

## The University of Manitoba, Faculty of Arts, 2020-21

### General Information

**Department:** History

**Course Title:** Internship in Archival Studies

**Course Number:** HIST 7390

**Instructor:** Greg Bak

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

**Office Hours:** Tuesdays 11:00-1:00 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 7372 and HIST 7382 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, University of Winnipeg Archives, National Centre for Truth and Reconciliation, National Archives of the United Kingdom, National Archives of Scotland, 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 7372 and HIST 7382, 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/content/advice-authors-submissions-archivaria>

**Assignments:** The internship project includes preparing a 10-12 page double-spaced report outlining the work accomplished and how the internship and ongoing independent reading will affect the draft research thesis outline submitted previously in HIST 7372, as well as offering a brief evaluation of the internship experience and a comparison of concepts learned in HIST 7372 and HIST 7382 with the real world experience of working as a records professional. The student submits with this report a portfolio of examples of work done in the internship, such as finding aids, memoranda, appraisal reports, and written responses to researchers' inquiries. Portfolios often include non-textual or hybrid items such as podcasts, blogs, tweets or other social media postings, scans or images on which the student worked during the internship. Items that cannot be attached can be submitted as links. Portfolios are expected to be representative of the work done in the internship but should not be comprehensive of all of the work done.

The written assignment is submitted within a month of the end of the internship. The host institution provides a brief written evaluation of the intern's work, also within one month of the end of the internship. The instructor determines the final grade based on the written report (60%), the portfolio of examples of work produced during the internship (30%) and in light of the supervising records professional's evaluation of the student (10%).

Uncollected term work will become the property of the Faculty of Arts and will be subject to confidential destruction.

**Method of Evaluation:**

Component	Value	Due
Written report (10-12 pp.)	60%	Within 1 month of end of internship
Portfolio of representative examples of work done during internship	30%	Within 1 month of end of internship
Supervising records professional's evaluation, submitted directly to course instructor	10%	Within 1 month of end of internship

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

**Test(s):** There are no tests 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.

**Grade Scale:**

A+	90% and over	C+	66-69%
A	80-89%	C	60-65%
B+	75-79%	D	50-59%
B	70-74%	F	less than 50%

**Academic Dishonesty:** University policy on academic integrity will be enforced. The University of Manitoba's policy on plagiarism, cheating, and impersonation is available online in the Academic Calendar and Catalog, General Academic Regulations, Section "Academic Integrity."

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room (e.g., crib notes, pagers or cell phones). Exam cheating can also include exam personation. (Please see Exam Personation, found in the Examination Regulations section of the General Academic Regulations). A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.