

## The University of Manitoba, Faculty of Arts, Summer Session: 2010

### General Information

**Department:** History

**Course Title:** Internship in Archival Studies

**Course Number:** HIST 7390

**Instructors:** Professor Tom Nesmith

321 St. Paul's College

**Telephone:** Office: 474-8559; Home: 488-9674

**E mail:** [Tom\\_Nesmith@umanitoba.ca](mailto:Tom_Nesmith@umanitoba.ca)

**Web Site:** <http://umanitoba.ca/faculties/arts/departments/history/archives/index.html>

**Office Hours:** By appointment year round.

### Course Information

**Objectives and Content:** This course is a half course which is taken by graduate students in archival studies. Archival studies students are preparing to enter the archival profession. This course provides a full-time work experience of at least two months duration in an archives, usually starting in the summer after the first year of archival studies. More typically, internships are three or even four months in duration. Students must complete HIST 7370 and HIST 7380 before taking HIST 7390. The instructor and student together select an archives which can provide the student with the desired work experience. If the archives selected accepts the student, the instructor, student, and the archives devise a suitable project which will be the focus of the work done during the internship. During the internship the student's immediate supervisor is an archivist in the host archives. The instructor remains in contact with the archivist and student throughout the internship. If possible, the instructor will visit the archives and student in person. The internship is intended to provide the student with an opportunity to employ and test ideas which have been discussed in the classroom in a specific project. Other secondary duties are also assigned in order to provide the student with a well-rounded introduction to work in archives.

**Required Textbook(s):** There is no required textbook as such in this course. The extensive seminar reading lists (and research bibliography) provided in HIST 7370 and HIST 7380, which contain a wide variety of books and articles, remain relevant for HIST 7390 as well.

**Recommended Readings:** Students are advised to become student members of the Association of Canadian Archivists in order to receive the association's scholarly journal, *Archivaria*. The seminar reading list and research bibliography mentioned above contain recommended readings.

**Tentative Outline and Topics to be Covered:** See "Objectives and Content" above.

**Referencing Style Guide:** For citation of archival records see, Terry Cook, ed., *Archival Citations: Suggestions for the Citation of Documents at the Public Archives of Canada* (Public Archives of Canada: Ottawa, 1983). The style sheet for essays and the thesis in the archival program is available at <http://archivists.ca/downloads/documentloader.aspx?id=3237> .

## Method of Evaluation

**Test(s):** There are no tests in this course.

**Assignments:** The internship project involves preparing a 10-12 page double-spaced, typed report outlining the work accomplished and how the internship and ongoing independent reading will affect the draft research thesis outline submitted previously in HIST 7380, as well as offering a brief evaluation of the internship experience and a comparison of theories and concepts learned in HIST 7370 and HIST 7380 with the real world working experience. The student should attach to this report examples of written work (such as finding aids, memoranda, appraisal reports, web site printouts, and written responses to researchers' inquiries) done in the course of performing internship duties. Since students register for this course in the fall term, the written assignment is submitted within a month after the end of the internship. The host institution provides a brief written evaluation of the intern's work. The instructor determines the final grade based on the project report and in light of the comments made in the student and archives' evaluations.

**Class Participation:** This category is not applicable in this course.

**Final Examination:** There is no final examination in this course.

**Late Assignments:** One mark will be lost for each day the assignment is overdue.

The grade distribution for this course is as follows:

A+ (85% and over)	B (70% to 75%)	D (50% to 59%)
A (80% to 84%)	C+ (66% to 69%)	F (less than 50%)
B+ (76% to 79%)	C (60% to 65%)	

Students who wish to appeal a grade given for term work must do so within 10 working days after the grade for the term work has been made available to them. Uncollected term work will become the property of the Faculty of Arts and will be subject to confidential destruction.

**Academic Dishonesty:** Students should acquaint themselves with the university's policy on plagiarism, cheating, and examination impersonation. (See the University of Manitoba Graduate Calendar 2009-10, p. 22, "Academic Integrity".) The common penalty in Arts for plagiarism in a written assignment, test, or examination is F on the paper and F for the course. For the most serious acts of plagiarism, such as the purchase of an essay or cheating on a test or examination, the penalty can also include suspension for a period of up to five years from registration in courses taught in a particular department in Arts or from all courses taught in this Faculty. The Faculty also reserves the right to submit student work that is suspected of being plagiarized to Internet sites designed to detect plagiarism.