

# The University of Southern Mississippi

## Detailed Assessment Report

### 2013-2014 Archives and Special Collections Graduate Certificate

*As of: 1/13/2017 02:21 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 (2013-2014) - Target: Met**

4/4 (100%) students seeking the certificate rated commendable or exceptional using the practicum evaluation rubric. (Summer 2013 1/1; Fall 2013 1/1; Spring 2014 2/2)

###### **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 (2013-2014) - Target: Met**

4/4 (100%) of the students seeking the certificate rated satisfactory or excellent using the reflective journal rubric. (Summer 2013 1/1; Fall 2013 1/1; Spring 2014 2/2)

##### **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 (2013-2014) - Target: Met**

4/4 (100%) of students seeking the certificate rated satisfactory or excellent using the final paper rubric. (Summer 2013 1/1; Fall 2013 1/1; Spring 2014 2/2)

#### Details of Action Plans for This Cycle (by Established cycle, then alpha)

---

##### **Map assignments to industry standards**

The SLIS faculty who teach archival-related courses will review the required courses' assignments and related student learning outcomes and map to the core archival knowledge listed by the Society of American Archivists in their "Guidelines for a Graduate Program in Archival Studies" (<http://www2.archivists.org/gpas/curriculum>) to determine if the certificate requirements are adequately addressing the core knowledge needed for a professional archivist.

**Established in Cycle:** 2013-2014

**Implementation Status:** Planned

**Priority:** High

**Projected Completion Date:** 05/2015

**Responsible Person/Group:** Faculty

**Additional Resources:** None

#### Analysis Questions and Analysis Answers

---

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

Seven students have completed the requirements for the Certificate since 2012 and 4 completed the requirements in this

assessment year. The 4 students' outcomes were rated excellent and all 4 were successful in earning the Graduate Certificate in Archives and Special Collections along with the MLIS degree.

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

Based on student feedback on the need for more certificate electives to be offered, the SLIS Curriculum Committee proposed two additional elective options (LIS 580, LIS 692) that were approved by the department and college curriculum committee as well as the Graduate Council.

## **Annual Report Section Responses**

---

**Program Summary**

The Graduate Certificate in Archives and Special Collections is an 18-credit hour certificate that 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 may be earned with an MLIS degree, a related master's degree or as a post-master's certificate.

**Continuous Improvement Initiatives**

The requirements for the archival certificate were based on the standards of the Society of American Archivists (SAA) and the SLIS Curriculum Committee regularly re-evaluates the requirements for the certificate based on the SAA standards related to core archival knowledge, which includes knowledge of archival material and functions, knowledge of the profession, and contextual knowledge.

**Closing the Loop**

Students completing the Graduate Certificate in Archives and Special Collections will be tracked to determine how many (and what percentage) have or obtain positions related to archives or special collections as well as how many (and what percentage) publish their archival research.