

# The University of Southern Mississippi

## Detailed Assessment Report

As of: 9/18/2016 12:14 PM CDT

**2015-2016 Archives and Special Collections Graduate Certificate\*\***  
(Includes those Action Plans with Budget Amounts marked One-Time, Recurring, No Request.)

### Mission / Purpose

This certificate aims to prepare students for careers in archives and related fields such as special collections or cultural repositories.

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

#### **SLO 1: Professional practice and training experiences**

Students will gain professional practice and training experiences including 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 evaluation**

The on-site practicum supervisor will evaluate the student's work using a practicum evaluation rubric.

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

##### **Target:**

Using the practicum evaluation rubric, 90% of student practicums will be rated satisfactory or excellent by their practicum supervisor.

##### **Findings (2015-2016) - Target: Met**

(online, n=13) - Fall 2015: 100% (5/5) of student practica were rated satisfactory or excellent using the practicum evaluation rubric. Spring 2016: 100% (1/1) of student practica were rated satisfactory or excellent using the practicum evaluation rubric. Summer 2016: (100% (7/7) of student practica were rated satisfactory or excellent using the practicum evaluation rubric. Total: 100% (13/13) of student practica were rated satisfactory or excellent using the practicum evaluation rubric.

##### **M 2: Practicum Journal**

Student's reflective practicum journal will be evaluated by the faculty practicum adviser using the practicum journal rubric.

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

##### **Target:**

Using the practicum journal rubric, 90% of student journals will be rated satisfactory or excellent.

**Findings (2015-2016) - Target: Met**

(online, n=13) - Fall 2015: 100% (5/5) student journals were rated satisfactory or excellent using the practicum journal rubric. Spring 2016: 100% (1/1) student journals were rated satisfactory or excellent using the practicum journal rubric. Summer 2016: (100% (7/7 students) student journals were rated satisfactory or excellent using the practicum journal rubric. Total: 100% (13/13) student journals were rated satisfactory or excellent using the practicum journal rubric.

**SLO 2: Archival research paper**

Students will write a 2500-4500 word research paper on a specific, approved topic related to archives or special collections. The paper will include a review of relevant literature.

**Related Measures:**

**M 3: Archival research paper and literature review**

The archival research paper and literature review will be assessed using the archival paper rubric.

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

**Target:**

Using the archival paper rubric, 90% of students' papers will be rated satisfactory or excellent.

**Findings (2015-2016) - Target: Met**

(online, n=13) - Fall 2015: 100% (5/5) student research papers were rated satisfactory or excellent using the archival paper rubric. Spring 2016: 100% (1/1) student research papers were rated satisfactory or excellent using the archival paper rubric. Summer 2016: 100% (7/7 students) student research papers were rated satisfactory or excellent using the archival paper rubric. Total: 100% (13/13) student research papers were rated satisfactory or excellent using the archival paper rubric.

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

**Map assignments to professional 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:** Finished

**Priority:** High

**Projected Completion Date:** 05/31/2015

**Responsible Person/Group:** Faculty

**Additional Resources Requested:** None

### **Review of other archival programs and courses**

A review of other graduate archival programs is in progress to determine need for modification/update of courses or course content or development of new courses.

**Established in Cycle:** 2015-2016

**Implementation Status:** In-Progress

**Priority:** High

## **Analysis Questions and Analysis Answers**

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

Strength Analysis Since the archival certificate is not required but is an option for students interested in working as an archivist or special collections librarian, students earning the certificate are dedicated scholars and willing to work 150 practicum hours in an archive or special collection in addition to their other classes. The reflective journal allows students to relate practicum hands-on activities and experiences to archival theory and best practices learned in classes. The archival research paper requires engagement in research related to an archival topic and requires a review of related literature. Nine students earned the archival certificate in 2015-2016; three of those students participated in British Studies study-abroad class and wrote their archival papers on topics related to a British archive or special collection. Two students who earned the archival certificate presented their research at QQML16, the 8th International Qualitative and Quantitative Methods in Libraries conference held at the University of London Senate House, London, U.K. Several students' archival research papers have been published (<http://ocean.otr.usm.edu/~w146169/mentorpubs.htm>).

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

The archival practicum is typically a rich experience but it is important for the practicum faculty advisor to read the students' journal entries each week in order to monitor the progress of the practicum and to ensure that the practicum experience is a rich and varied one. On-site practicum supervisors evaluate students work at the mid-point and at the end of the semester. The evaluation is done on a rating scale (quantitative measure) and includes a space for the supervisor's comments (qualitative measure). The practicum supervisors' evaluation is an important measure that indicates whether there are issues or content that should be addressed in the archival courses.

## **Annual Report Section Responses**

### **Program Summary**

The School of Library and Information Science offers an 18-credit hour Graduate Certificate in Archives and Special Collections to prepare students for careers in archives and related fields such as special collections or cultural repositories. It combines online courses 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 a MLIS degree, a related graduate degree or it may be earned post-master's certificate for those holding a MLIS or other graduate degree from a related field (non-MLIS students are required to take LIS 505 as a prerequisite). <http://www.usm.edu/library-information-science/graduate-certificate-archives-and-special-collections>

### **Continuous Improvement Initiatives**

The archival practicum is evaluated by the on-site practicum supervisor, a professional archivist or special librarian who provides a mid-term and final practicum evaluation. The evaluation is both quantitative using a rating scale and qualitative (a space for comments). These evaluations are submitted to and reviewed by the faculty practicum advisor as a way to determine the quality of the practicum experience. In 2015-16, SLIS faculty evaluated the content and learning objectives for the certificate courses using "Guidelines for a Graduate Program in Archival Studies" by the Society of American Archivists. All of the SAA curricular items are addressed in the requirements for the archival certificate but this review should be done periodically to be sure current standards are addressed in the certificate requirements.

### **Closing the Loop**

In response to feedback in focus groups for greater flexibility in approved electives for the certificate, LIS 580: British Studies was added to the list of archival certificate electives. This initiative was proposed by the Curriculum Committee and approved by SLIS faculty, College Curriculum Committee, and Graduate Council. One elective, LIS 506: Advanced Cataloging, is in the process of being modified to multimedia cataloging, which will provide more relevant content for the archival certificate. A database of practicum opportunities and locations is planned to match students to archives and special collections in their area that are seeking a practicum student.

### **Technology Use**

Technologies required for various courses that enhance student learning include: - Blackboard Collaborate virtual classroom, where students are required to participate each week in live, online classes - Office Word, Excel, PowerPoint (or equivalent) applications which are required for many class assignments - Web 2.0 applications: blogs, wikis, etc. Technology-related assignments specific to certificate requirements include: - creating a digital library collection - creating metadata records using ContentDM online archival cataloging application.