

The University of Southern Mississippi

Detailed Assessment Report

2012-2013 Archives and Special Collections Graduate Certificate**

As of: 1/13/2017 02:25 PM CDT

(Includes those Action Plans with Budget Amounts marked *One-Time, Recurring, No Request*.)

Mission / Purpose

This certificate provides the opportunity to add a credential to allow an individual to prepare for a career in Archives and Special Collections.

Student Learning Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

SLO 1: Principles of archival theory, organization, and methods

Students will apply the principles of archival theory, organization, and methods, including conservation, preservation and digitization, in a real-world environment by completing 150 hours of supervised practicum work in an archive or special collection.

Related Measures

M 1: Practicum

The on-site practicum supervisor will evaluate the student's work using a Practicum Evaluation Rubric (Appendix 1).

Source of Evidence: Field work, internship, or teaching evaluation

Target:

Using the Practicum Evaluation Rubric, 90% of students will be rated commendable or exceptional.

Finding (2012-2013) - Target: Met

100% (2/2; summer and fall semester combined) students seeking the certificate successfully completed the archival practicum and scored commendable or exceptional on the evaluation rubric.

M 2: Practicum Journal

Student's Reflective Practicum Journal will be evaluated by the faculty practicum adviser using the Reflective Journal Rubric (Appendix 2).

Source of Evidence: Academic indirect indicator of learning - other

Target:

Using the Reflective Journal Rubric, 90% of students will be rated satisfactory or excellent.

Finding (2012-2013) - Target: Met

100% (2/2; summer and fall semester combined) students seeking the certificate successfully completed the practicum journal and scored satisfactory or excellent on the evaluation rubric.

SLO 2: Scholarly Paper

Students will demonstrate the ability to write a scholarly 2500-word paper about a specific, approved topic related to archives or special collections.

Related Measures

M 3: Paper

The required paper will be assessed using the Final Paper Rubric (Appendix 3).

Source of Evidence: Written assignment(s), usually scored by a rubric

Target:

Using the Final Paper Rubric, 90% of students will be rated satisfactory or excellent.

Finding (2012-2013) - Target: Met

100% (2/2; summer and fall semester combined) students seeking the certificate successfully completed the final paper and scored satisfactory or excellent on the evaluation rubric.

Analysis Questions and Analysis Answers

What specifically did your assessments show regarding proven strengths or progress you made on outcomes/objectives?

Three students have completed the archival certificate and all three were highly rated by their on-site practicum supervisor. All three did an excellent job on the capstone paper. One archival paper was chosen for publication in SLIS Connecting 2(1): 26-42. Ballard, Donna, "Smith Wright Mercantile Store Ledger 1841 - 1845: Documenting the Content and History of Archival Materials." Paper completed as a requirement for the Graduate Certificate in Archives and Special Collections, December 2012. Another archival paper by Bernadette Birzer was selected for publication in the upcoming fall 2013 issue of SLIS Connecting.

What specifically did your assessments show regarding any outcomes/objectives that will require continued attention?

Per feedback from students and on-site practicum supervisors, this fall the Curriculum Committee will be reviewing the requirements and instructions for LIS 648: Archival Practicum and will make recommendations for updating and revising the documents.

Annual Report Section Responses

Program Summary

The purpose of the Graduate Certificate in Archives and Special Collections is to prepare students for careers in archives and related fields such as special collections or cultural repositories. The 18-credit hour certificate combines online coursework related to archival history, theory, methods, organization, and ethics, with an archival practicum, which can be arranged at an archive or special collection near the student. The Certificate can be earned with an MLIS degree, a related master's degree or as post-master's certificate for those holding an MLS or master's degree in a related field. Non-LIS graduate students are required to take LIS 505: Cataloging and Classification as a prerequisite.

Continuous Improvement Initiatives/Additional Action Plans

Changes in the elective courses for the archival certificate have been approved. These changes will offer students more choice and flexibility and make the certificate more useful to a variety of other related majors such as history. A new student organization, the Southern Miss Student Archivists, which is affiliated with the Society of Mississippi Archivists, was approved as an official USM student organization. SMSA has a listserv and Facebook page, which disseminates information to students about archival internships, workshops, positions, and other information related to archives

Closing the Loop/Action Plan Tracking

Feedback from students, alums, and professional archivists indicate the need to add a requirement for a course in conservation and preservation, which is currently addressed as sections in the two archival courses. The Curriculum Committee plan to review this revision request and also plan to revise and update the archival practicum guidelines.