





Faculty Member Contact Information

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Contact Info	
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Department	Research, Teaching, and Learning

1 Funded, 2 Unfunded URCA Assistant

	This position is ONLY open to students who have declared a major in this discipline.	M
X	This project deals with social justice issues.	
	This project deals with sustainability (green) issues.	
	This project deals with human health and wellness issues.	
	This project deals with community outreach.	
	This mentor's project is interdisciplinary in nature.	I

Are you willing to work with students from outside of your discipline? If yes, which other disciplines?

- Yes, my project is truly interdisciplinary, please also mark me as interested in taking students from these areas: Any (preference for History, Political Science, and English)

How many hours per week will your student(s) be required to work in this position?
(Minimum is 6 hours per week; typical is 9)

- 7.5

Will it be possible for your student(s) to earn course credit?

- Yes; 3 credit hours of HIST 490

Location of research/creative activities:

- Lovejoy Library Archives and Library Storage Building

Brief description of the nature of the research/creative activity?

Students will assist with processing, inventory, and archives reference at the University Archives and Special Collections Department of Lovejoy Library. Students will work to process the John M. Shimkus Congressional Papers, begin conducting a full inventory of archives storage, and conduct research on university archival collections to assist with occasional reference requests. Processing special collections includes describing, arranging, and preparing the collection for use by researchers.

Brief description of student responsibilities?

Duties include:

- Expanding the educational value of the Shimkus Papers through cohesive arrangement, working closely with the coordinator to provide context for the collection
- Conducting inventory of University Archives and Special Collections storage to aid in future archives reference
- Conduct research using archives collections to assist in fulfilling patron reference requests

URCA Assistant positions are designed to provide students with *research or creative activities* experience. As such, there should be measurable, appropriate outcome goals. What exactly should your student(s) have learned by the end of this experience?

Students will gain first-hand experience with archival inventorying, processing, and an introduction to archival standards through assigned readings in metadata, archival processing, and preservation. The learning outcomes are defined collaboratively with faculty teaching the Internship in History course (HIST490) which assesses student learning in the areas of historical research, preservation, and interpretation.

Requirements of Students

If the position(s) require students to be available at certain times each week (as opposed to them being able to set their own hours) please indicate all required days and times:

- Hours are flexible but preference is for the assistant to work at least twice weekly during the work week.

If the location of the research/creative activities involves off campus work, must students provide their own transportation?

- Students must be able to provide their own transportation to and from the Library Storage Building (next to the police station). However, this does not include off-campus work.

Must students have taken any prerequisite classes? Please list classes and preferred grades:

- No prerequisites.

Other requirements or notes to applicants:

- None