

UNIVERSITY OF MARY WASHINGTON
DEPARTMENT OF HISTORIC PRESERVATION
HISP 205 Documentation and Field Work
SPRING 2019

Section 01 2:00 – 4:45pm T Combs #011

Instructor:	Professor Christine Henry	office hours:	M, W, F: 10—11am
Office:	Combs 134		T: 9—11am
Phone:	540-654-1313 (voice mail)		
e-mail:	chenry5@umw.edu		and by appointment

Course Description

This course introduces the student in historic preservation to fundamentals associated with documentation and fieldwork. 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 through the use of a variety of equipment associated with the discipline. These skill sets will enable students to better visually document objects, landscapes, and historic structures as well as to better understand chronological developments, construction techniques, building materials, and stylistic details.

Course Objectives

- Students will learn basic archival skills, such as deed research, to assist and enhance in the documentation and research of historic structures.
- Students will learn how to create a historic context through primary and secondary document research.
- Students will learn the basic skills necessary to accurately measure and record an historic structure according to industry standards.
- Students will learn basic drafting skills necessary to create hard line drawings.
- Students will learn the basics and industry standards of digital photographic documentation.
- Students will learn the various levels of professional documentation and corresponding standards.

Required Texts

1. Burns, John A. *Recording Historic Structures*. 2nd edition. Hoboken, N.J.: John Wiley & Sons Inc., 2004
2. *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation*, http://www.nps.gov/history/local-law/arch_stnds_6.htm#guide
3. *HABS Guidelines*, <http://www.nps.gov/hdp/standards/habsguidelines.htm>
4. *National Register Guidelines*, <http://www.nps.gov/nr/publications/guidance.htm>
5. *Department of Historic Resources (DHR, Virginia)*, <http://www.dhr.virginia.gov/>

Posted/Recommended/References:

- Ames, David. *A Primer on Architectural Photography and the Photo Documentation of Historic Structures*. University of Delaware.
- Blackburn, Graham. *The Parts of a House*. New York: Richard Marek Publishers, 1980.
- 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.
- Howe, Barbara J., Fleming, Dolores A, Kemp, Emory L, and Overbeck, Ruth Ann. *Houses and Homes: Exploring Their History*. Walnut Creek, CA: Alta Mira Press, 1997.
- ICOMOS. *Guide to Recording Historic Buildings*. London: Butterworth Architecture, 1990.
- Kyvig, David E and Marty, Myron. *Nearby History: Exploring the Past Around You*. Walnut Creek, CA: Alta Mira Press, 1996.
- Ramsey, Charles G. *Architectural Graphic Standards*, 8th edition. New York: John Wiley & Sons, 1988.
- Shulz, Adrian. *Architectural Photography*. San Raphael, CA: Rocky Nook, 2015.
- Watt, David S. *Measurement and Recording of Historic Buildings*. UK: Donhead Publishing, 2004.

Readings not found in your required text or will be posted online through Canvas.

Required Equipment

The Department will provide access to specialized equipment and supplies necessary for completion of assignments. Procedures for using this equipment are noted below.

Suggested Equipment:

While equipment will be provided it is suggested that students purchase an architects 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 me.
- 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!!!

Instructor Policies

Honor Code:

All graded work is bound by the provisions of the Honor Code and must be pledged, signed, and dated. You can find out more about the Honor Code [here](#). Although you will be working in groups and sharing measurements, you need to complete your own set of drawings. It is not appropriate to trace drawings, and this will be considered an honor code violation.

Office of Disability Resources:

The [Office of Disability Resources](#) 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 and bring your accommodation letter with you to the appointment. I will hold any information you share with me in strictest confidence unless you give me permission to do otherwise. If you have not made contact with the Office of Disability Resources and have accommodation needs, (note taking assistance, extended time for tests, etc.), please contact them at (540) 654-1266.

Title IX Statement

University of Mary Washington faculty are committed to supporting students and upholding the University's *Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence*. Under Title IX and this Policy, discrimination based upon sex or gender is prohibited. If you experience an incident of sex or gender-based discrimination, we encourage you to report it. ***While you may talk to me, understand that as a “Responsible Employee” of the University, I MUST report to UMW’s Title IX Coordinator what you share.*** If you wish to speak to someone confidentially, please contact the below confidential resources. They can connect you with support services and help you explore your options. You may also seek assistance from UMW’s Title IX Coordinator. Please visit <http://diversity.umw.edu/title-ix/> to view UMW’s *Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence* and to find further information on support and resources.

Resources*On-Campus*

Tiffany W. Oldfield, J.D.
Title IX Coordinator
Office of Title IX
Fairfax House
540-654-5656
toldfiel@umw.edu

Myranda Thomson
Title IX Deputy for Students
Area Coordinator
540-654-1184
mthomson@umw.edu
540-371-1666

Confidential Resources

Talley Center for Counseling Services –
Lee Hall 106

Student Health Center
Lee Hall 112

Off-Campus
Empowerhouse
540-373-9373

RCASA

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.

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 submission of questions but also includes speaking, participation through observation, active listening, and being physically present. While role will not be taken during class lectures, 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 every day missed.

Tests and Examinations:

There will be no traditional tests or exams in this class. The final examination will consist of the students turning in their field notes and hard line drawings

Attendance & Behavior: Students are expected to participate in class discussions and lectures and treat classmates and the instructor with respect. This includes silencing cell phones and laptops may only be used if used in a non-disrupting manner (no instant messaging, blogging, games, or sound). Violators will be referred to the Office of Judicial Affairs.

Grading Scale:

Letter Grade	GPA	Percentile
A	4	93-100%
A-	3.7	90-92%
B+	3.3	87-89%
B	3	83-86%
B-	2.7	80-82%
C+	2.3	77-79%
C	2	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1	60-66%
F	0	<60%

A mid-semester report of unsatisfactory (U) will be reported if a student has a C- or below in the course at the time reports are submitted.

Course Assignments and Grades

No passing grade can be achieved in this course without the completion of all graded assignments. Detailed information about each assignment will be distributed later. Assigned readings are designed to assist in completing the assignments. The final grade will be based on the following:

Assignments 1-4: Archival Research	Students will follow and build upon the HABS guidelines for an "Outline Format" submission for a local historic structure. This project will include conducting a chain of title for a property at the Fredericksburg Clerk's Office as well as procuring a number of primary and secondary sources to establish a firm history and context in which to place the structure. Architectural descriptions will also be required for each structure as well as full bibliographic citations and footnotes .		
Assignment 1	Architectural description draft	Due February 5	10%
Assignment 2	Chain of Title draft	Due February 19	10%
Assignment 3	Historic Property narrative and bibliography draft	Due February 26	15%
Assignment 4	Archival Research Project final (combination of revised assignments 1-3)	Due March 19	15%

Assignment 5: Digital Photographic Documentation	Each student will produce their own set of digital photographs to record a historic structure using skills learned in class. While digital photography is not acceptable for submission to HABS level 1 documentation, we will use this medium for the exercise and follow HABS guidelines for photographic documentation including the types of images required for submission, photo captions, and the photo record sheet for the remainder of the assignment.	Due March 26	15%
Assignment 6: Field Notes	Each student will create their own set of field notes. More information regarding this assignment and its expectations will be handed out in class. HABS guidelines will be followed.	Due in class April 9-will scan and return for use in assignment 7	15%
Assignment 7: Hard Line Drawings	Each student will complete their own set of hard line measured drawings based on their field notes. More information will be provided in class as to details of the assignment. HABS guidelines will be followed.	Due at end of Finals, Friday May 3 at 5pm	15%
Questions on readings	Students will submit one thoughtful question related to the assigned readings for each lecture. These questions will be submitted via e-mail before 5am on the day of class and will be graded on a pass/fail basis. Students are also expected to participate actively in class as well.	Due by 5am before each lecture class in email	5%
Total			100%

Course Schedule

Week 1	January 15	Lecture: Course Overview, policies, and assignments and “Introduction to Documentation and Industry Standards”
Week 2	January 22	Lecture: Historiography, Bias, and Using Local Primary Sources <i>Readings:</i> — Barton, “Primary Sources in History: Breaking through the Myths” — Frye, <i>Antietam Shadows: Mystery, Myth & Machination</i> , chapters 1-4 — Wells, “Writing an Architectural Description” Assignment #1 handed out Submit question on readings-due before class
Week 3	January 29 Meet at Simpson Library—room 225-B (right near the elevator)	Meet at Simpson Library—room 225-B (right near the elevator) Lecture: “Archival Research in Historic Preservation” Field trip to UMW library <i>Readings:</i> — Burns, <i>Recording Historic Structures</i> , chapters 1 & 2 — Schmitt, “Using Archives: A Guide to Effective Research” Assignment #2 handed out Submit question on readings-due before class
Week 4	February 5 Meet at Courthouse, in two groups	Meet at Courthouse, in two groups. Visit to the Clerk’s Office Bring your property information, a pencil, and paper. No backpacks, laptops, phones or smart watches allowed in courthouse building. <i>Reading:</i> — Howe et al, <i>Houses and Homes: Exploring their History</i> , chapters 4 & 11 Assignment 1 due Submit question on readings-due before class
Week 5	February 12 Will carpool to these resources, meet outside Combs at class time	Visiting Local Archives Field Trip to HFFI, Central Rappahannock Heritage Center, and the Virginia Room at the Central Rappahannock Regional Library <i>Readings:</i> — Kamen, “The Subjects of Local History” and — Kamen, “Researching Local History” Assignment 3 handed out Submit question on readings-due before class
Week 6	February 19	Lecture: “Creating Context and Developing a Significance” <i>Reading:</i> — <i>Guidelines for Historical Reports</i> http://www.nps.gov/hdp/standards/habsguidelines.htm — At bottom of page, is link for “HABS History Guidelines” — Striner, Richard “Determining Historic Significance: Mind over Matter?” Assignment 2 due Submit question on readings-due before class

Week 7	February 26	Lecture: "Photographic Documentation" <i>Reading:</i> Burns, <i>Recording Historic Structures</i> , chapter 3 Assignment 3 due Assignment 4 & 5 handed out Submit question on readings-due before class
Week 8	March 5	SPRING BREAK-No Class
Week 9	March 12	Lecture: "Photographic Documentation Standards and Field Exercise" <i>Reading:</i> — HABS Guidelines for photography http://www.nps.gov/hdp/standards/habsguidelines.htm At bottom of page, is link for "Photography Guidelines" — "How to Improve the Quality of Photographs for National Register Nominations" http://www.nps.gov/nr/publications/bulletins/photobul/ — "Photograph Policy Update" http://www.nps.gov/nr/publications/guidance/Photo_Policy_final.pdf Assignment 6 handed out Submit question on readings-due before class
Week 10	March 19	Field work, come prepared with equipment and proper clothing and footwear <i>Readings:</i> — <i>Recording Historic Structures</i> , chapter 4 — http://www.nps.gov/hdp/standards/habsguidelines.htm At bottom of page, is link for "HABS Guide to Field Documentation"; please read all three documents Assignment 4 due Submit question on readings-due before class
Week 11	March 26	Field work, come prepared with equipment and proper clothing and footwear Assignment 5 due
Week 12	April 2	Field work, come prepared with equipment and proper clothing and footwear
Week 13	April 9	Lecture: "Intro to Measured Drawings" <i>Reading:</i> <i>Recording Historic Structures and Sites with HABS Measured Drawings</i> http://www.nps.gov/hdp/standards/habsguidelines.htm At bottom of page, is link for "HABS Drawing Guidelines" Assignment 6 due (scanned and returned to students in class) Assignment 7 handed out Submit two questions on readings-due before class
Week 14	April 16	In-class drafting and desk critiques
Week 15	April 23	In-class drafting and desk critiques
Final Submission	May 3	Assignment 7 due by 5pm on Friday, May 3