



Image: <https://www.visitjacksonville.com/imager/>

DCP6943
CULTURAL RESOURCE SURVEY
UNIVERSITY OF FLORIDA
COLLEGE OF DESIGN, CONSTRUCTION AND PLANNING
HISTORIC PRESERVATION PROGRAM
2024 COURSE SYLLABUS

DCP6943 Cultural Resource Survey

Meeting Day/Time: [F] 9:35 am - 12:35 pm [Periods 3-5]

Location: Rinker [RNK] 225 for in-class meetings

Instructor

Linda Stevenson, PhD, AIA, Lecturer, UFHPP and School of Architecture

Contact: archtext@ufl.edu (352) 294-9141

Office: 140 Architecture

Office Hours: [R] 1:30 pm -3:30 pm, and by appointment

Course Description

The field of historic preservation manages change over time in the built environment. This course focuses on the cultural resource survey of heritage assets for a particular community. We will explore the tangible and intangible heritage of the community, using current policies and best practices for cultural resource surveys. Participants will apply a variety of research methods to investigate, inventory, and document cultural resources through archival research, field survey, GIS-based data gathering, interviews with residents, and evaluation of resources for potential historical significance. Participants will gain proficiency with the inventory and assessment processes of the Florida Master Site File (FMSF). The final deliverables will include a public presentation on the research findings and recommendations for next steps in leveraging this rich heritage for ongoing community revitalization work.

This Spring, the selected project area is the Springfield Historic District in Jacksonville, Florida, the first designated local historic district in the City. The original historical resource survey was conducted in 1985 and captured assets that were at least 50 years old at the time. Our goal is to expand the narrative for this community, by documenting and evaluating additional historic resources built during the mid-century period (1935-1976) for possible inclusion in an expanded historic district, thereby capturing a record of this dynamic period of prolific growth and change in the City's built environment.

Course Learning Objectives

- Understand the process for identifying, documenting, and evaluating cultural/ historical resources
- Understand the principles of determining significance and assessing integrity of a resource
- Analyze and evaluate the research findings to create/ update the narrative of the district's evolving significance over time
- Gain experience in preparing survey documents using Florida's historic/ cultural resource inventory system, the Florida Master Site File
- Develop research and writing skills
- Learn the language / terminology specific to the discipline of historic preservation
- Develop presentation skills to share knowledge with colleagues and the broader public audience



Instructor communication

Office hours are listed above. If scheduled times do not work for you, we can also find another time for an individual meeting, please send your requests via email through the course Canvas link [here](#).

Course Presentation and Requirements

Course content is presented in readings, presentations, guest speakers, field work, and site visits in Jacksonville. Course requirements include completion of assignments, coursework products, and final presentations. Please see Attendance Policies.

Required Textbooks and Software

- Required content/material will be provided by the instructor through Canvas and/or will be on reserve at the *UF Art and Architecture Library* under the course number DCP6711C.
- Please refer to the Course Schedule for reading assignments, and interim/ final due dates
- Course materials, announcements, and grades will be on e-learning [Canvas](#).

Course Work Products

All work produced in class is property of the University of Florida Historic Preservation Program. The Instructor will keep copies of all participants’ work products. Work products include research assignments, and individual contributions to the semester-long projects (PowerPoint presentation and final report).

Assessments

Assessment project	% Grade	# Points
Research Assignments and Presentations (8)	40%	80
Cultural Resource Survey Project Midterm presentation	15%	30
Cultural Resource Survey Project Final presentation	15%	30
Semester Project Survey Report Sections	15%	30
Completion of FMSF forms and maps	10%	20
Participation	5%	10
Totals	100%	200

Percent	Grade	Grade Points
93.0 - 100.0	A	4.00
90.0 - 92.9	A-	3.67
88.0 - 89.9	B+	3.33
83.0 – 87.9	B	3.00
80.0 - 82.9	B-	2.67
78.0 - 79.9	C+	2.33
73.0 – 77.9	C	2.00
70.0 - 72.9	C-	1.67
68.0 - 69.9	D+	1.33
58.0 - 67.9	D	1.00
55.0 - 57.9	D-	0.67
0 - 54.9	E	0.00

Assignments and Projects

Descriptions for assignments and projects include:



Short assignments

Participants will develop research related to course content and present their findings in class with PowerPoint and in short narrative reports. These assignments will include a weekly submission of FMSF forms with accompanying photos and maps, as noted on the syllabus.

Semester Research Project

Work will include the preparation of cultural resources survey documents, including Florida Master Site File forms and maps, and sections of the final survey report document. The coursework includes: historical and contextual research and analysis of findings, site visits, field work documenting structures with field notes and photographs, assessing properties for potential significance, public meetings and community engagement, preparation of FMSF packets for each parcel, preparation of survey reports.

Cultural Resource Survey Project presentations

Research findings will be compiled and presented to guest reviewers, in a Midterm and a Final presentation PowerPoints, accompanying written narratives, and digital copies of research files.

Semester Project Final Survey Report

Research findings will be described in narrative sections for inclusion in the Final Survey Report.

Completion of final versions of FMSF forms and supporting files

Completion of required quantity per participant of FMSF packets.

Course Schedule Overview

A detailed Course Schedule will be provided at first class meeting with key dates for site visits, presentations, and assignment due dates. The themes for each week of the course include:

Week 1: Introduction

Week 2: History of the City and the Neighborhood

Week 3: Data-gathering methods; Architecture of the Neighborhood

Week 4: Site Visit 1

Week 5: Key research questions

Week 6: Preparing the FMSF forms and attachments

Week 7: Site Visit 2

Week 8: Develop Midterm research findings

Week 9: Midterm Presentation

Week 10: Spring Break

Week 11: Cultural Survey Reports

Week 12: Making effective recommendations for historic preservation of communities

Week 13: Presentation techniques

Week 14: Work session

Week 15: Final presentation in class

Week 16: Exam Week, no class meeting, work products due (Community presentation May 7)



Attendance, Class Expectations and Make-up Policy

Attendance in class meetings, either in person or remote (with instructor's permission), site visits/ field work, and public presentations is mandatory for this course. More than two unexcused absences will result in the final grade being dropped one letter. Requirements for class attendance and make-up assignments are consistent with university policies. Excused absences must be consistent with university policies in the Graduate Catalog and require appropriate documentation. Additional information can be found here: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

UF POLICIES

University Honesty Policy

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Student Honor Code [Orange Book](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. If you have any questions or concerns, please consult with the instructor or TAs in this class.

In-class Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class, or between a student and the faculty or guest lecturer during a class session. For further information refer to [In-class Recording](#) policies.

Student Privacy Considerations

Some class sessions may be audio-visually recorded for students in the class to refer to and for enrolled students who are unable to attend live. *Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their*



voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. "We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity."

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

CAMPUS RESOURCES

Health and Wellness

U Matter, We Care:

If you or someone you know is in distress, please contact umatter@ufl.edu, (352) 392-1575, or visit [UMatter We Care website](#) to refer or report a concern, and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit the [Counseling and Wellness Center website](#), or call (352) 392-1575; for information on crisis services or non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#).



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University Police Department: Call 352-392-1111 (or 9-1-1 for emergencies) or visit the [UF Police Department website](#).

UF Health Shands Emergency Room/ Trauma Center: For immediate medical care call 352-733-0111, or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608. Visit the UF [emergency-room-trauma-center](#).

GatorWell Health Promotion Services: For prevention services focused on wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Academic Resources

E-learning technical support :Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu

Library Support, Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

Career Connection Center, Reitz Union, 392-1601. Career assistance and counseling.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing.

Student Complaints: See this link for information on complaint procedures.

Resources for readings

Please see the Canvas course folder: *Files/ Readings* folders. Most of the readings have been scanned to PDFs and are located in the *Readings* folder, organized by module. Some resources will be placed at the Reserve Desk in the Art and Architecture Library. Some reading recommendations include:

Architectural History Resources

McAlester, Virginia Savage. 2015. *A Field Guide to American Houses. The Definitive Guide to identifying and understanding America's Domestic Architecture*. New York: Alfred A. Knopf, 2015.

City of Jacksonville Heritage and History Resources

Wood, Wayne W. *Jacksonville's Architectural Heritage. Landmarks for the Future*. Bicentennial Edition. Jacksonville Historical Society: Jacksonville, Florida, 2022.

Heritage Conservation Organizations and Resources

National Center for Preservation Technology and Training (NCPTT) research

<https://www.nps.gov/subjects/ncptt/research.htm>

National Park Service (NPS) / Technical Preservation Services/ Preservation by topic

<https://www.nps.gov/orgs/1739/preservation-by-topic.htm>

Secretary of the Interior Standards for Treatment of Historic Properties

<https://www.nps.gov/tps/standards.htm>