

## LEARNING CONTRACT FOR HIST 3991 INTERNSHIP

### *Student Information*

Student name:  
Student email:  
Phone:  
Address:  
Major:  
NetID and PeopleSoft:

### *Internship Partner Information*

Organization name:  
Supervisor's name:  
Email:  
Phone:  
Address:

### *Course Information*

Semester/Year: Summer [YEAR] Course: HIST 3991

Credit Hours: 3 (at least 126 hours)

Grade Option: [NOTE: You may elect a letter grade, which is the default, or you may elect Pass/Fail, which you must request when you complete the Student Enrollment Request Form.]

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### Duties of the internship–

[STUDENT] will be an intern in the archive library of the [INSTITUTE]. They will be digitizing and making publicly accessible the [ENTITY] files and papers, an archival collection that contains object collections (ledgers, scrapbooks, etc.), and approximately 5 linear feet of ephemeral archival filings, which must be deconstructed and digitized. They will be responsible for digitizing the collections, organizing the digitized materials, and uploading them to the [INSTITUTE] website for 24/7 accessibility. [STUDENT] will be writing 5 short essays concerning their work for publication in the monthly [INSTITUTE] digital newsletter.

**Hours** - Working through both [STUDENT's] schedule, and the schedule of the [INSTITUTE], 126 hours will be completed during the months of June, July, and August [YEAR].

Starting Date: June [YEAR], Ending Date: August [YEAR]

Average Hours Per Week: 20

Learning objectives for this experience:

1. To learn about [TOWN's] history, specifically the [ANNUAL TOWN EVENT].
2. To learn about archival practices and protocols
3. To learn how to handle and digitize a selection of unique historic documents

Agreed upon assignments:

1. Digitizing and organizing the archival collection of the [TOWN EVENT]. The [TOWN ENTITY], a community yearly endeavor since 1820, impacted the cultural, economic, and social lives of all TOWN RESIDENTS and left a lasting imprint on the physical and cultural space of the [TOWN] community. [STUDENT] will review the archival ephemeral files/papers, create a digitization plan in conjunction with Executive Director [NAME], and execute the agreed-upon plan.
2. Additionally, [STUDENT] will organize and digitize the [ANNUAL TOWN EVENT] scrapbooks and ledgers.
3. All digitized materials will be uploaded in an organized manner to the [INSTITUTE's] online collection (housed on the INSTITUTE'S website) for students, researchers, and the general public to access as needed.
4. [STUDENT] will write five short essays regarding different aspects of the [ANNUAL TOWN EVENT] for inclusion in the monthly digital newsletter of the [INSTITUTE].

Expected outcomes of this internship:

1. Creating an accessible pathway for researchers and those interested in the [ANNUAL TOWN EVENT] to access materials.
2. Preserving archival ephemeral collections whose fragility makes their access and use problematic.
3. Preserving information in ledgers and scrapbooks that are damaged through the addition of glues and preserving the information contained therein through digitization.

[STUDENT] / LEARNING CONTRACT FOR THE [INSTITUTE]

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

History Department Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_