

Series 1, Undergraduate School Records, 2000-2005

Subseries 1, Broward College, 2000-2002

- A. U.S. History, AMH 2010 Notes, 1492-1865
- B. U.S. History, AMH 2020 Notes, 1865-1974
- C. Western Civilization, EUH 1000 Notes, 3.6 million BC-622 AD
- D. Western Civilization, EUH 1001 Notes, 476-1919

Subseries 2, Florida Atlantic University, 2003-2005

- A. Constitutional History of the US
- B. US in the 60s
- C. Introduction to Historical Study
- D. Drugs and Society
- E. Diplomatic History of U.S
- F. History of Modern Russia
- G. Modern Latin America
- H. US Since 1945
- I. Colonial Latin America
- J. Hitler and Nazi Germany
- K. Senior Seminar
- L. History of the Holocaust
- M. American Foreign Policy
- N. Latin American Politics
- O. Political Scandals
- P. US Presidency
- Q. American Immigration & Ethnicity
- R. Art Appreciation

Series 2, Graduate School Records, 2005-2016

Subseries 1, Florida Atlantic University, 2005-2007

- A. Readings in US History
- B. Historical Experience
- C. Authority in Islam - Readings Seminar
- D. US Diplomatic History - Research Seminar
- E. Internship in Public History
- F. Resistance During the Nazi Era
- G. Seminar in American History
- H. Intermediate Spanish I
- I. Readings in Nazi Germany
- J. Readings in the Modern South
- K. Seminar in Native American History

- L. Deindustrialization Seminar
- M. Readings in American Indian Leadership

Subseries 2, University of South Florida, 2015-2016

- A. Introduction to Library Administration
- B. Basic Information Sources and Services
- C. Foundations of Library and Information Science
- D. History of Libraries
- E. Curriculum and Instruction
- F. Organization of Knowledge
- G. Seminar in Public Libraries
- H. Data Management and Practice
- I. Research Methods
- J. Collection Development
- K. Libraries as Cultural Heritage Institutions
- L. Web Design for Libraries
- M. Intro to Archives and Records Management

Series 3, Teaching Records and Resources, 2007-2016

Subseries 1, Broward College, 2007-2016

- A. U.S. History, 1492-2016
  - 1. HIS 1101, 1492-1865
    - a. Syllabi
    - b. PowerPoint Files
      - 1. Pathway to Colonization, 476-1565
      - 2. Creating English America, 1607-1689
      - 3. Developing a Rebellious Spirit, 1689-1776
      - 4. Creating a New Republic, 1776-1789
      - 5. Federalist Era, 1789-1801
      - 6. Jeffersonian Era, 1801-1829
      - 7. Jackson, Manifest Destiny, and the Path to Civil War, 1829-1865
    - c. Exams
      - 1. Exam 1
      - 2. Exam 2
  - 2. HIS 1102, 1865-2016
    - a. Syllabi
    - b. PowerPoint Files
      - 1. Manifest Destiny, and the Path to Civil War, 1776-1865
      - 2. Reconstruction, 1865-1877
      - 3. Gilded Age, 1870-1900

4. Progressive Politics and the Creation of an American Empire, 1896-1917
  5. World War I, 1914-1918
  6. 1920s
  7. Franklin Roosevelt, the New Deal, and World War II, 1932-1945
  8. Global Superiority and Domestic Strife - The United States since 1945, 1945-2001
- c. Exams
1. Exam 1
  2. Exam 2
- B. World Civilization, Origins to 2016
1. EUH 1000, Origins to 1500
    - a. Syllabi
    - b. PowerPoint Files
      1. Birth of Civilization, 13.7 Billion-5000 BC
      2. Origins of Western Civilization - Middle East, Africa, and the Mediterranean, 3550-330 BC
      3. Origins of Eastern Civilization - India and China, 2500 BC-500 BC
      4. The World of the Ancient Greeks, 776 BC-323 BC
      5. The Roman Republic and Empire, 750 BC-476 AD
      6. The Dark Ages, 476-1350
      7. Creating the Modern World, 1095-1492
- c. Exams
1. Exam 1
  2. Exam 2
  3. Exam 3
2. EUH 1001, 1500-2016
    - a. Syllabi
    - b. PowerPoint Files
      1. Pathway to Colonization, 27 BC-1500 AD
      2. The Age of Discovery, 1492-1689
      3. The Age of Enlightenment and the Origins of Nationalism, 1689-1799
      4. Napoleonic Era, 1799-1815
      5. Forging a Balance of Power from Vienna to Versailles, 1815-1919

6. From Versailles to Palestine-  
Reshaping the Global Stage, 1919-  
1948
7. Cold War, 1945-1991
- c. Exams
  1. Exam 1
  2. Exam 2
  3. Exam 3

Subseries 2, University of Phoenix, 2008-2016

A. U.S. History, 1492-2016

1. HIS 115, 1492-1865

- a. Syllabi
- b. Week 1
  1. Appendix A Rubric
  2. Appendix A Feedback
  3. Participation Questions
  4. Participation Feedback
  5. Week 1 Feedback
- c. Week 2
  1. Appendix B Rubric
  2. Appendix B Feedback
  3. Participation Questions
  4. Participation Feedback
  5. Week 2 Feedback
- d. Week 3
  1. Appendix C Rubric
  2. Appendix C Feedback
  3. Participation Questions
  4. Participation Feedback
  5. Week 3 Feedback
- e. Week 4
  1. Constitution Paper Rubric
  2. Constitution Paper Feedback
  3. Participation Questions
  4. Participation Feedback
  5. Week 4 Feedback
- f. Week 5
  1. Appendix D Rubric
  2. Appendix D Feedback
  3. War of 1812 Rubric
  4. War of 1812 Feedback
  5. Participation Questions
  6. Participation Feedback
  7. Week 5 Feedback
- g. Week 6

1. Andrew Jackson Presidency Rubric
2. Andrew Jackson Presidency Feedback
3. 19<sup>th</sup> Century Ideas Rubric
4. 19<sup>th</sup> Century Ideas Feedback
5. Participation Questions
6. Participation Feedback
7. Week 6 Feedback
- h. Week 7
  1. Western Experience Journal Rubric
  2. Western Experience Journal Feedback
  3. Participation Questions
  4. Participation Feedback
  5. Week 7 Feedback
- i. Week 8
  1. Lincoln and Slavery Rubric
  2. Lincoln and Slavery Feedback
  3. Territorial Expansion and Slavery Rubric
  4. Territorial Expansion and Slavery Feedback
  5. Participation Questions
  6. Participation Feedback
  7. Week 8 Feedback
- j. Week 9
  1. Civil War Paper and Presentation Rubric
  2. Civil War Paper and Presentation Feedback
  3. Participation Questions
  4. Participation Feedback
  5. Week 9 Feedback

Subseries 3, South University, 2013-2016

A. U.S. History, 1492-2016

1. HIS 1101, 1492-1865

a. Syllabi

b. PowerPoint Files

1. Pathway to Colonization, 476-1565
2. Creating English America, 1607-1689
3. Developing a Rebellious Spirit, 1689-1776
4. Creating a New Republic, 1776-1789
5. Federalist Era, 1789-1801
6. Jeffersonian Era, 1801-1829

7. Jackson, Manifest Destiny, and the Path to Civil War, 1829-1865
- c. Exams
  1. Exam 1
  2. Exam 2
2. HIS 1102, 1865-2016
  - a. Syllabi
  - b. PowerPoint Files
    1. Manifest Destiny, and the Path to Civil War, 1776-1865
    2. Reconstruction, 1865-1877
    3. Gilded Age, 1870-1900
    4. Progressive Politics and the Creation of an American Empire, 1896-1917
    5. World War I, 1914-1918
    6. 1920s
    7. Franklin Roosevelt, the New Deal, and World War II, 1932-1945
    8. Global Superiority and Domestic Strife - The United States since 1945, 1945-2001
  - c. Exams
    1. Exam 1
    2. Exam 2
- B. World Civilization
  1. HUM 2101, Origins to 1500
    - a. Syllabi
    - b. PowerPoint Files
      1. Birth of Civilization, 13.7 Billion-5000 BC
      2. Origins of Western Civilization - Middle East, Africa, and the Mediterranean, 3550-330 BC
      3. Origins of Eastern Civilization - India and China, 2500 BC-500 BC
      4. The World of the Ancient Greeks, 776 BC-323 BC
      5. The Roman Republic and Empire, 750 BC-476 AD
      6. The Dark Ages, 476-1350
      7. Creating the Modern World, 1095-1492
    - c. Exams
      1. Exam 1
      2. Exam 2
      3. Exam 3

2. HUM 2102, 1500-2016
  - a. Syllabi
  - b. PowerPoint Files
    1. Pathway to Colonization, 27 BC-1500 AD
    2. The Age of Discovery, 1492-1689
    3. The Age of Enlightenment and the Origins of Nationalism, 1689-1799
    4. Napoleonic Era, 1799-1815
    5. Forging a Balance of Power from Vienna to Versailles, 1815-1919
    6. From Versailles to Palestine-Reshaping the Global Stage, 1919-1948
    7. Cold War, 1945-1991
  - c. Exams
    1. Exam 1
    2. Exam 2
    3. Exam 3

## Personal Records Inventory Instrument

### Part I: Overview of the collection

- Creator Name: David Glauber
- Collection Title: Personal Files of David Glauber
- What do you expect to get out of managing your personal files? Managing personal records will make it easier to locate and find needed records.

### Part II: Description of each series (If you divided your personal records into three series, you would need to provide three lists, one for each series.)

- o Series title: Undergraduate School Records, 2000-2005
- o What are the functions served by this series? Check all that apply.
  - Personal: family, friend, individual
  - Educational: classwork, research, professional
  - Work: employee, employer,
  - Other. Please specify.
- o Short descriptive summary of the series
- o Dates covered within series
- o Format of the records in this series
  - Paper materials
  - Digital materials
  - Mixed format Please specify formats.
- o Storage locations
- o Size [Use bytes for digital files. Consider using linear feet or cubic feet for paper materials]
- o Estimated annual size growth
- o How are the paper records arranged? N/A
- o What physical media do the digital files reside on? Check all that apply.
  - Optical disk (number of disks)
  - Magnetic tape (number of disks)
  - Personal computer hard disk
  - Office computer hard disk
  - Mainframe computer
  - External/portable hard disk
  - Networked environment
  - Solid-state memory (thumb drive, memory stick)
  - Other (specify)
- o Operating system. Check all that apply.
  - **Windows**
  - Mac
  - Linux
  - Other (specify)
- o Indicate the version(s) of the operating system(s) XP
- o Indicate important creating or viewing software and version, if known



## Personal Records Inventory Instrument

### Part I: Overview of the collection

- Creator Name: David Glauber
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- What do you expect to get out of managing your personal files? Managing personal records will make it easier to locate and find needed records.

### Part II: Description of each series (If you divided your personal records into three series, you would need to provide three lists, one for each series.)

- o Series title: Graduate School Records, 2007-2016
- o What are the functions served by this series? Check all that apply.
  - Personal: family, friend, individual
  - Educational: classwork, research, professional
  - Work: employee, employer,
  - Other. Please specify.
- o Short descriptive summary of the series
- o Dates covered within series
- o Format of the records in this series
  - Paper materials
  - Digital materials
  - Mixed format Please specify formats.
- o Storage locations
- o Size [Use bytes for digital files. Consider using linear feet or cubic feet for paper materials]
- o Estimated annual size growth
- o How are the paper records arranged? N/A
- o What physical media do the digital files reside on? Check all that apply.
  - Optical disk (number of disks)
  - Magnetic tape (number of disks)
  - Personal computer hard disk
  - Office computer hard disk
  - Mainframe computer
  - External/portable hard disk
  - Networked environment
  - Solid-state memory (thumb drive, memory stick)
  - Other (specify)
- o Operating system. Check all that apply.
  - **Windows**
  - Mac
  - Linux
  - Other (specify)
- o Indicate the version(s) of the operating system(s) XP
- o Indicate important creating or viewing software and version, if known

## Personal Records Inventory Instrument

### Part I: Overview of the collection

- Creator Name: David Glauber
- Collection Title: Personal Files of David Glauber
- What do you expect to get out of managing your personal files? Managing personal records will make it easier to locate and find needed records.

### Part II: Description of each series (If you divided your personal records into three series, you would need to provide three lists, one for each series.)

- o Series title: Teaching Records and Resources, 2007-2016
- o What are the functions served by this series? Check all that apply.
  - Personal: family, friend, individual
  - Educational: classwork, research, professional
  - Work: employee, employer,
  - Other. Please specify.
- o Short descriptive summary of the series
- o Dates covered within series
- o Format of the records in this series
  - Paper materials
  - Digital materials
  - Mixed format Please specify formats.
- o Storage locations
- o Size [Use bytes for digital files. Consider using linear feet or cubic feet for paper materials]
- o Estimated annual size growth
- o How are the paper records arranged? N/A
- o What physical media do the digital files reside on? Check all that apply.
  - Optical disk (number of disks)
  - Magnetic tape (number of disks)
  - **Personal computer hard disk**
  - Office computer hard disk
  - Mainframe computer
  - External/portable hard disk
  - Networked environment
  - Solid-state memory (thumb drive, memory stick)
  - Other (specify)
- o Operating system. Check all that apply.
  - **Windows**
  - Mac
  - Linux
  - Other (specify)
- o Indicate the version(s) of the operating system(s) XP
- o Indicate important creating or viewing software and version, if known

## Notes for Paper

I realize that while the person keeping files may know where certain things are, there is a need to create a clear, consistent record-keeping system, so that others will be able to step in and find needed records, if needed. The manner in which the files are categorized should be clearly explained so that anyone can understand how and why the files are organized in the manner that they are.