

Archives Concentration



Documenting your Practical Experiences

The following required documentation must be compiled and reviewed with your concentration adviser for each practical experience (two are required). Your portfolio for each must be submitted within a semester of completing your work in order to be counted toward your concentration.

Students are required to maintain a journal during their practical experiences (at least one entry per week is recommended).

1. Five to 10 items of documentation (electronic versions or hard copies) that should include a combination of:
 - a. Selected journal entries
 - b. Examples of work or materials you produced
 - c. Relevant photographs

2. A reflection paper (minimum of two pages) that addresses the following questions:
 - a. What were your main duties and accomplishments during your internship, volunteer or work experience?
 - b. What aspects of your experience were most valuable?
 - c. What insights did you gain about yourself and your preferred working style?
 - d. What did the experience confirm or illuminate about your future career goals?

3. Completed [Supervisor Evaluation Form](#) (.PDF) from your professional supervisor.

We've discussed the work and insights gained from the practical experience and the materials submitted here.

Concentration adviser signature: _____

Date: _____