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| **1** | **Course title** | **Documentation of Cultural Heritage** |
| **2** | **Course number** | 2632323 |
| **3** | **Credit hours (theory, practical)** | 3 (theoretical) |
| **Contact hours (theory, practical)** | 3 (theoretical) |
| **4** | **Prerequisites/corequisites** | Not applicable |
| **5** | **Program title** | Bachelor’s degree in Cultural Resources management and Conservation |
| **6** | **Program code** | 02 |
| **7** | **Awarding institution**  | The University of Jordan |
| **8** | **School** | Archaeology and Tourism |
| **9** | **Department** | Cultural Resources management and Conservation |
| **10** | **Level of course**  | 3d year |
| **11** | **Year of study and semester (s)** | Every year/second semester |
| **12** | **Final Qualification** | Bachelor’s degree |
| **13** | **Other department (s) involved in teaching the course** | Not applicable |
| **14** | **Language of Instruction** | Arabic, with systematic use of related English terminology |
| **15** | **Date of production/revision** | 2015 |

**16. Course Coordinator:**

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| Course Coordinator: **Dr. Fuad Hourani**Office number: **/**Office hours: Sunday Tuesday & Thursday: **13-14**; Monday & Wednesday: **12:30-14**Phone number: **25046**Email address: **f.hourani@ju.edu.jo** |

**17. Other instructors:**

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| Dr. Yazan Al Tal, Dr. Ruba Seisa’a |

**18. Course Description:**

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| This course explains fundamentals, methods and techniques of recording and documentation in the field of cultural heritage. Through systematic introducing of Key concepts and methods of data collection, analyzing and management, students learn how to achieve an effective and sustainable documentation that meets the strategic goals of the heritage preservation and fits with specific conservation, research or information management needs. |

**19. Course aims and outcomes:**

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| A- Aims:1. To explore the different methods, techniques and tools used in the recording and documentation of cultural heritage.
2. To estabilsh the means of providing an effective and sustanable documentation.
3. To present the international standards to be followed in the recording and documentation of cultural heritage.
4. To provide the basic skills needed for recording and documenting sites, monuments and objects.

B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to  |
| 1. Use the appropriate terminology and monitor the fundamentals of recording and documentation of cultural heritage.
 |
| 1. Follow methodical and organized way during data collection, processing and management.
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| 1. Demonstrate an aware of why and how to be precise and rigorous when handling a documentation task.
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| 1. Show basic knowledge of the existing equipment used in the documentation of archaeological and other cultural heritage records.
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| 1. Determine the appropriate method of recording when working under different constraints.
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| 1. Responsive to a variety of recording requests.
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**20. Topic Outline and Schedule:**

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| Topic | Week | Instructor | Achieved ILOs | Evaluation Methods | Reference |
| General framework: definitions, concepts and basic principles | 1 | Dr.Fuad Hourani | Correspond to the above-mentioned ILOs 1,2&3 | Written exams & individual or group presentations | See section 25 |
| Place and role of recording and documentation in the scientific methodologies | 2 |
| International standards in recording and documentation. | 3 |
| Methods and steps of documentation in archaeology and cultural heritage. | 4 |
| Methods and techniques of recording and documentation during surveys. | 5-6 | Correspond to ILOs 4,5&6 |
| Methods and techniques of recording and documentation during excavations. | 7 |
| Methods and techniques of recording and documentation in the lab.  | 8 |
| Methods and techniques of recording and documentation in the museums | 9 |
| Data management: data bases | 10-12 |
| Data management: Archaeological / Geographical Information System | 13-14 | Dr.Fuad Hourani +External Intervenient |  |

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**21. Teaching Methods and Assignments:**

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| Development of ILOs is promoted through the following teaching and learning methods:1. Lectures
2. Practical examples on PowerPoint presentations
3. Group discussions
4. Field trip(s)
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**22. Evaluation Methods and Course Requirements:**

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| Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:* Discussions on the field
* Written exams
* Presentations given by students
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**23. Course Policies:**

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| A- Attendance policies: As per University rules.B- Absences from exams and handing in assignments on time: As per University rules.C- Health and safety procedures: As per University rules.D- Honesty policy regarding cheating, plagiarism, misbehaviour: As per University rules.* E- Grading policy: Midterm Exam: 30%
* Individual/Group presentations: 20%
* Participation in class discussions: 10%
* Final exam: 40%

F- Available university services that support achievement in the course: * UJ Library
* Faculty computer labs.
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**24. Required equipment: (** Facilities, Tools, Labs, Training….)

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| Not applicable |

**25. References:**

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| Required book (s), assigned reading and audio-visuals:Recommended books, materials, and media:* 1. Robin Letellier. 2002 : Recording, documentation, and information management for the conservation of heritage places : guiding principles. The Getty Conservation Institute.
	2. Museum of London. 1994: Archaeological Site Manual. Museum of London, Archaeology Service. 3d edition
	3. Heritage Resources Branch 2008.: Avocational Archaeology, Fiels Manual. Ministry of Tourism, Parks, Culture and Sport. Canada
	4. Other references (in French and English) available upon request.
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**26. Additional information:**

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Name of Course Coordinator: Dr. Fuad Hourani ---------Signature: ------------------ Date: 18/2/2019

Head of curriculum committee/Department: ----------------------------- Signature: ---------------------------

Head of Department: ------------------------------------------------------------ Signature: -----------------------

Head of curriculum committee/Faculty: ----------------------------------------- Signature: --------------------

Dean: --------------------------------------------------------- -Signature: -------------------------------------------