

# **STUDENT HANDBOOK**

**2008-2009**

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Presidential Library, the L.A. County Museum of Art, DreamWorks SKG, Walt Disney Imagineering, the Japanese American National Museum, the University of Southern California, and the Henry E. Huntington Library. Many internships are also available within UCLA, including UCLA Special Collections, Mayor Tom Bradley Collection, UCLA Film and Television Archive, the UCLA Ethnomusicology Archive, and the UCLA Oral History Program. Students are also able to participate in additional internship programs both nationally and internationally.

Archival students may also choose to complement their coursework with research experience. Information Studies faculty associated with the Archival Studies specialization have obtained funding from many prestigious research agencies including the National Endowment for the Humanities, the U.S. Department of Education, the National Historical Publications and Records Commission, the National Science Foundation, the Institute for Museum and Library Services, the Australian Research Council, the Centre national de la recherche scientifique (CNRS - France), the Commission on Library and Information Resources, and Intel Corporation for projects as diverse as curricular innovation in archival education, use of primary sources in elementary and undergraduate science education, preservation of electronic records and digital music composition, new paradigms for educational access to archival resources, evaluation of online archives and museum resources, and the development of prototypes for digital retrieval of archival film. See: <http://is.gseis.ucla.edu/research/index.htm> as well as the Center for Information as Evidence <http://gseis.ucla.edu/cie/index.htm> for further information on ongoing research initiatives relating to the Archival Studies specialization.

Examples of student emphases within the Archival Studies specialization include:

- Appraisal and collection-building
- Preservation of traditional and digital materials in a range of media
- Development of new methods for providing access based on the needs of diverse and non-traditional
  - constituencies
  - Design and development of automated records creation and recordkeeping systems
  - Design and development of archival information systems, metadata including, inventories, finding aids and specialized indexes
  - Curatorship of both site-specific and virtual exhibits
  - Development, evaluation, and advocacy of archival and recordkeeping law and policy
  - Scholarly research on comparative archival traditions
  - Use of archival content in K-12 education
  - Intellectual property management and digital licensing of primary sources
  - Archival administration: from staff development to grant writing
  - Providing reference and outreach services
  - Management of special collections, archives, and manuscript repositories
  - Design and supervision of digitization initiatives

Graduates may work in both the private and public sectors in a number of roles, and are likely to work closely with others such as records creators, historical researchers, technologists, public officials, journalists, lawyers, and non-traditional users of archives.

In addition to promoting the highest professional standards in archival activities, students are challenged to provide leadership within their own field and to advocate for archives and records concerns to the wider community. They will be challenged to investigate common orthodoxies in order to encourage innovation and to re-think traditional models of archival organization and service to address the rapidly changing needs of the field and the increasingly diverse populations of records creators and users.

UCLA also supports strong student chapters of the Society of American Archivists and the Association of Moving Image Archivists.

### **3.5.1.3 Informatics Specialization**

Informatics is the emerging discipline that envisions information technology design and use in terms that include its larger institutional, social, cultural, and cognitive dimensions. As information technology is

applied to an ever-widening variety of contexts, including work, home, shopping, and public spaces, these new applications require a corresponding shift in the ability of information professionals to design, manage and evaluate information services.

Informatics is premised on the observation that successful design and integration of information technologies into society requires a sophisticated understanding of information seeking and use, metadata, user-centered design, electronic information genres, and how information technologies function as vehicles of power and social action. Students who complete the Informatics specialization will thus be well equipped to design modern information services, including digital libraries and repositories, metadata services, user training and relations, technical information retrieval, in a wide variety of institutional contexts, whether that be within libraries, archives, electronic media and publishing, cultural heritage institutions, standardization organizations, government, non-profits, or online businesses.

The Informatics specialization integrates educational offerings with both practical, in-the-field components and research opportunities. Courses explore theories of information-seeking behavior and information use; theoretical foundations and diverse approaches (e.g., ethnographic, participatory, user-centered) to information system design; human-computer interaction; design of metadata schemas for the provision of electronic services; database design and management; and information policy, including intellectual property, informational privacy and internet governance.

Some courses within the Informatics specialization may require that students have completed a computer programming course. Informatics students will be expected to take as their research methods requirement IS 282, "Principles of Information Systems Analysis and Design" as well as other core requirements and recommended electives in Library and Archival Studies. In addition, students will be encouraged to take cognate courses outside the Department, in Moving Image Archival Studies, Computer Science, Electrical Engineering, Law, Music, Biology, Geography, Cybernetics, Economics, Psychology, Anthropology, Ethnic studies, Management and/or any program which may usefully complement informatics training with a focus on particular communities, organizational settings, or subject content.

Students in the informatics specialization are strongly encouraged to avail themselves of departmentally approved internship and field experience opportunities available at over 250 internships in the Southern California area. Internship sites include high-tech firms, information service providers, libraries, archives, and information centers in a wide array of organizations including the Metropolitan Transportation Authority, the NASA Jet Propulsion Laboratory, DreamWorks SKG, Symantec, the Getty Research Institute, Amgen, Infotrieve, the Superior Court of Los Angeles County, the Center for Nonprofit Management, and the Cedars-Sinai Information Center. Several internships are also available within UCLA, including the Fowler Museum for Cultural History, the California Center for Population Research, the Social Science Data Archive, and others. Students also are able to participate in other internship programs, nationally and internationally.

Informatics students may also choose to complement their coursework with research experience. IS faculty associated with the Informatics specialization have obtained funding from prestigious agencies, including the National Science Foundation, the National Historical Publications and Records Commission, France's Centre National de la Recherche Scientifique, and others, to conduct research in the areas of digital preservation of authentic records ([www.gseis.ucla.edu/us-interpres](http://www.gseis.ucla.edu/us-interpres)), digital library design, implementation and evaluation ([is.gseis.ucla.edu/adept](http://is.gseis.ucla.edu/adept)), information as evidence ([www.gseis.ucla.edu/cie](http://www.gseis.ucla.edu/cie)), and embedded networked sensing ([www.cens.ucla.edu](http://www.cens.ucla.edu)).

Examples of student emphases within the Informatics specialization include:

- Information architecture
- Community and social informatics
- Digital preservation
- Electronic commerce strategies
- Electronic delivery of government services
- Digital asset management
- Design, management and optimization of metadata for information services
- Participatory and ethnographic methods for user research and system design
- Human-computer interaction, Web usability and interface design
- Database design, management, and evaluation
- Data warehousing and mining