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

The mission of UBC iSchool is to enhance humanity’s capacity to engage information in effective, creative and diverse ways, through innovative research, education and design.

<table>
<thead>
<tr>
<th>ARST 517 History of Record Keeping – Course Syllabus (3)</th>
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<tbody>
<tr>
<td><strong>Program:</strong> MAS</td>
</tr>
<tr>
<td><strong>Year:</strong> 2018, summer session, Term 2</td>
</tr>
<tr>
<td><strong>Course Schedule:</strong> Mondays and Wednesdays, 6:00-8:50 p.m.</td>
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<tr>
<td><strong>Location:</strong> Room IBLC 185</td>
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<tr>
<td><strong>Instructor:</strong> Dan Farrell</td>
</tr>
<tr>
<td><strong>Office location:</strong> SLAIS Adjunct Office</td>
</tr>
<tr>
<td><strong>Office phone:</strong> 604-822-0051</td>
</tr>
<tr>
<td><strong>Office hours:</strong> by appointment</td>
</tr>
<tr>
<td><strong>E-mail address:</strong> <a href="mailto:Daniel.Farrell@ubc.ca">Daniel.Farrell@ubc.ca</a></td>
</tr>
<tr>
<td><strong>Learning Management Site:</strong> <a href="http://lthub.ubc.ca/guides/canvas/">http://lthub.ubc.ca/guides/canvas/</a></td>
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</table>

**Course Goal:** The goal of this course is to provide students with a historical foundation for understanding and analyzing contemporary record-keeping practices.

**Course Objectives**

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

1. Demonstrate understanding of purposes and methods of generating, maintaining, and preserving records in the context of different historical periods, traditions, and juridical systems. [1.4, 2.1]
2. Demonstrate critical appreciation of factors influencing record-keeping practices in different societies at different times. [1.4, 2.1, 4.1]

**Course Topics:**

- The preservation of records as evidence and memory from antiquity to the present.
- Specific methods associated with creating, handling, and preserving records from antiquity to the present.
- The juridical and cultural factors influencing record-keeping practices in different historical periods and in different juridical systems.
- Continuities and discontinuities in record-keeping practices associated with different historical periods and different juridical systems.

**Prerequisites:** MLIS students: ARST 510 and completion of the MLIS core courses, plus permission of the SLAIS Graduate Adviser

MAS and Dual Students: completion of the MAS core courses
Format of the course: Lectures, seminar, in-class and take-home assignments.

Required and Recommended Reading: All required readings are listed in the course schedule below. Recommended readings will accompany some of the assignments.

Course Assignments fall under three topics and consist of group and individual projects, and short written and oral reports. Details will be provided on Canvas prior to the first class.

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Due Date</th>
<th>Weight</th>
<th>Graduate Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative History</td>
<td>To be scheduled</td>
<td>25%</td>
<td>1.4, 2.1, 4.1</td>
</tr>
<tr>
<td>Colonial Record Keeping</td>
<td>To be scheduled</td>
<td>25%</td>
<td>1.4, 2.1, 4.1</td>
</tr>
<tr>
<td>Land Registration Systems</td>
<td>To be scheduled</td>
<td>25%</td>
<td>1.4, 2.1, 4.1</td>
</tr>
<tr>
<td>Participation</td>
<td>Throughout</td>
<td>25%</td>
<td>1.4, 2.1, 4.1</td>
</tr>
</tbody>
</table>

Course Schedule:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Required reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic</td>
<td>Date</td>
<td>Reading</td>
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<tr>
<td>-------</td>
<td>------</td>
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</tr>
<tr>
<td>No class</td>
<td>August 6</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Attendance:** Regular attendance in class is expected. If you know you are going to be absent please notify me if possible.

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

**Access & Diversity:** Access & Diversity 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 Access and Diversity unit: [https://students.ubc.ca/about-student-services/access-diversity](https://students.ubc.ca/about-student-services/access-diversity). 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/](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.