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 31st – 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 2016): __________
___ No
___ Currently enrolled in 650

2. Please check the courses you have taken:

___ 655: Information and Records Management
___ 656: Electronic Document and Records Management
___ 714: Metadata
___ 740: Information Literacy Instruction
___ 750: Arrangement and Description in Archives
___ 752: Archival Outreach: Programs and Services
___ 753: Preserving Information Media
___ 758: Technology Issues in Archives
___ 791: Community Archives
___ 850: Seminar in Modern Archives Administration
___ 855: Appraisal and Collection Development for Archives and Manuscripts
___ 891: Introduction to Legal Issues for Archivists and Records Managers
___ 891: Access and Privacy Legal Issues for Archivists and Records Managers
___ 891: Copyright Legal Issues for Archivists and Records Managers

___ Other approved archives course:_________________________________

___ Other approved archives course:_________________________________

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

4. How many credit hours do you wish to receive for your Fieldwork? You must intern for 50 hours for every credit hour that you wish to receive.
5. Where do you currently work and/or volunteer?

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

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

   Repository: _____________________________________
   Supervisor: _______________________________________
   E-mail: _________________________

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

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

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<thead>
<tr>
<th>Repository</th>
<th>Location</th>
<th>Contact Person/email</th>
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9. 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.