



We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmiñəm̓ 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 573 Archival Systems and the Profession – Course Syllabus (3)

Program:	ARST
Year:	Winter 2019-20, Term 1
Course Schedule:	Thursdays, 18:00-21:00
Location:	155
Instructor:	Dr Elaine Goh
Office location:	iSchool Adjunct Office
Office phone:	604-822-0051
Office hours:	Thursday, 5:30-6pm. Or email to arrange for a meeting.
E-mail address:	elaine.goh@ubc.ca
Learning Management Site:	http://lthub.ubc.ca/guides/canvas/

Course Goal: The goal of this course is to give students a broad understanding of the development of archival systems and the different types of archival institutions, by drawing on examples from Canada, the United States and other countries. Students will gain insight into what it means to be an archivist through an introduction to the profession's foundational concepts, the different roles of an archivist and the different contexts in which an archival institution operates.

Course Objectives:

Upon completion of this course students will be able to:

1. Demonstrate understanding of the origins, development and current state of the various institutions and organizations that constitute the Canadian archival system [1.4]
2. Demonstrate understanding of the development of archival systems outside of Canada [1.4]
3. Demonstrate understanding of the mandate of Canadian public archival institutions as reflected in the laws establishing them, and records-related legislation governing the management, access to and use of public records [1.4]
4. Demonstrate an understanding of the functions, roles and responsibilities of archival programs in a variety of settings for example, national archives, city archives, universities and colleges, community archives and indigenous archives [1.4]
5. Analyze and evaluate the ethical and professional responsibilities, values and culture of the archival profession and its societal role [1.4, 5.1, 5.2]

Course Topics:

- Overview of an archival system and the different types of archival institutions
- Origins and development of archival system in Europe and North America
- The development and evolution of "total archives" in Canada and a comparison with the public archives and historical manuscript tradition in the United States



- Archival legislation, mandate and responsibilities of different types of archival institution and the context in which they operate
- Role of professional associations – international, regional, and national professional associations
- Development of archival education
- Code of ethics in archives and its broad application

Prerequisites: MAS and Dual students take this course as part of the MAS core.

Format of the course: Lectures, class discussions, guest speakers, site visit.

Required and Recommended Reading: Refer to ARST 573 Course Readings by Week handout, available on Canvas and distributed during the first day of class. All readings will be available through the UBC Library.

Course Assignments: All assignments are described in detail in a separate handout to be distributed on the first day of class and in the Canvas site for this course.

Assignment Name	Due Date	Weight	Graduate Competencies
Annotated bibliography	10 October 2019	30%	1.4
Short report about an archival institution.	31 October 2019	30%	1.4, 2.1, 4.1
Paper about archival system in a specific country and/or a type or specific archival institution within the same country.	29 November 2019	40%	1.4, 4.1,5.1

Course Schedule [week-by-week]:

Topic	Date
<ul style="list-style-type: none"> • Overview of archival system and its various components • European perspective on the origins of the setting up of a centralized archival institution • Overview on the nature of archives and its form 	Week 1: 5 September
<ul style="list-style-type: none"> • Evolution of total archives in Canada 	Week 2: 12 September
<ul style="list-style-type: none"> • Public archives tradition and historical manuscripts tradition in the United States 	Week 3: 19 September
<ul style="list-style-type: none"> • Archival legislation • Guest speaker: Michelle Spelay from the Law Society of BC 	Week 4: 26 September
<ul style="list-style-type: none"> • Development of the archival system in the United Kingdom 	Week 5: 3 October



<ul style="list-style-type: none">• Community archives• University archives	Week 6: 10 October
<ul style="list-style-type: none">• Site visit to the Residential School History and Dialogue Centre• Guest speaker: Elizabeth Shaffer from the Residential School History and Dialogue Centre	Week 7: 17 October
<ul style="list-style-type: none">• National archives outside of North America• Guest speaker: Dan Pon from Grunt Gallery	Week 8: 24 October
<ul style="list-style-type: none">• National archives outside of North America• Archives and archival institutions in international organizations• Guest speaker: Eng Sengsavang from UNESCO Archives (pre-recorded audio talk)	Week 9: 31 October
<ul style="list-style-type: none">• Role of professional associations• Guest speaker: Harrison Inekufu on diversity and plurality in professional associations (Skype)	Week 10: 7 November
<ul style="list-style-type: none">• Archival education	Week 11: 14 November
<ul style="list-style-type: none">• Code of ethics for the archival profession• Guest speaker: Emily Lonie from the City of Coquitlam Archives	Week 12: 21 November
<ul style="list-style-type: none">• The future of the archival profession	Week 13: 28 November

Attendance: Attendance is expected in all class meetings. If you know you are going to be absent, please inform me beforehand if at all possible. Any penalties imposed for excessive absences will be at my discretion.

Evaluation: All assignments will be marked using the evaluative criteria given on the [iSchool web site](#). Please take time to review this criteria at the start of the term.

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->



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[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.