The University of Manitoba, Faculty of Arts, Summer Session: 2013

General Information

Department: History
Course Title: Internship in Archival Studies
Course Number: HIST: 7390
Instructor: Tom Nesmith
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Office Hours: Thurs. 1:30 to 4:30 P.M. during fall and winter academic sessions or by appointment.

Course Information

Objectives and Content: This course is taken by Master's students in Archival Studies. Archival Studies students are preparing to enter the archival profession. The 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 normally complete HIST: 7370 and HIST: 7380 before taking HIST: 7390. The instructor and student together select an archives that 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 that 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 that 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. Students have done internships in many different archives, such as the Hudson's Bay Company Archives (Archives of Manitoba), Library and Archives Canada, University of Manitoba Archives, Saskatchewan Archives, the Truth and Reconciliation Commission of Canada Archives, National Archives of the United Kingdom, National Archives and Records Administration (United States), the Nelson Mandela Foundation Archives (South Africa), and the Archives of the International Federation of the Red Cross and Red Crescent Societies (Geneva).

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

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

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

Referencing Style Guide: The style guide for *Archivaria* (available at the website of the Association of Canadian Archivists) is used in this course. See: http://www.archivists.ca/sites/default/files/Attachments/Communications_attachments/Archivaria/Archivaria_Style_Guide-Jan2010.pdf

Method of Evaluation

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

Assignments: The internship project includes 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 concepts learned in HIST: 7370 and HIST: 7380 with the real world working experience. The student attaches to this report examples of written work done in the course of performing internship duties (such as finding aids, memoranda, appraisal reports, web site printouts, and written responses to researchers' inquiries). 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's and the archives' evaluations. Uncollected term work will become the property of the Faculty of Arts and will be subject to confidential destruction.

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

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

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

The grade distribution for this course is as follows: A+ (85 and over); A (80 to 84); B+ (76 to 79); B (70 to 75); C+ (66 to 69); C (60 to 65); D (50 to 59); F (less than 50)

Academic Dishonesty: The University of Manitoba's policy on plagiarism and cheating is available online in the Academic Calendar and Catalog, General Academic Regulations, Section 8, "Academic Integrity" and in the Faculty of Arts regulation "Academic Integrity." The latter reads: "The common penalty in Arts for plagiarism on a written assignment is a grade of F on the paper and a final grade of F (DISC) (for Disciplinary Action) for the course. For the most serious acts of plagiarism, such as the purchase of an essay and repeat violations, this penalty can also include suspension for a period of up to five years from registration in courses taught in a particular department/program 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 or to other experts for authentication."