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 hәn̓q̓әmin̓әm̓ 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.

Course Number and Name – Course Syllabus (3)

Program: ARST
Year: Winter 2020
Course Schedule: Mondays, 6:00-8:50 pm
Location:
Instructor: Dr. Jessica Bushey
Office location: iSchool Adjunct Office
Office phone: 604-822-0051
Office hours: by appointment
E-mail address: jbushey@mail.ubc.ca
Learning Management Site: http://lthub.ubc.ca/guides/canvas/

Course Goal: The goal of this course is to provide students with an understanding of the principles underpinning and the processes involved in providing archival reference services and developing public programs.

FNCC specialization: The assignments in this course can serve the requirements of the First Nations Curriculum Concentration (FNCC). If students would like to take this course for FNCC credit, they are invited to contact the instructor to discuss this option.

Course Objectives:

Upon completion of this course students will be able to:

1. Demonstrate understanding of the principles and concepts applying to archivists' responsibility to make holdings accessible [1.1, 1.2, 1.4, 4.1, 5.1]
2. Demonstrate understanding of the use and users of archives [1.1, 1.3]
3. Understand, analyze and evaluate the processes of providing reference service [1.1, 1.2, 1.3, 1.4, 5.1]
4. Understand, analyze and evaluate the development and implementation of programs to promote the appreciation, use, and accessibility of archives [1.1, 1.2, 5.1, 5.2]

Course Topics:

- General principles and concepts associated with accessibility of archives
- The types of use made of archival material
- The interaction of archivists and users in reference services
- The organization, delivery, and evaluation of reference services
- Legal and security concerns in reference services

- Ethical concerns in reference services
- Planning, implementation, and evaluation of programs to increase appreciation, accessibility, and use of archives
- The relationship between digital and analog means of providing access to archives

Prerequisites: MAS and Dual students: completion of the MAS core courses. MLIS students: completion of the MLIS core courses, plus permission of the SLAIS Graduate Adviser.

Format of the course: The course will consist of lectures, class discussion, in-class activities, and student- and guest-speaker presentations.

Required and Recommended Reading:

Pugh, Mary Jo. *Providing Reference Services for Archives and Manuscripts* (Chicago: SAA, 2005). [Available at UBC Bookstore and on reserve at UBC Library]

For all other readings see ARST 540 Course Readings by Week handout, available on Canvas. All readings are available through UBC bookstore, UBC library or via online links.

Course Assignments:

Assignment Name	Due Date	Weight	Graduate Competencies
Partner presentations: Assessment of reference and outreach services available at local Archival Institutions.	In class presentations Feb 3 & 10.	20%	1.1, 1.2, 5.1, 5.2
Question set on Ethics of Access & First Nations	Feb 24	10%	1.1, 1.3
Blog Post on Engagement & Impact	March 16	20%	1.1, 1.2, 1.4, 5.1, 5.2
Term Paper (5,000 words)	April 10	35%	1.1, 1.2, 1.3, 1.4, 4.1, 5.1
Participation (includes participation in class discussion and in-class activities; apparent readiness for class; participation in class blog and online modules; etc.)	Throughout	15%	

Course Schedule [week-by-week]:

Topic	Date
Introduction to course Introduction to archival service	Week1: Jan 6
Use and users of archives	Week 2: Jan 13
Reference service in the archives	Week 3: Jan 20
Reference in public archives spaces – physical & online	Week 4: Jan 27
Digitization for access	Week 5: Feb 3

Partner Presentations DUE *Assignment 1	
Principles of Research Ethics **Partner Presentations DUE *Assignment 1**	Week 6: Feb 10
NO CLASS - Mid-term BREAK	Week 7: Feb 17
Ethics of Access **GUEST SPEAKER *Assignment 2 DUE**	Week 8: Feb 24
Archival Outreach	Week 9: Mar 2
Innovations in Outreach **GUEST SPEAKER**	Week 10: Mar 9
Advocacy, Education and Programming **Blog Post DUE *Assignment 3**	Week 11: Mar 16
Evaluating archival public services & impact	Week 12: Mar 23
Developing a research agenda for archival public services	Week 13: Mar 30
Course Wrap up & Reflections	Week 14: April 6

Attendance:
- Attendance is required in all class meetings. If you know you are going to be absent you must inform me beforehand if at all possible.
- Up to 2 excused absences are allowed with prior notification to me. Additional absences will require a note from a health professional or Access and Diversity.
- Attendance is considered when determining the individual participation mark for this course.

Evaluation: All assignments will be marked using the evaluative criteria given on the iSchool web site.

A penalty of 1% per day will be imposed on assignments that are not handed in by the due date. Papers that are still outstanding one week after the due date will not be accepted. Extensions without penalty will only be granted in cases of legitimate illness (documented) or emergencies. Such extensions will not be granted for requests made on the due date for the assignment. Requests for extension for other reasons (i.e. other than a documented illness or emergency) will be considered, but are not guaranteed, and if granted, are subject to late penalties as agreed upon between the student and the instructor. This policy is to ensure fairness to all students.

In-class assignments, such as partner presentations and attending guest speaker presentations are mandatory. A penalty will by imposed on missed in-class assignments. If a student is unable to attend due to illness or emergency, they are required to contact the instructor prior to the class date.

Required Materials:

Pugh, Mary Jo. *Providing Reference Services for Archives and Manuscripts* (Chicago: SAA, 2005). [Available at UBC Bookstore - $64.85 and on reserve at UBC Library]

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 Disability Resource Centre 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.