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## DCP6714 - HERITAGE RESOURCES DOCUMENTATION

Fall 2016

### Course Details

Course Number:	DCP 6714
Course Title:	Heritage Resources Documentation
Course credits:	3 graduate-credit hours
Meeting Day/Time:	Thursdays, periods 7 – 9
Meeting location:	ARC411
Instructor:	Linda Stevenson, PhD, RA

### Course Description:

This course will explore the application of documentation methods to investigate, document, and convey the significant physical features of a heritage resource.

### Course Objectives

The participants will gain working skills in the following area of historic preservation practice:

- Understand the reasons for documenting built heritage resources
- Identify and examine various documentation methods for recording the existing physical form and condition of heritage resources
- Select appropriate documentation methods for specific heritage documentation projects
- Gain skills in documentation techniques, including; measuring and recording existing field conditions with a variety of data capture methods
- Gain proficiency in digital imaging and creation of 2D and 3D documents, in order to graphically convey the existing conditions of buildings and sites.
- Learn to apply visual media tools to communicate the form, function and historical significance of buildings, structures, landscapes and sites.
- Gain skills in creating a set of architectural drawings and documents in compliance with the standards of the Historic American Building Survey program.

### Course Presentation and Requirements

Course content is presented in readings, presentations, class exercises field documentation work and production of a graphic record for a heritage resource, in compliance with HABS standards. Course requirements include; participation in class discussions, completion of assignments and interim presentations by due dates, completion of field work, data gathering and assessment, individual and teamwork on the semester-long documentation project, completion of final work products and final presentations.

#### Standard I. Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure, or Object Being Documented.

The historic significance of the building, site, structure, or object identified in the evaluation process should be conveyed by the drawings, photographs, and other materials that comprise documentation. The historical, architectural, engineering, or cultural values of the property together with the purpose of the documentation activity determine the level and methods of documentation. Documentation prepared for submission to the Library of Congress must meet the HABS/HAER Guidelines.



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Standard II. Documentation Shall be Prepared Accurately From Reliable Sources With Limitations Clearly Stated to Permit Independent Verification of the Information.

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

Standard III. Documentation Shall be Prepared on Materials That are Readily Reproducible, Durable, and in Standard Sizes.

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials should be based on the length of time expected for storage, the anticipated frequency of use, and a size convenient for storage.

Standard IV. Documentation Shall be Clearly and Concisely Produced.

In order for documentation to be useful for future research, written materials must be legible and understandable, and graphic materials must contain scale information and location references. (Standards from the HABS/HAER/ HALS website, Standards page)

<https://www.nps.gov/hdp/standards/index.htm>

### **Course Work Products**

The work products for the documentation project will include:

- A project report summarizing the selected documentation methods and findings.
- A set of architectural drawings, photographs and collateral materials that convey the physical character and significance of a heritage resource and meet the HABS standards.
- A PowerPoint presentation of the work products.
- Posters illustrating project graphics, drawings, photographs and other research
- Final work products may also include; CAD drawings, 3D models, GIS mapping, supporting data, field notes, photographs.

### **Course Policies**

#### Attendance

Punctuality and professionalism are expected from participants. Please be on time, attend all classes, and be prepared for scheduled activities. Please notify the instructor when you will not be able to attend with reason for absence, either by email or by phone. More than one unexcused absence may result in the final grade being lowered one letter-grade.

During lectures and discussions, please silence cell phones. Use of electronics is permitted for data-gathering, note-taking or to add information to the discussion topic.

#### Grading Policies

Course grades are based on a total possible score of 100 points. The scale for letter grades is as follows: A 93-100 A- 90-92 B+ 87-89 B 83-86 B- 80-82 C+ 77-79 C 73-76 C- 70-72 D+ 67-69 D 63-66 D- 60-62 E 0-59.

Specific tasks and deliverables will make up the grade as follows:

Class Participation:	40% (Attendance and participation)
Final Presentation:	30%
Final Work Products:	20%



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### **UF Policies**

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <https://www.dso.ufl.edu/scrr/process/student-conduct-honor-code/>

Netiquette: Communication Courtesy: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats. Please see *Netiquette Guide for Online Courses.pdf* in Course site folder Files/Syllabus.

### **Getting Help:**

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

The ticket number received from LSS when the problem was reported to them MUST accompany any requests for make-ups due to technical issues. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support
- <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

### **Schedule Note and Disclaimer:**

The syllabus and the details of the course schedule are subject to change as the need arises. This syllabus represents the current course plans and objectives. As we go through the semester, those plans may change in order to enhance the class learning opportunity. All changes will be posted to the course website as announcements, please check in regularly to keep up to date.

### **Texts and Readings**

The following principal text is on reserve at the Art and Architecture Library. Please refer to the Course Schedule page for reading assignments, and interim and final due dates.

Burns, John A, et all, eds. *Recording Historic Structures*. Second edition, Hoboken, N.J.: John Wiley & Sons, 2004. (Print version)

Arbogast, David. *How to Write a Historic Structure Report*. New York: Norton and Company, 2010.



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**More resources:**

HABS guide to Field Documentation. <https://www.nps.gov/hdp/standards/habsfieldguide.html>

HABS Document Competitions

<https://www.nps.gov/hdp/competitions/index.htm>

McDonald, Travis C. Jr. *Preservation Brief 35: Understanding Old Buildings: the Process of Architectural Investigation*. Washington, D.C. National Park Service, 1994.

<https://www.nps.gov/tps/how-to-preserve/briefs/35-architectural-investigation.htm>

(Online version)

Slaton, Deborah. *Preservation Brief 43: The Preparation and Use of Historic Structures Reports*. Washington, D.C. National Park Service, 2005. (Print version)

<https://www.nps.gov/tps/how-to-preserve/briefs/43-historic-structure-reports.htm>

(Online version)

Additional readings will be posted periodically on UF e-learning (Canvas) through the course link. <https://lss.at.ufl.edu/>

National Park Service Heritage Documentation Programs. <https://www.nps.gov/hdp/>

HABS: <https://www.nps.gov/hdp/habs/index.htm>

HAER: <https://www.nps.gov/hdp/haer/index.htm>

HALS: <https://www.nps.gov/hdp/hals/index.htm>

National Park Service: NPS- Geographic Information Systems GIS

<http://www.nps.gov/gis/>

NPS/ National Register of Historic Places

<http://www.nps.gov/history/nr/>

NCPTT/ National Center for Technology and Training

<http://ncptt.nps.gov/>

Florida Division of Historic Resources

Florida Master Site File: <http://www.flheritage.com/preservation/siteFile/documents.cfm>

**Course Modules:**

**Module 1 Overview of Heritage Documentation**

Why Document?

Standards for Documentation

US: HABS/HAER/ HALS Standards . <https://www.nps.gov/hdp/>

International: ICOMOS <http://cipa.icomos.org/>

Overview of methods and work products

**Module 2 Designing and Implementing a Heritage Documentation Project**

Project planning for a documentation project

Identifying evidence types (Physical Documentary, Inferential, Contextual, Recollective)



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Establish semester project goals and work products

### **Module 3 Field documentation**

Assessing existing site conditions, safety considerations  
Field measurement methods  
Field work day 1

### **Module 4 Photography**

Types of equipment and products  
(Large format, SLR, mobile devices)  
Guide to photographing buildings and sites  
Field work day 2

### **Module 5 Photogrammetry**

Introduction to Photogrammetry  
Programs, equipment and results  
Software platforms

### **Module 6 3D laser scanning**

Introduction to 3D Laser Scanning  
Programs, equipment and results  
Proprietary software and open platforms,  
Field work day 3

### **Module 7 GIS documentation and data**

Spatial data collection  
Geocoding  
Mapping  
Story-telling with maps

### **Module 8 Producing documents**

Producing documentation, software tools  
Hand sketches  
CAD drawings - AutoCAD  
Building Informational Modeling (BIM)  
Autodesk RECAP

### **Module 9 – Field work wrap-up**

Field work day 4

### **Module 10 – The Historic Resource Presentation toolbox, Part 1**

Graphic communication methods  
Photoshop, InDesign, Illustrator

### **Module 11 - The Historic Resource Presentation toolbox, Part 2**

3D Models, animations

### **Module 12 Project documentation workshop**

Interim review of work products (Studio pinup)



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### **Module 13 - The Human Dimension**

Correlating recollective and documentary data

### **Module 14**

Project team work day

### **Module 15**

Final presentation of heritage documentation projects

### **Notes on Modules and Sequence:**

The schedule for the modules and the details of the course schedule are subject to change as the need arises. This syllabus represents the current course plans and objectives. As we go through the semester, those plans may change in order to enhance the class learning opportunity. All changes will be posted to the course website as announcements, please check in regularly to keep up to date.