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New Perspectives on Internship and Practicum Requirements in Archival Education

April K. Anderson-Zorn

Illinois State University, aander2@ilstu.edu

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Illinois State University, Dr. Jo Ann Rayfield Archives

*Archival Internship Procedures at
the ISU Archives*

In the beginning . . .

- Public History at the University of Central Florida.
- Looking for hands-on experiences for their students.
- Semester of meetings, came up with program that was beneficial to both sides.

Archival Internships at Illinois State University Archives

- Humanities students (history, anthropology, English, political science).
- Graduate students with some exception for undergraduate students.
- Move away from history education to public history.
- Open to area colleges, including University of Illinois MLIS students.

The Internship

- Syllabus that is specialized per department.
- For us, all interns must complete a set of readings and processing deadlines.
- Added department assignments are the student's responsibility.
- Practice collection: < 1 linear foot
- Project collection: < 4 linear feet
- Collection sizes are variable.

Timeline

- *First week*: complete assigned readings
- *2nd – 6th week*: process a ‘practice’ collection
- *7th – 12th week*: process main collection
- *12th – 15th (finals) week*: write EAD encoded finding aid
- For a 3 credit hour course, students will work 10-12 hours a week
- Some will go offsite; we train/practice onsite
- Match the student’s interest to a collection

Readings

- SAA Fundamentals, Series II
- *Developing and Maintaining Practical Archives*, Gregory Hunter
- *A Modern Archives Reader*, Daniels & Walch, eds.
- Assorted articles

Readings, cont.

- *Seven areas:*

Early Archivists & European Tradition

Archival Theory

Archival Management

Arrangement & Description

Copyright

Databases & Websites

Preservation

Non-Interns

- Many of our interns become volunteers.
- Some want the experience on their resumes, either for grad school entrance or jobs.
- We train volunteers the same as we do credit hour students.
- Same training for community members/alumni who request it.

Staff Commitment

- Because of limited staffing, we can only take a handful each term
- Upwards of 5 interns, depending on location and work
- Early term, 1-2 hour workday commitment
- Mid/later term, check-in's & evaluation

Results & Future

- Went from zero processed collections to 86 processed as of this month (600+ linear feet).
- 75% of those are student processed.
- Provides career options for students looking outside of education.
- Will be offering exhibit internships in the Fall.
- Will implement our own digital archive later this year and hope to offer internship in digital archives processing by Spring 2016.