



**UBC Arts Co-op Program
Faculty of Arts**

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**UBC School of Information (iSchool) Co-op Program
Special Funding for Rural BC and Yukon Public Libraries and Community Archives 2023-2025
Call for Proposals**

Overview

Thanks to a generous gift from a private foundation, the UBC Arts Co-op Program is offering funding to support four organizations (British Columbia and Yukon public libraries and community archives that serve a population of approximately 10,000 or fewer people) to subsidize one 4-month co-op position for three consecutive years (2023, 2024 and 2025). 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 more 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 academic learning.

Since Arts Co-op launched the UBC iSchool Co-op program in 2002-2003, over 700 UBC iSchool students have completed work terms across Canada and around the world. Accredited by the American Library Association, the UBC School of Information is an internationally recognized professional school 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 12 weeks and maximum of 16 weeks, and to 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 them and provide regular feedback, along with a clear project plan and measures of success.





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The funding provided is for 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 is 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. A brief profile of the library or archives organization and the community it serves
2. An overview of the projects/tasks the student would undertake, and how these will enhance the work of the organization in the local community, as well as a brief rationale for why funds are needed to support this work.
3. A job description that will be posted to UBC iSchool co-op students (if the proposal is accepted) that includes:
 - a. Job title (e.g. Student Librarian, Archives Assistant)
 - b. Start and end dates of the position
 - c. Rate of pay
 - d. Name and contact information for the person to whom students should address their applications
 - e. Duties of the position
 - f. Expected learning outcomes for the student/how the experience will support the student's development as an information professional
 - g. Required qualifications
 - h. Preferred qualifications
 - i. 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 the projects and potential for the student's learning and professional development
- Ability of the employer to mentor and support the student's work and learning
- Completeness of the proposal and job description
- Capacity of the employer to top-up the grant for the student's salary
- Capacity of the employer to help the student find housing in the community

Submission Process

Interested organizations should email a proposal with all of the requested information, as a PDF document, to Jane Devine Mejia, iSchool Co-op Education Manager, **by 4 pm on Monday, November 28, 2022**, at jane.devine@ubc.ca

Funding Awarded

The four selected host organizations will be informed in early January 2023. They will then work with Jane Devine Mejia to determine the timeframe for the co-op work placements. The jobs will be posted to UBC iSchool co-op students, who will submit their applications to the UBC Arts Co-op Office by an agreed deadline.

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 chosen students 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 must reimburse UBC for any unused funds.

Hiring Process

The students' applications will be sent as one consolidated PDF to the employer contact, who will review them and decide which students to interview. The employer will then interview the students and advise the Co-op Office of their chosen candidate. The office will confirm the job offer with the student.

If, for any reason, a suitable student is not found for the intended work term, the employer will have the choice of reposting for the next term or releasing their funding to another organization.

Questions?

Please contact Jane Devine Mejia at 604 822-4510 or jane.devine@ubc.ca



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA