stylistic details.

II. Course Objectives:

- Learn basic archival skills to assist and enhance in the documentation and research of historic structures.
- Learn the basic skills necessary to accurately measure and record an historic structure.
- Learn basic drafting skills necessary to create hard line drawings.
- Learn the basic components of computer assisted drafting.
- Learn the basics of digital photographic documentation.
- Comprehend the various levels of professional documentation standards.

III. Texts and Equipment:

Required:

Burns, John A. *Recording Historic Structures*. 2nd edition. Hoboken, N.J.: John Wiley & Sons Inc., 2004

Recording Historic Structures and Sites with HABS measured Drawings.

<http://www.cr.nps.gov/habshaer/habs/guidelines/arch-index.htm> (please print out)

Posted/Recommended/References:

Ames, David. *A Primer on Architectural Photography and the Photo Documentation of Historic Structures*. University of Delaware.

Ching, Frank. *Architectural Graphics*. New York: Van Nostrand Reinhold Company, 1975.

Chitham, Robert. *Measured Drawings for Architects*. London: Architectural Press, 1980.

Cullinane, John J. *Understanding Architectural Drawings: A Guide for Non-Architects*. Washington, D.C.: Preservation Press, 1993.

Harris, Cole. "Archival Fieldwork". *Geographical Review*, Vol. 91, No. ½, Doing Fieldwork (Jan-April 2001), pp. 328-334.

ICOMOS. *Guide to Recording Historic Buildings*. London: Butterworth Architecture, 1990.

Ramsey, Charles G. *Architectural Graphic Standards*, 8th edition. New York: John Wiley & Sons, 1988.

Watt, David S. *Measurement and Recording of Historic Buildings*. UK: Donhead Publishing, 2004.

I will be evaluating this text as a possible replacement to the "Recording Historic Structures" so feedback at anytime is most welcome.

***Readings not found in your required text or distributed in class will be posted online through Blackboard (<http://blackboard.umw.edu>).

Required Equipment:

The Department will provide access to equipment necessary for various documentation assignments as well as drafting supplies for each student necessary for completion of the measured drawing assignments.

Suggested Equipment:

While equipment will be provided it is suggested that students purchase an architect's rule (scale), a grid paper notebook for field notes, and a good 30' measuring tape (preferably rubber encased).

Department Policies for Use of Equipment:

- Each student must be logged into the HISP borrowing system to checkout equipment. If a student is not in the system they need to contact either myself or Prof. Smith.
- No student may check out or return any equipment for any other student than him/her self for any reason whatsoever.
- Certain equipment may be checked out for no more than 24 hours, except weekends. Equipment checked out on Friday afternoon may be checked in again Monday morning. If equipment is needed for more than a 24 hour period the student must check the equipment in at the end of the 24 hour period and check it out again for no more than an additional 24 hours.
- Sometimes “holds” will be placed on certain equipment needed in classes. Students are asked not to “check these out” regardless.
- All equipment must be checked in and returned directly to the Department Administrative Assistant, or, in her absence by an on-duty student aide, during normal working hours. Should the Department Administrative Assistant or an on duty student aide not be available, checked in equipment may be given to a faculty member.
- Any malfunctions or breakages must be reported to the Department Administrative Assistant or to an on duty student aide at the time the equipment is checked in and returned. No malfunctioning or broken equipment should be checked in without the problem being identified.
- If you lose equipment please contact the Department Administrative Assistant.
- The Department Administrative Assistant regularly checks the equipment roster on the computer and notifies both the student and their instructor when equipment has not been returned on a timely basis by the appropriate student. The new checkout program will also automatically update professors as to late equipment. This means you can no longer checkout cameras for an entire semester!!!

IV. Grading Scale:

As prescribed by Mary Washington College:

A	“Unusual Excellence”	(93% or higher = A ; 90-92% = A-)
B	“Work Distinctly Above Average”	(87-89% = B+ ; 83-86% = B ; 80-82% = B-)
C	“Work of Average Quality”	(77-79% = C+ ; 73-76% = C ; 70-72% = C-)
D	“Work of Below Average Quality”	(67-69% = D+ ; 60-66% = D)
F	“Failure, No Credit”	(0-59% = F)

*If at midterm a student has a grade of D (0-66%) a “U” (unsatisfactory) will be entered.

V. Assignments:

Five assignments will be distributed throughout the semester. Most of these will overlap and inform each other so it is important to complete each on time. Detailed information about each assignment will be distributed when each is assigned.

- *Archival Research Project (9/23)*: Students will conduct archival research at the Fredericksburg Clerks Office on one historic property, to be assigned, in the downtown area. The primary source of information will be deeds related to the property; however students will be encouraged to examine other primary resources for more information. These resources include wills, taxes, census information, inventories and photographs. The ultimate objective will be a well informed chain of title of the property, as well as **analysis** that provides a clearer picture of the property and its inhabitants throughout history. The final report should be concise and include a table noting the chain of title as well as small descriptive paragraph describing how the property has changed and the people who called it home.
- *Digital Photographic Documentation (10/14)*: Each student will produce their own set of digital photographs to record an historic structure. This will include producing a photo-documentation schedule which will note the image number, view, f-stop, shutter speed and time of day the image was taken. In total twelve images will be taken including the four cardinal elevations, four oblique angles, two general images, one exterior detail and one interior detail. These images will be mounted on display board and presented to class.
- *Field Notes (11/4)*: Each student will create their **own** set of field notes to include one plan, and one elevation. More information regarding this assignment and its expectations will be handed out in class. This assignment will be graded on accuracy, composition, and completeness.
- *Hard line Drawings (12/7)*: Each student will complete their **own** set of hard line measured drawings based on their field notes. These drawings will consist of either a plan or elevation drawn to scale determined by the size of the drafting paper (Arch C). The assignment will graded based on the same criteria as the field notes, accuracy, composition, and completeness. More information will be provided in class as to details of the assignment.
- *AutoCAD Drawings (12/7)*: Students will use AutoCAD software to create digital 2-D drawings from their hard line drawings. They will be able to choose from either their elevation or plan. These drawings will utilize appropriate line weights and be plotted in an appropriate scale.

***While some of these assignments will require that students work in groups it is imperative that all students turn in their **own** work. That is to say that measurements can be taken as a group but the field notes, hard line drawings and AutoCAD drawings should all be individually done. Tracing drawings and field notes from other team members is not permitted, and yes I can tell!

VI. Tests and Examinations:

- *Midterm (10/7)*: This take-home test will cover all material for the archival and photography units. Test questions will vary but may consist of multiple choice, fill in the blanks, short answer, essay and other question types. You may use your notes and readings, however you are not to converse with any persons about exam questions.

*All test questions that require writing will need to be written legibly, illegible work will be counted as incorrect. Illegible writing is any which the instructor cannot read.

VII. Participation:

The participation component of this class goes hand in hand with attendance. If you are not at class you will not be able to participate. For definition purposes, participation for this class is not limited to speaking but also includes participation through observation, listening, and being physically present. While role will not be taken formally, during fieldwork I will be taking attendance. Those not present during these group exercises will have points (5 pts) deducted from their final field note assignment for everyday missed.

VIII. Attendance:

Because the classes build on each other and due to the various field and lab components attendance is mandatory. Missing class will severely hamper you're ability to achieve satisfactory results and in-class instruction/labs/observations will not be repeated unless the student has an **excused absence, making arrangements with the instructor before class**. You may be asked for proof of an absence. An excused absence will not be accepted for leaving early for breaks, family reunions, camps, etc etc.

IX. Grading:

Grading will be based on a number of factors in an effort to be fair, transparent, and to provide the best possible feedback to the student. Completeness and accuracy of the assignment will factor in the final grade as will legibility.

X. Late Assignments:

Assignments are due at the beginning of class on the date noted in the syllabus. Unexcused late work will result in the loss of ten points (a full letter grade), if handed in after the start of class and an additional ten points for every 24 hrs overdue. **NO EXCEPTIONS.** Should a student be absent for whatever reason they will need to e-mail the assignment to the instructor before class begins on the date the assignment is due. The following class, or the next class they physically attend, they will need to hand in a hard copy of the assignment. An absence does not excuse a late assignment. No e-mailed assignments will be accepted from students present on the day an assignment is due. Excused late work is determined on a case by case basis by the instructor before the assignments due date. If you have a valid excuse and an assignment conflict, please contact me as soon as possible. Documentation of your excuse may be required, please do not take this personally.

XI. Final Grade:

No passing grade can be achieved in this course without the completion of all graded assignments. The final grade will be based on the following;

Midterm	10%
Archival Research Project	15%
Field notes	20%
Hard line Drawings	20%
AutoCAD Drawings	20%
<u>Digital Photographic Documentation</u>	<u>15%</u>
Total	100%

XII. Honor Code:

You are expected to follow this, no exceptions. All graded assignment should be pledged and signed. Please see me if you have any questions regarding what is and is not considered plagiarism or cheating.

XIII. Classroom Behavior:

Students **ARE** expected to participate in class discussions and lectures as well as treat both the teacher and students respectfully. All **cell phones should be turned off and absolutely no text messaging, twittering or blogging.** Furthermore, students should conduct themselves in a manner that promotes a good learning environment by refraining from actions that might disrupt the class. Some examples, although not exhaustive, of inappropriate behavior include sleeping during class, talking during class, loud outbursts, reading the newspaper, the use of profanity, and showing up to class intoxicated. Students may be asked to leave class should these rules not be followed.

XIV. Office of Disability Services:

The Office of Disability Services has been designated by the University as the primary office to guide, counsel, and assist students with disabilities. If you receive services through that office and require accommodations for this class, please make an appointment with me as soon as possible to discuss your approved accommodation needs. Bring your accommodation letter with you to the appointment. The information you share with me will be held in the strictest confidence. If you need other accommodations (note taking, etc.) please contact the Office of Disability Services at (540) 654-1266, they will require documentation of a disability.

XV. Class Schedule:

Date	Subject	Readings/Homework (due on date listed)	Assignments/Exams (due on date listed)	Other
8/26	Course and syllabus review, What is archival and field based documentation			Overview
9/2	<u>Introduction to Archival Research (in Virginia and Abroad)</u>	Burns, <i>Recording Historic Structures</i> , pp. VI-IX, 2-51.		Lecture
9/9	Deeds, Wills, Inventories and Census	Cole, "Archival Fieldwork", pp. 328-334.		Groups 1 & 2 meet @ F-burg Clerks Office at assigned times.
9/16	<u>Photographic Documentation (Types and Procedures)</u>	Burns, <i>Recording Historic Structures</i> , pp. 52-87. and David Ames, <i>A Primer on Architectural Photography...</i> pp. all.		Lecture
9/23	Photographic Documentation		<i>Archival Research Project Due</i>	Meet in classroom and travel to site
9/30	<u>Introduction to Field Measuring and Drawing</u>		<i>Midterm assigned</i>	Lecture
10/7	Introduction to Field Measuring and Drawing	Burns, <i>Recording Historic Structures</i> , pp. 88-139.	<i>Midterm Exam Due (take home)</i>	Meet at site

10/14	Photography critique and Measuring and Field Notes		<i>Digital Photographic Documentation Project Due</i>	Meet in classroom #112, walk to site
10/21	Measuring and Field Notes			Meet at site
10/28	Measuring and Field Notes			Meet at site
11/4	<u>Hard line Drawings</u>		<i>Field Notes Due (copies)</i>	Lecture
11/11	Hard line Drawings			In-class work sessions
11/18	<u>AutoCAD</u>			Lecture
11/25	<u>Thanksgiving Break, No Class</u>			
11/30	AutoCAD			In-class work sessions
<u>12/7</u>	Exam (Final Drawings due, hand drawn and AutoCAD) @ <u>3:30 – 6:00 pm</u> Both sections will have their projects due at the same time, so plan ahead for plotter and drafting table use.			