Archives & Records Management Fieldwork Form

Students must 1) submit a resume and 2) fill out and submit this form to: sois-archivesinfo@uwm.edu

Deadlines for fieldwork submission are as follows:

December 15 - Spring Semester
March 1st – Summer Semester
June 15 - Fall Semester

Name:
Current Address:

Email:
Student ID:
Phone:

1. I have taken 650: Introduction to Modern Archives Administration [Note: Students must complete 650 with a “B” or better before doing the Archives fieldwork]:

   __ Yes Please indicate the semester and year you completed 650 (e.g., Fall 2013): __________
   __ No
   __ Currently enrolled in 650

2. Please check the courses you have taken:

   __ 650: Introduction to Modern Archives Administration
   __ 655: Information and Records Management
   __ 656: Electronic Document and Records Management
   __ 750: Arrangement and Description in Archives
   __ 752: Archival Outreach: Programs and Services
   __ 753: Preserving Information Media
   __ 850: Seminar in Modern Archives Administration
   __ 891: Technology Issues in Archives
   __ 891: Appraisal and Collection Development for Archives and Manuscripts
   __ Other approved archives course: ______________________________________
   __ Other approved archives course: ______________________________________

3. Please indicate which semester you intend to do fieldwork:

   ______________________________________

4. Where do you currently work and/or volunteer?

   ______________________________________
5. What are your key interests? (For example: corporate archives, electronic records, processing, reference, etc.)

_____________________________________________

6. If you have already identified a repository and have discussed this with Archival Studies program faculty, indicate the repository:

Repository: _____________________________________
Supervisor: ______________________________________  e-mail: _________________________

7. If you have not identified a repository fill out this section:

Please list 3 potential repositories where you would like to do fieldwork.

<table>
<thead>
<tr>
<th>Repository</th>
<th>Location</th>
<th>Contact Person/email</th>
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8. I don’t know where to go! I would like to consult with the Program Director to identify an appropriate repository: ___ Yes   ___ No

Note: The completion of this form does not guarantee a fieldwork placement. Every effort will be made to place you at an acceptable location, but we cannot guarantee all fieldwork requests will be fulfilled because of the location, repositories in the area, available archives staff, and archival resources.