THE UNIVERSITY OF BRITISH COLUMBIA
iSchool (Library, Archival & Information Studies)
Faculty of Arts

We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmin̓əm̓ speaking Musqueam people.

iSchool Mission: Through innovative research, education and design, our mission is to enhance humanity's capacity to engage information in effective, creative and diverse ways.

ARST 500: Information Technology (IT) and Archives – Course Syllabus (3)

Program:	Master of Archival Studies
Year:	2019-2020 Winter Session Term 2
Course Schedule:	Thursdays, 6-8:50 pm
Location:	Terrace Lab, Irving K. Barber Learning Centre
Instructor:	Jill Teasley
Office location:	iSchool Adjunct Office
Office phone:	604-838-0199
Office hours:	Thursdays, 2:30 - 4:30 pm
E-mail address:	teasleyj@mail.ubc.ca
LMS:	http://lthub.ubc.ca/guides/canvas/

Course Goal:

This core course aims to provide knowledge of the role of technology in archival work, at the theoretical and pragmatic level. Through lectures, guest speaker presentations, educational visits and hands-on experience, students will gain insight into relevant technology-raised issues, and will learn what kind of technology is applied in archives.

The knowledge acquired in this course complements the knowledge obtained in other required first and second-term courses, specifically, ARST 510-Archival Diplomatics, ARST 515-Arrangement and Description of Archival Documents, ARST 516-Management of Current Records, ARST 520-Selection and Acquisition of Archival Documents, and ARST 587-Preservation, and it establishes a foundation for second-year elective courses, such as ARST 554-Database Design, and ARST 555-The Continuing Preservation of Electronic Records.

First Nations Curriculum Concentration (FNCC) Specialization:

The assignments in this course can serve the requirements of the FNCC. If students would like to take this course for FNCC credit, they are invited to contact the instructor to discuss this option.

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Discuss the role of technology in archival work. [1.1, 1.3][1]
2. Show concern for users of archives services. [1.1, 2.1]
3. Differentiate among and evaluate the most commonly used types of applications in archival work. [1.3]
4. Define requirements for information technology (IT) solutions. [1.1, 1.3, 2.1, 2.2]
5. Communicate with resource allocators and IT service providers about archives' IT requirements. [1.1, 1.3, 2.1, 2.2]
6. Design and build a basic relational database using readily available tools. [1.3, 2.1]
7. Create and edit webpages using HTML5 and CSS. [1.3, 2.1]
8. Describe typical methods for implementing new IT systems. [1.1, 1.3]
9. Identify critical considerations for planning and evaluating IT system implementations. [1.1, 1.3]
10. Demonstrate effective collaboration within teams and small groups. [3.1]
11. Discuss and demonstrate understanding of the course topics listed below [1.3].

Course Topics:

- Technology and the changing landscape of archival work;
- Archival functions and technology: digital preservation; acquisition; appraisal; disposition; accessioning; arrangement and description; online access; databases;
- Web and database design for archival users;
- Reference services;
- Everyday practice in archival work;
- Electronic finding aids;
- Trusted digital repositories and certification;
- Legislation and the online archival environment;
- Records management and technology, including content services;
- User-centered design;
- Requirements gathering;
- Information architecture;
- Web design;
- Relational database design;
- IT system design and implementation.

[1] Number in brackets refer to the relevant iSchool Graduate Competencies, described at https://slais.ubc.ca/about/about-the-ischool/graduate-competencies/ (last accessed Dec. 15, 2019).

Prerequisites: for MAS and Dual students, completion of the MAS core courses**.**

Format of the course: A combination of lectures by the instructor and guest speakers, in-class discussions, and in-class exercises.

Required and Recommended Reading: Required and recommended readings from selected online publishers, journals, and other sources will be provided through Canvas. Many of the readings will be available through the UBC Library's subscription to *O'Reilly for Higher Education*, at: https://resources.library.ubc.ca/page.php?details=oreilly-for-higher-education&id=2460

Course Assessments:

#	Assessment Name	Assigned To	Due Date	Weight	Graduate Competencies[2]
1	IT solution research proposal	Individual	January 30	5%	1.1, 1.3, 2.1
2	Personas	Small group	February 6	5%	1.1, 1.3, 2.1, 3.1
3	Website design	Small group	February 20	20%	1.1, 1.3, 2.1, 3.1
4	Relational database requirements, design, and build	Small group	March 19	30%	1.1, 1.3, 2.1, 3.1
5	IT solution research report	Individual	April 9	30%	1.1, 1.3, 2.1
6	Professionalism and participation	Individual	Throughout the course	10%	2.1, 3.1

[2] *Ibid.*

Course Schedule:

#	Session Date	Topic(s)
1	January 9	*Note: This session was cancelled due to building malfunction; topics will be covered in Session 2.* – Introduction to the course – The relationship of archives, information systems, and IT
2	January 16	– Development of information technologies in the 20th and 21st centuries, and the nature of the tools we work with – Archives and records management services' IT requirements (including the role of legislation, standards, and maturity models)
3	January 23	– User-centered design – Archives and records management services' IT requirements (continued) – Working with IT service and solution providers
4	January 30	– Implementing IT solutions and services – Evaluating IT solutions and services – Designing for users of archives and records management services
5	February 6	– Web computing – Designing websites
6	February 13	– Designing websites (continued) – Designing information architecture
-	February 20	– *Reading break – No class session*
7	February 27	– Using and designing databases – Gathering IT solution requirements
8	March 5	– Designing a relational database
9	March 12	– Building a relational database
10	March 19	– Building a relational database, cont. – Future of computing
11	March 26	– Developing an IT strategy and roadmap – Recap on designing and deploying IT systems and services – Measuring and iterating for increased effectiveness
12	April 2	– Course review and summary

Attendance: Attendance is required in all class meetings. If you know you are going to be absent, you must inform the instructor beforehand if at all possible. Up to two excused absences are allowed with prior notification to the instructor. Additional absences will require a note from a health professional or Access and Diversity. Failure to provide this documentation could result in a lower course mark.

Evaluation: All assignments will be marked using the evaluative criteria on the iSchool website at: https://slais.air.arts.ubc.ca/wp-content/uploads/sites/72/2018/08/LetterGradesandGradingPolicy_2018.pdf

Academic Concession:

- If you miss marked coursework for the first time (assignment, exam, presentation, participation in class) and the course is still in-progress, immediately submit a Student Self-Declaration to me so that your in-term concession case can be evaluated. Any concessions that will result in a change to the student record will be referred to the Faculty of Graduate and Postdoctoral Studies for evaluation.
- If this is not the first time you have requested concession or classes are over, please consult the Faculty of Graduate and Postdoctoral Studies' webpage on academic concession, and then contact me where appropriate.

Required Materials: All required readings will be provided through Canvas (majority from UBC Library). Required software will be made available on the computers in the Terrace Lab.

Policies and Resources to Support Student Success: UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available here (https://senate.ubc.ca/policies-resources-support-student-success)

Centre for Accessibility: Centre for Accessibility works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Centre for Accessibility unit: [https://students.ubc.ca/about-student-services/centre-for-accessibility]. You must register with the Centre for Accessibility to be granted special accommodations for any on-going conditions.

Religious Accommodation: The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the instructor before the course drop date. UBC policy on Religious Holidays: http://equity.ubc.ca/days-of-significance-calendar/

Academic Integrity

Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC Policy on Academic Misconduct is available here: http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: [http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.