Course in Web Archives and Web Archiving

Course Overview

This overview details how the course is planned, what you can expect, and what will be expected of you.

Course design

The course is designed as problem-based learning, combining reading, hands-on tasks, reflection and feedback dialogue.

For each assignment, you are expected to submit a written reply of 0.5-2 standard word pages (individually; more will be possible if you are collaborating in a team – how much is specified on each assignment description).

For each submitted assignment reply, you will get one feedback reply from the course instructor. You must respond to the feedback with further thoughts or adjustments as relevant, before moving on to the next assignment.

The purpose of the course is to help you get hands-on, reflection and feedback; your assignments responses will be evaluated for relevance, but no as "right or wrong".

Assignments

During the course you will have five assignments.

The first assignment is a minor one (estimated to 2-5 hours), where you are asked to reflect upon and specify as precisely as possible your personal and/or professional interests in relation to the course. This should serve as a basis for your work during the course, and help you to get a higher level of relevance.

Three assignments are larger, and require reading (estimated to 4-7 hours excluding reading), hands-on work with web archives or web archiving applications, and writing your reply to the assignment.

The final assignment is to evaluate the course (estimated 1-2 hours). We need your feedback in order to be able to offer and maintain the course, and the evaluation should also serve as your final reflections, wrapping up your work and experience before leaving the course.

For each assignment, the additional feedback dialogue will add 1-2 hours to the weekly workload.

Communication

Comments or questions submitted in the course conference will get a reply within two workdays.

Replies to assignments will get feedback within three workdays.

Communication will often be faster than this, but overlaps may occur between finalizing the feedback dialogue for an assignment, and starting on the next.

Participants are expected to solve assignments in their specified timeframe, and to reply to all submissions from the instructor within two workdays.

If you are part of a group, each assignment can be met with a group answer. If this is the case, you are allowed to provide lengthier responses, up to three pages. Each group member is expected to reply individually to the feedback from the course instructor. Details for teamwork are given in the assignment descriptions.

Collaboration is recommended

If there are more participants for one course, and you are not working directly in one or more teams, it is recommended that you take the time to look at each other's submissions, and add your own comments. The recommended model will be to follow the course standard; submit one feedback for each assignment submission, reply once (in a reflective way) to each feedback you get.

Netiquette

The responsibility of following the course and solving the assignments lies with the participants.

You may notice that all course material is available from the beginning. The course procedure will be step by step, but you are free to look around in the material as you please.

Participants are expected to be constructive and relevant in their comments and replies. Venting humour or frustration is allowed, but being constructive is mandatory. All participants must refrain from using sarcasm, harsh language, or personally abusive remarks of any kind. Also please remember that irony may easily be misunderstood by others who cannot hear your tone or see your expression, so avoid it or use with great caution.

The possiblility or getting replies to comments or questions may be used, but not misused. The instructor will try to help you within reason, but NetLab reserves the right to limit your number of comments or questions if we feel they are unbalancing the course as intended.

Time frame

The course has a duration of five weeks, unless something else has been agreed upon (down to three weeks, or up to eight). One week before course start will serve as a preparatory week for reading, getting acquainted with the online course room and the course plan, and for looking at suggested software.

This is the detailed plan for a standard course:

Week 0: You will get a welcome with access to the online course area, course content, and reading material, and suggestions of how you might best use the preparatory week.

Week 1: Start reading the textbook. Respond to assignment 1 within the first two days. (The first assignment is simply to define your purpose, and it is important to get started, and to start using the course dialogue in order to establish a flow). Feedback for assignment 1 and your response to the feedback should be finalized no later than the fifth day.

Reading the first two chapters of the textbook should be finalized by the fourth day of week 1.

Start on assignment 2 on the fourth day of week 1.

Week 2: Your response to assignment 2 is due on the second workday of week 2. You will get instructor feedback no later than the fifth day of week 2. As far as possible you will get it sooner, but an overlap between the feedback dialogue, and starting on assignment 3 may occur.

Continue reading the textbook. Reading the last three chapters of the textbook should be finalized by the fifth day of week 2.

Start on assignment 3 on the fifth day of week 2.

Week 3: Your response to assignment 3 is due on the second day of week 3. You will get instructor feedback no later than the fifth day of week 3. As far as possible you will get it sooner, but an overlap between the feedback dialogue for assignment 3, and starting on assignment 4 may occur.

Start on assignment 4 on the fifth day of week 3.

Week 4: Your response to assignment 4 is due on the second day of week 4. You will get instructor feedback no later than the fifth day of week 4. The feedback dialogue for assignment 4 may continue until the third day in the following week.

Week 5: Feedback dialogue for assignment 4 concludes no later than the fourth day of this week.

On the fourth or fifth day you have your final assignment which is to evaluate the course, generally and in respect of the goals which you described in assignment 1. This concludes the course.

A course certificate will be issued within a week thereafter.

Estimated workload overview		Total
Reading	Reading the course book is necessary, and it is estimated to take about 10 hours to read the 50 page course book. The hours are calculated into weeks 1 and 2, but some or all may be placed here.	
Software installation	4 hours for finding and installing software for the assignments. This includes the possibility of rejecting software after quick tests, and reselecting.	
Week 0 Preparatory week	Total estimated workload:3 hours (course communication) *- but it is recommended that you start reading the course book, thereby getting a head start and a lighter workload in weeks 1 and 2.*	3
Week 1 Assignment 1 due and starting assignment 2	Total estimated workload: 13 hours Breakdown (estimated): 5 hours reading, 3 hours assignment 1, 2 hours course communication, 3 hours starting assignment 2.	13
Week 2 Assignment 2 due and starting assignment 3	Total estimated workload: 14 hours Breakdown (estimated): 5 hours reading, 3 hours finishing assignment 2, 2 hours course communication, 3 hours starting assignment 3.	13
Week 3 Assignment 3 due and starting assignment 4	Total estimated workload: 11 hours Breakdown (estimated): 4 hours finishing assignment 3, 2 hours course communication, 5 hours starting assignment 4 (including software selection and installation).	11
Week 4 Assignment 4 due	Total estimated workload: 8 hours Breakdown (estimated): 6 hours finishing assignment 4, 2 hours course communication.	8
Week 5 Assignment 5 (evaluation) plus wrapping up assignments 4 and 5.	Total estimated workload: 4 hours Breakdown (estimated): 3 hours course communication (including 1 for wrap-up on evaluation) 2 hours assignment 5 (evaluation).	5
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