

**THE UNIVERSITY OF BRITISH COLUMBIA**  
School of Library, Archival and Information Studies

**GUIDELINES FOR DIRECTED INDEPENDENT STUDY FOR ARST/LIBR 594**

**I PURPOSE**

The Directed Study course provides students in the MAS and MLIS programs with an avenue for examining specific archival or library areas, issues or problems which cannot be undertaken through available formal courses.

**II ELIGIBILITY**

1. *Prerequisites for ARST/LIBR 594 are:*

-MAS: ARST 500, ARST 510, ARST 515, ARST 516, ARST 520, ARST 540, ARST 587, ARST 573

OR

-MLIS: LIBR 500, LIBR 501, LIBR 502, LIBR 503

2. Any course regularly offered that directly impinges on the proposed study must be taken as pre- or co-requisite.
3. Directed independent study must be carried out under the supervision of a regular faculty member (i.e., not a sessional lecturer), with the agreement of the student's faculty adviser.

**III PROCEDURES**

Directed independent study projects may be generated by either students or faculty members. The following steps are to be followed.

1. The student consults with the faculty adviser to determine:
  - (a) that the study could not be carried out in an available formal course;
  - (b) that the topic is one for which the student has not received previous credit;
  - (c) that the area of study is appropriate for an independent study on its own merit (e.g., with regard to its breadth, to the availability of resources, to its relevance in the context of the discipline or field in question), and in the context of the student's program of study;
  - (d) which regular faculty member(s) might be most appropriate to supervise the study.

2. After the faculty adviser approves the study and a faculty member agrees to supervise the study, the student consults with the supervisor in order to:
  - (a) define and refine the area to be examined;
  - (b) establish the method of investigation;
  - (c) identify the principal resources;
  - (d) determine the form of presentation of the final outcome of the study for its evaluation;
  - (e) establish the method by which the student's progress will be assessed, i.e., establish a schedule for regular meetings, which would be at least every two weeks.
3. The student will then use the form (attached) to draft the study for further discussion with the supervisor. Where appropriate, the proposal will include a list of initial background readings.
4. The proposal is then finalized by agreement between the supervisor and the student, and the student's faculty adviser is informed of the status of the proposal. It is the prerogative of both the supervisor and the adviser to consult with other faculty members or with the entire faculty of the School about the student's proposal at any stage of development of the project.
5. The student may appeal rejection of the proposal by the adviser to the School Admissions and Adjudication Committee.
6. When the student, the supervisor and adviser have agreed upon the study, the student will make any necessary changes to the form (attached). A copy of the form will be filed in the student's file.

#### **IV CONTENT**

1. The topic of the study must be one that the student cannot examine fully in an available formal course, and for which the student has not previously received credit. A study undertaken by a student can be in an area close to, but not overlapping with, the area in which the student plans to write a thesis.
2. The scope and depth of the study should be based on the credit value of the study, e.g., a study or project worth 3 credits should require as much time as students would be expected to spend on a formal 3 credit course (a minimum of 9 hours per week for 13 weeks).
3. The study should have a substantial research and scholarly component, involving critical analysis. An annotated bibliography may be part of, but should not constitute the whole of a directed study.

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**DIRECTED INDEPENDENT STUDY FORM FOR ARST/LIBR 594**

**STUDENT'S NAME** \_\_\_\_\_ **COURSE NUMBER** \_\_\_\_\_

**FACULTY ADVISER** \_\_\_\_\_ **STUDENT NUMBER** \_\_\_\_\_

**COURSE SUPERVISOR** \_\_\_\_\_

**WORKING TITLE OF THE STUDY**

\_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF THE AREA OF INVESTIGATION:**

**RATIONALE FOR AND OBJECTIVES OF THE STUDY:**

**METHOD OF INVESTIGATION:**

**RESOURCES TO BE USED:**

**DESCRIPTION OF THE PRODUCT OF STUDY (e.g., essay, article, report):**

**TIMETABLE:**

**DATE OF COMPLETION:**

\_\_\_\_\_  
(Signature of student)

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of supervisor)

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of faculty adviser)

Date \_\_\_\_\_