ARCH 552: INTRODUCTION TO HISTORIC SITE DOCUMENTATION

Semester: Fall 2012
Day and Time: Fridays, 10:00 a.m. to 11:50 a.m.
Location: WAH 212
Instructor: Katie E. Horak, MHP
           khorak@usc.edu
           626/616-3976

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 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:


SUGGESTED READINGS:

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
15% DPR forms: Individual Building Evaluation
15% DPR forms: District Evaluation
5% Measuring Exercise
15% Sketchbook Completion/Presentation
15% Final Exam
5% Class participation

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 a sketchbook through the medium of their choice. Sketches will be presented at the beginning of each class session (one or two students per class); every student is required to present an entry of their sketchbook at least once during 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. 31  Introduction
Review of the purposes and direction of the course
Introduction to observation and investigation (site visit, on campus)

Sept. 7  The 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]
City of Los Angeles, *Preservation Plan Workbook, Architectural Styles*
http://www.preservation.lacity.org/hpoz/plan

Sept. 14  
**The Language of Architecture II**  
Description of exterior elements, setting, site and landscape  
Field analysis (on campus)

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

Due: Residential architectural styles exercise

Sept. 21  
**Architectural Photography**  
Introduction to photographic information gathering  
Guest lecturer

Reading: Burns [pp. 52-87]  
Carter and Cromley [pp. 19-43]

Sept. 28  
**National, State and Local Registers**  
Eligibility criteria  
Integrity aspects and thresholds  
Similarities and differences between federal, state and local eligibility and documentation standards  
Multiple Property Documentation method

Reading: National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation  
http://www.nps.gov/history/nr/publications/bulletins/nrb15/  
National Register Bulletin 16: How to Complete the National Register Multiple Property Documentation Form  
http://www.nps.gov/nr/publications/bulletins/nrb16b/
California Office of Historic Preservation Technical Assistance Series #6: *California Register and National Register: A Comparison*

Due: Written Descriptive Analysis
Architectural photography exercise

Oct. 5 **California Dept. of Parks and Recreation (DPR) 523 series forms**
Use of standardized forms for the recordation of historic resources

Reading: *Instructions for Recording Historical Resources*

Sample DPR forms (provided)

Oct. 12 **Field Investigation**
Conditions assessment and documentation
Identifying later alterations and additions

http://www.nps.gov/hps/tps/briefs/brief35.htm

Carter and Cromley [pp. 45-81]

Oct. 19 **Historic Structures Reports and Cultural Landscape Reports**
Purpose, goals and utility of historic structures reports and cultural landscape reports
Site visit: Village Green, Baldwin Hills (meet on site)

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

http://ohp.parks.ca.gov/?page_id=1069

Village Green Historic Structures Report
http://villagegreenla.net/rules.html
Due: DPR forms: Primary Record and Building, Structure and Object Record set (California Register evaluation)

Oct. 26  **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. 2  **NO CLASS**

Nov. 9  **Historic Resources Surveys II**
Integrity analysis: Contributing and Non-Contributing elements
Site Visit: TBD

Nov. 16  **New Methods of Documentation**
GIS and its applicability for historic resource documentation
Guest lecturer

Nov. 23  **THANKSGIVING BREAK – NO CLASS**

Nov. 30  **HABS/HAER/HALS Documentation Methods and Standards**
An overview of HABS/HAER/HALS documentation standards: history and application

Reading: Burns, [pp. 2-51; 88-139]

Due: DPR forms: Primary Record and District Record set (California Register evaluation)

Dec. 7  **Field Measuring Exercise**
Guest lecturer

Due: Sketchbooks
Dec. 14  

**Final Exam**

Due: Measuring exercise

**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/](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/](http://www.usc.edu/student-affairs/SJACS/).

**BIBLIOGRAPHY**


