LBSC 703
Field Study in Archives, Records and Information Management
Field Study Contract

Academic Term: ________________________________

Student’s Name___________________________________________________________

Instructor’s Name _________________________________________________________

Name of Institution___________Location [city, state]_____________________________

Supervisor’s Name __________________________ E-Mail ________________________

Telephone ______________________

**Description:** Archival Field studies are coordinated through LBSC 703, a three credit course in the iSchool. Please do not hesitate to contact the instructor if you have any questions.

A field study assignment needs to be about 120 hours. The field study should provide challenging, important, and interesting work for the student in preparation for his/her first professional job. The nature of the work may be everyday operational tasks, or it may involve a special project [in its entirety or as part of a larger project where the rest of the work can be completed by others]. The field study may also be a combination of everyday work plus one or more special projects.

A field study cannot be carried out in the same unit where a student is currently or has formerly been paid. The supervisor must be a professional archivist, records manager, librarian or equivalent and not someone the student works for now or has ever worked before.

**Evaluation:** Near the end of the course the supervisor will complete an evaluation form (to be supplied) and send it to the instructor. The student will send the form to the supervisor early in the semester.

**Benefits:** A field study experience should be mutually beneficial for the student and the institution. The student gains hands-on practical experience, acquires knowledge and skills appropriate for a professional position, begins to build a network for support and future employment, and clarifies individual professional goals for development. The institution gains the opportunity to make progress on or accomplish work that might not otherwise get done and work with bright, highly motivated students who have already completed most of their master’s level coursework and who can, with light supervision and training, work independently. It is also an opportunity for professionals to return some of the mentoring, guidance, support, and
encouragement that they received early in their careers. In some instances, supervision of a field study student will count as extra service and be recognized in merit pay considerations.

**Expectations of field study students:** After agreeing to the schedule, assignments, and goals, the student will arrive faithfully on time and stay on task to complete the work as efficiently and effectively as possible. The student will observe the expectations for conduct as defined by the profession and workplace. The student will ask questions as needed, communicate problems or issues, and follow a regular schedule of reporting on progress.

**Expectations of field study supervisors:** After agreeing to a schedule and assignments, supervisors will provide orientation, training, oversight, and feedback.

**Field Study Plan:** Please submit the Individual Field Student Information Sheet to the instructor.

Please sign below:

Agreed to by _________________________________ [student]

and _________________________________ [supervisor].

and _________________________________ [instructor]

Date: ____________________