LIS 589 Archives Internship  
Course Syllabus: Fall 2015

Instructor: Andrea Weddle

Time & Location: TBD  Special Collections Department, Gee Library

Office & Phone: Gee Library, 406  903-886-5463

Office Hours: MWF, 9-12, 3:30-5

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COURSE INFORMATION AND REQUIREMENTS

Texts and Other Necessities: No textbook required; interns and instructor will use archival sources and sources within the library (stacks, databases, and ILL) as needed for research, analysis, and required readings.

University Catalog Description: Individualized instruction/research at an advanced level in a specialized content area under the direction of a faculty member.

Student Learning Outcomes: Graduate interns will process archival collections in order to develop an understanding of archival practices and the archives profession.

Course Requirements: Graduate interns complete 100 hours in the archives, processing archival collections, writing finding aids, completing related exhibits, and maintaining a process journal. Interns will be expected to process a minimum of two collections, develop related finding aids, and, if time permits, related exhibits.

Communication and Support: I will be available to meet with students at most times during the Special Collections Department’s regular operating hours, M-F, 8-5. Since our office serves the public and the university, there may be times when I am occupied by unscheduled researcher or donor visits during regular office hours, but will do my best to always accommodate interns. If you cannot meet with me during regular office hours, please contact me by email to set up an appointment at a time more convenient for you.

Course Activities and Assignments:

1. Graduate interns will complete the required 100 hours in the Special Collections Department of the Gee Library, M-F, 8:00am-5:00pm. A work schedule must be submitted to instructor by the end of the first week of class.

2. Graduate interns will be responsible for processing at least two archival collections and writing descriptive finding aids for researchers. Completed finding aids are due to instructor by November
30. For finding aid examples, see our Finding Aids Collection in the NeTDC: http://dmc.tamuc.edu/cdm/search/collection/scfa

3. Readings related to best practices, handling archival materials, descriptive standards, and archival theory will be assigned and provided by the instructor.

4. Graduate interns will maintain a process journal documenting their work on the collections. The process journal is not to be a summary of the information or activities completed, but a critical and thoughtful reflection of the intern’s experiences handling and contextualizing archival collections. Completed process journal is due to instructor by December 11.

5. If time permits, graduate interns will be allowed to curate an exhibit in the Special Collections Department using materials from the processed collections.

**Required Readings:**


Parts I-III, tutorial
Available online: http://www.getty.edu/publications/virtuallibrary/0892365455.html


Available online: http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12175/13184


**Attendance:** No formal class meetings will be held. Interns must complete their 100 hours in the Special Collections Department between August 31 and December 11. The Department’s hours are Monday-Friday, 8:00am-5:00pm, excluding all official university holidays.

**Course Calendar:**

Week 1: Intern will meet with instructor to determine schedule. Final schedule is due to instructor on Friday, September 4.

Weeks 2-13: Intern will process two assigned collections, write finding aids, and compile process journal until required 100 hours is met. Intern will have the opportunity to create exhibits related to the processed collections if time permits.

Week 14: Completed finding aids are due to instructor on Monday, November 30.

Week 15: Completed process journal is due to instructor on Friday, December 11.

**Grading:**

Finding Aid 1: 100 pts
Finding Aid 2: 100 pts
Process Journal: 100 pts
Total: 300 pts
A = 90-100%
B = 80-89%
C = 70-79%
D = 65-69%
F = < 65%

All late assignments will be lowered by a letter grade. Failure to complete the required 100 hours or failure to submit the required two finding aids and process journal will result in an automatic F in the course.

**Plagiarism/Academic Dishonesty:** Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Be aware that the intent to deceive the reader does not have to be present for plagiarism to occur. For more information, please go to http://www.plagiarism.org/. If you are in any doubt as to whether your work constitutes plagiarism or academic dishonesty, please discuss this with me confidentially.

**Students with Disabilities:** The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, the legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax: (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

**Student Conduct:** All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook)

**Nondiscrimination Notice:** A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.