UBC Arts Co-op Program
Faculty of Arts
Buchanan C121, 1866 Main Mall
Vancouver, British Columbia V6T 1Z1

Phone 604.822.1529
Fax 604.822.4667
Email arts.co-op@ubc.ca
www.artscoop.ubc.ca

**UBC iSchool – School of Library, Archival, and Information Studies (SLAIS) Co-op Program
Special Funding—Rural BC Libraries and Community Archives 2017-2019**

Overview
Thanks to a generous gift from a private foundation, the UBC Arts Co-op Program is able to offer funding to support four organizations (BC or Yukon public libraries or community archives that serve a population of 10,000 or fewer people) to subsidize one 4-month co-op position for three consecutive years (2017, 2018, and 2019).

The funding is intended to support tasks and projects in a library or archives that would not otherwise be resourced, but which are of priority to the organization and which will benefit the community broadly.

The Arts Co-op Program offers graduate students in the Master's of Library and Information Studies (MLIS), Master's of Archival Studies (MAS), and Dual (MAS & MLIS) degree programs the chance to add a minimum of one to a maximum of three, 4-month, full-time, paid positions to their degrees, adding relevant experience to their classroom learning.

Since Arts Co-op launched the UBC iSchool – SLAIS co-op program in 2002/2003, over 700 UBC iSchool— SLAIS students have completed work terms across Canada and around the world. Accredited by the American Library Association with the Canadian Library Association, the UBC iSchool –SLAIS is an internationally recognized iSchool with innovative programs and exceptional research productivity.

Funding Available
Funding available will support 4 students—one per organization—per year for three years on a 4-month co-op in qualifying organization (see description and chart below). The private foundation will also provide a $1,000 travel award to each of the 4 students selected by the organization each year.

Funding Structure
In Year 1, $10,000 funding will be provided to pay 80% of the full salary and benefits for a co-op student for each of the four organizations selected. The host organization will pay the remaining 20%.

In Year 2, $6,250 funding will be provided to pay 50% of the full salary and benefits for a co-op student. The host organization will pay the remaining 50%.

In Year 3, $3,125 funding will be provided to by 25% of the full salary and benefits for a student co-op. The host organization will pay the remaining 75%.

A co-op student is expected to work full time for a minimum of 13 weeks and maximum of 16 weeks, and become a regular member of the staff team. The most successful co-op placements are those where the student has responsibility for specific projects and tasks, has a supervisor to support and mentor

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him/her and provide regular feedback, and a clear project plan and markers to know when they've succeeded.

The funding provided is to go to the student's salary and benefits, with the employer topping up the remainder of the student's salary of a minimum of $12,500 per 4-month co-op work term. It's up to the employer to set the rate of pay based on appropriate salary scales in their organization. A travel award of $1,000 will be provided to the student to support travel to the work location.

Funding Available	Year 1 (80%)	Year 2 (50%)	Year 3 (25%)
Percentage of salary for a co-op student (full salary is $12,500/co-op)	$10,000/student	$6,250/student	$3,125/student
Travel Award ($1,000/student given directly to the student)	$1,000	$1,000	$1,000
Annual total	$11,000	$7,250	$4,125

Proposal Requirements
Proposals should include:

1. An overview of the projects/tasks the student would do, and how these will enhance the work of the library or archives in the local community, as well as a brief rationale for why funds are needed to support this work.
2. A job description that will be posted to UBC iSchool—SLAIS co-op students (if the proposal is accepted) that includes:
   a. Start and end dates of position
   b. Rate of pay
   c. Name and contact info for the person students should address their applications to
   d. Duties of the position
   e. Expected learning outcomes for the student/how the experience will support the student's development as an information professional
   f. Required qualifications
   g. Preferred qualifications
   h. If possible, information about potential housing options for the student in your community

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Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Impact of the student's projects/tasks on the local community
- Quality and depth of projects and potential for student's learning and professional development
- Ability of employer to mentor and support the student's work and learning
- Completeness of the proposal and job description
- Capacity of employer to top-up grant for student's salary
- Capacity of employer to help student find housing in the community

Submission Process

Interested organizations should email a proposal in a Word document to Anna Jubilo, Coordinator, Graduate Programs by **4pm Monday, October 31, 2016,** at anna.jubilo@ubc.ca.

Funding Awarded

The four selected host organizations will be informed in early November and will then work with Anna Jubilo to determine the timeframe for the co-op placement. The job will then be posted to UBC iSchool—SLAIS co-op students who will submit their applications to the UBC Arts Co-op Office.

Employers will receive half of the funding at the start of each co-op position and the other half at the mid-point of each co-op position. The students selected will receive their travel awards in the month prior to their co-op start date.

One hundred percent of the funding received by the host organization should go directly to the student's salary. If, for any reason, the student doesn't complete their full work term, the host organization is to reimburse UBC for any unused funds.

Hiring Process

The students' applications will be sent in one PDF to the employer contact, who will review them and decide who they want to interview. The co-op office will schedule interviews by phone or Skype at times convenient for the employer. The employer will interview and then advise the co-op office who they would like to offer the position to. The office will then confirm the offer with the student.

If for any reason a suitable student can't be found for the intended term, the employer will have the choice of reposting for the next term or allowing the funding to be allocated to another organization.

Questions?

Please contact Anna Jubilo at 604.822.4223 or anna.jubilo@ubc.ca.