



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.

ARST 500: INFORMATION TECHNOLOGY AND ARCHIVES – Course Syllabus (3)

Program: Master of Archival Studies

Year: 2018 Winter Session Term 2

Course Schedule: Tuesdays 6:00 – 8:50pm

Location: Terrace Lab

Instructor: Ellie Kim

Office location: SLAIS Adjunct Office

Office phone: 604-707-4231 (Work phone)

Office hours: Tuesdays 5:00pm or by appointment

E-mail address: ellie.kim@ubc.ca

Learning Management Site: <https://canvas.ubc.ca/>

Course Goal: The goal of this course is to provide students with knowledge on the role of technology in archival work, at the theoretical and pragmatic level, through lectures, guest speaker presentations, educational visits, lab and in-class activities, and class discussions. The 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 ARST courses and establishes a foundation for second year elective courses and summer internships.

Course Objectives: Upon completion of this course students will be able to:

1. Discuss the role of technology in archival work [1.3]
2. Differentiate among and evaluate the most commonly used types of applications in archival work, including records management and archival management software [1.3]
3. Understand key concepts as well as to design and develop a database using Microsoft Access or SQL Server [1.2]
4. Create and edit websites using HTML5 and CSS [2.2]
5. Demonstrate familiarity with basic programming logic, and XML [1.3, 2.2]
6. Demonstrate an ability to communicate with IT about technical needs [3.1]
7. Find solutions to technical problems on their own [3.2]

Course Topics:

- Technology and the changing landscape of archival work
- Archival functions and technology: digital asset; online access; databases
- Records management and archival management software (locally hosted and SaaS options)
- Content management and hosted software
- Web and Database Design for Archival Users;
- Programming logic using Python



- XML (Electronic finding aid)
- Technology project methodologies, including agile, ITIL, waterfall, etc
- Software development processes / working with IT
- Cloud computing
- Information Architecture, Search and findability

Prerequisites: MAS and Dual Students: completion of the MAS core courses.

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

Required and Recommended Reading: Required and recommended readings from selected web sites, journals, and other sources will be provided on Canvas.

Course Assignments

Assignment Name	Due Date	Weight	Graduate Competencies
(A) Group presentation on the future of archives technology	Jan 22	20%	1.3
(B) Access Database project OR SQL Server project	Feb 12	20%	1.2
(C) Python assignment OR XML assignment	Mar 5	10%	1.2
(D) Website design + documentation	Mar 19	25%	1.3, 2.2
(E) Group work: technology project planning based on assigned scenarios	Apr 2	20%	3.1, 3.2 2.1
Class participation: Class attendance, including attendance of lectures and guest lectures, and participation in in-class activities	Ongoing	5%	

Course Schedule [week-by-week]

Note: Date of the lecture topics may change to accommodate guest speakers.

Topic	Date
Introduction to the course, IT concepts & overview, Archival/RM functions and technology	Week 1 – Jan 8
Database, Lab time	Week 2 – Jan 15
SQL Server, Lab time	Week 3 – Jan 22
Group presentation (A), guest lecture	Week 4 – Jan 29
Python, XML, Lab time	Week 5 – Feb 5
Archives and RM software, guest lecture	Week 6 – Feb 12
Reading week	Feb 18 – Feb 22
Key concepts in Web design/ development	Week 7 – Feb 26
Html5, CSS, Lab time	Week 8 – Mar 5
Planning & implementing information systems, Software development processes	Week 9 – Mar 12



Guest lecture, lab time	Week 10 – Mar 19
Cloud computing, Search & findability, Information Architecture, and other technology advancements	Week 11 – Mar 26
Class wrap-up, outstanding issues, questions, concerns, discussion	Week 12 – Apr 2

Attendance: Attendance is required in all class meetings. You must notify me if you will be missing a class. Up to two (2) absences are allowed. Additional absences will require a note from a health professional or Access and Diversity. Failure to provide this documentation will result in a deduction from your participation mark. Any penalties imposed for excessive absences are at the discretion of the instructor.

Evaluation: All assignments will be marked using the [evaluative criteria](#).

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>]. 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.