ARCH 552:  
INTRODUCTION TO HISTORIC SITE DOCUMENTATION  

Semester: Fall 2014  
Day and Time: Fridays, 10:00 a.m. to 11:50 a.m.  
Location: Harris 102  
Instructor: Katie E. Horak, MHC  
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COURSE PURPOSE AND OBJECTIVES:  

This course introduces students to various techniques employed in the field of historic preservation for recording and documenting historic resources. A core course for the Master of Heritage Conservation degree, coursework gives students a basic knowledge of recordation and documentation processes necessary for a professional working in the field of historic preservation. It will include an overview of the methods of architectural classification and provide an analysis of basic guidelines and standards of documentation, including historic resources surveys; National Register, California Register and local registration standards; photographic documentation; historic structure reports and cultural landscape reports; and HABS/HAER/HALS documentation. This course aims to encourage new ways of observing and thinking about the built environment through practical applications of documentation methods and fieldwork exercises.  

PRIMARY TEXTS:  

COURSE REQUIREMENTS:

Reading:

Required reading assignments are listed in the lecture schedule in this syllabus. These readings should be completed before the lecture under which they are listed.

Grading:

10% Architectural Style Exercise
10% Written Descriptive Analysis
10% Photographic Documentation Exercise
20% DPR forms: Individual Building Evaluation
15% DPR forms: District Evaluation
10% Measured Drawing Exercise
10% Sketchbook Completion/Presentation
15% Final Exam

Sketchbook:

For the duration of this course, students are encouraged to keep a record of their observations of the built environment through sketches, photographs, and/or written musings. Each week, students will be assigned a specific item (or items) to record in their sketchbook through the medium of their choice. Sketches will be presented at the beginning of each class session (two or three students per class); every student is expected to present their sketchbook findings multiple times throughout the semester.

Attendance:

Medical or family emergencies and religious holidays are the only acceptable excuses for acceptance of late assignments and the granting of incomplete grades. More than two unexcused absences will result in a failing grade for the class.

CLASS SCHEDULE, READING AND ASSIGNMENTS

Aug. 29  Introduction
Review of the purposes and direction of the course
Introduction to observation and investigation

Sept. 5  Language of Architecture I
Definition and classification: residential architectural styles
Identification of character-defining features

Reading: Gottfried and Jennings [pp. 9-16; 33-44]

Carter and Cromley [pp. 1 – 18]
Sept. 12  |  **Language of Architecture II**  
Assessing architectural style and character defining features in the field  
Site visit (location TBD)  
Reading:  Gottfried and Jennings [pp. 59-85; 167-179]  
Preservation Brief 17: *Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character*  
http://www.nps.gov/hps/tps/briefs/brief17.htm

Sept. 19  |  **Written Documentation**  
Writing architectural descriptions  
Due:  Residential architectural styles exercise  
Reading:  Maliszewsky-Pickart [selections posted to Blackboard]

Sept. 26  |  **Architectural Photography**  
Introduction to photographic information gathering  
*Guest lecturer*  
Reading:  Burns [pp. 52-87]  
Carter and Cromley [pp. 19-43]

Oct. 3  |  **National, State and Local Registers**  
Eligibility criteria  
Integrity aspects and thresholds  
Similarities and differences between federal, state and local eligibility and documentation standards  
Reading:  National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation  
http://www.nps.gov/history/nr/publications/bulletins/nrb15/  
California Office of Historic Preservation Technical Assistance Series #6: *California Register and National Register: A Comparison*  
Due:  Written descriptive analysis  
Architectural photography exercise
Oct. 10  **Forms**  
Use of standardized forms for the recordation of historic resources  
California Dept. of Parks and Recreation (DPR) 523 series forms  
National Register documentation  
Local designation forms  

Reading:  *Instructions for Recording Historical Resources*  

Sample DPR forms (provided)

Oct. 17  **Field Investigation I**  
Understanding significance  
Identifying later alterations and additions  
Assessment of conditions  

Reading:  Preservation Brief 35: *Understanding Old Buildings: The Process of Architectural Investigation*  
http://www.nps.gov/hps/tps/briefs/brief35.htm  

Preservation Brief 43: *The Preparation and Use of Historic Structure Reports*  
http://www.nps.gov/hps/tps/briefs/brief43.htm

Oct. 24  **Field Investigation II**  
Case study and site visit (location TBD)  

Due:  Draft DPR forms: 523a (Primary Record) and 523b (Building, Structure and Object Record) set

Oct. 31  **Historic Resources Surveys I**  
Introduction to historic resources surveys and inventories  
Identifying historic contexts  
Definition of boundary, period of significance  

Reading:  National Register Bulletin 24: *Guidelines for Local Surveys: A Basis for Preservation Planning*  
http://www.cr.nps.gov.nr/publications/bulletins/nrb24/

Nov. 8  **Historic Resources Surveys II**  
Integrity analysis: Contributing and Non-Contributing elements  
Site visit (location TBD)
Due: Final DPR 523a and 523b form set

Nov. 15 NO CLASS

Nov. 21 Measured Drawings II
Architectural Drawings: types and purposes
Taking measurements in the field
Site visit (location TBD)
Guest lecturer

Due: Final DPR 523d District Record form

Nov. 28 THANKSGIVING BREAK – NO CLASS

Dec. 5 New Methods of Documentation
GIS and its applicability for historic resource documentation
Guest lecturer

Due: Measured drawing exercise
Sketchbooks

Dec. 13 Final Exam
Time and location TBD
STATEMENT FOR STUDENTS WITH DISABILITIES

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m. to 5:00 p.m., Monday through Friday. The telephone number for DSP is (213) 740-0776.

STATEMENT ON ACADEMIC INTEGRITY

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one’s own academic work from misuse by others as well as to avoid using another’s work as one’s own. All students are expected to understand and abide by these principles. Scampus, the Student Guidebook, contains the Student Conduct Code in Section 11.00, while the recommended sanctions are located in Appendix A: http://www.usc.edu/dept/publications/SCAMPUS/gov/.

Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: http://www.usc.edu/student-affairs/SJACS/.

BIBLIOGRAPHY


