ARST 517 History of Record Keeping – Course Syllabus (3)

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

Program: MAS
Year: 2016, summer session, term 1
Course Schedule: Mondays and Wednesdays, 6:00-8:50 p.m.
Location: Room 155
Instructor: Dan Farrell
Office location: SLAIS Adjunct Office
Office phone: 604-822-0051
Office hours: by appointment
E-mail address: dan.farrell@ubc.ca
Connect: http://connect.ubc.ca

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

Course Objectives:

Upon completion of this course students will be able to:

- 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]
- 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:
Most classes will be a combination of lecture and seminar on the topics scheduled below. Short assignments will also require a modest amount of class and outside class time. An essay is required at
the end of the course, on a topic chosen by the student. The last 3 classes will be devoted to presenting on the essay topics.

**Required and Recommended Reading:**

**Required:**

Recommended readings will be posted to Connect.

**Course Assignments**

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Due Date</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Short assignments</td>
<td>To be scheduled in class</td>
<td>15%</td>
</tr>
<tr>
<td>Essay presentations</td>
<td>June 8, 13, 15</td>
<td>20%</td>
</tr>
<tr>
<td>Final essay</td>
<td>June 15</td>
<td>40%</td>
</tr>
<tr>
<td>Participation</td>
<td>Throughout</td>
<td>25%</td>
</tr>
</tbody>
</table>
## Course Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Required reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23</td>
<td>No class</td>
<td></td>
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</tbody>
</table>
Attendance: Regular attendance is expected.

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

Written & Spoken English Requirement: Written and spoken work may receive a lower mark if it is, in the opinion of the instructor, deficient in English.

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: [http://www.students.ubc.ca/access/drc.cfm](http://www.students.ubc.ca/access/drc.cfm). 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 varsity athletics, family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss their commitments with the instructor before the course drop date. UBC policy on Religious Holidays: [http://www.universitycounsel.ubc.ca/policies/policy65.pdf](http://www.universitycounsel.ubc.ca/policies/policy65.pdf).

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.

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." Below is an excerpt on reckless plagiarism from UBC Faculty of Arts' leaflet, "Plagiarism Avoided: Taking Responsibility for Your Work," ([http://www.arts.ubc.ca/arts-students/plagiarism-avoided.html](http://www.arts.ubc.ca/arts-students/plagiarism-avoided.html)).

"The bulk of plagiarism falls into this category. Reckless plagiarism is often the result of careless research, poor time management, and a lack of confidence in your own ability to think critically. Examples of reckless plagiarism include:

- Taking phrases, sentences, paragraphs, or statistical findings from a variety of sources and piecing them together into an essay (piecemeal plagiarism);
• Taking the words of another author and failing to note clearly that they are not your own. In other words, you have not put a direct quotation within quotation marks;

• Using statistical findings without acknowledging your source;

• Taking another author's idea, without your own critical analysis, and failing to acknowledge that this idea is not yours;

• Paraphrasing (i.e. rewording or rearranging words so that your work resembles, but does not copy, the original) without acknowledging your source;

• Using footnotes or material quoted in other sources as if they were the results of your own research; and

• Submitting a piece of work with inaccurate text references, sloppy footnotes, or incomplete source (bibliographic) information."

Bear in mind that this is only one example of the different forms of plagiarism. Before preparing for their written assignments, students are strongly encouraged to familiarize themselves with the following source on plagiarism: the Academic Integrity Resource Centre http://help.library.ubc.ca/researching/academic-integrity. Additional information is available on the Connect site http://connect.ubc.ca.

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

Students are held responsible for knowing and following all University regulations regarding academic dishonesty. If a student does not know how to properly cite a source or what constitutes proper use of a source it is the student's personal responsibility to obtain the needed information and to apply it within University guidelines and policies. If evidence of academic dishonesty is found in a course assignment, previously submitted work in this course may be reviewed for possible academic dishonesty and grades modified as appropriate. UBC policy requires that all suspected cases of academic dishonesty must be forwarded to the Dean for possible action.