



The UA Little Rock Center for Arkansas History and Culture (CAHC) is dedicated to providing graduate assistants with an enjoyable work experience that will prepare them for the professional world. Graduate assistants work 20 hours each week. Tasks include processing manuscript collections, digitization projects, readings and discussions, research desk and patron assistance, and other duties as assigned. Graduate assistants are expected to be available Thursday mornings for reading discussions and/or meetings.

Week(s) Assignments

1. August 19-23

- Welcome and overview of syllabus, duties, activities, GA agreement/initial assessment.
- Resume independent shifts on the research desk.
- Begin accession of assigned papers
- Reading:
 - Baucom, Erin. "An Exploration into Archival Descriptions of LGBTQ Materials," *The American Archivist* 81, no. 1 (Spring/Summer 2018) 65-83.
 - Finding Aid. "Harvey Goodwin Collection, 1913-1992 UALR.MS.0112"
<https://arstudies.contentdm.oclc.org/digital/collection/findingaids/id/4303/rec/1>
- Thursday, August 22, 9:15 am: week 1 reading discussion, Arcade meeting room (Cody).
- Thursday, August 22, 10 am: GA Welcome, Bobby Roberts Library 204

2. August 26-30

- Continue independent shifts on the research desk.
- Resume DSL hours.
- Complete accession

3. September 2-6

- Monday, September 2: Bobby Roberts Library closed, Labor Day
- Continue independent shifts on the research desk.
- Continue DSL hours.
- Design Facebook post using an item of interest to you. Submit to Trello.
- Continue processing project from spring: continue arranging and describing the collection
- Readings:
 - Orchard, Alexandra A.A., CA; Kirsten Chinery; Alison Stankrauff; and Leslie Van Veen McRoberts, "The Archival Mystique: Women Archivists Are Professional Archivists," *The American Archivist* 82, no 1. (Spring/Summer 2019) 53-90.
- Thursday, September 5, 9:15 am: week 3 reading discussion, Arcade meeting room (Cody).

4. September 9-13

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue processing project: continue arranging and describing the collection.
- Friday, September 13, 6:00 pm: processing plan due to Cody.

5. September 16-20

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Begin character collection project.
- Continue processing project: conclude arranging and describing the collection.

6. September 23-27

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue character collection project.
- Conclude processing project: enter description into Archivists' Toolkit and finalize housing.
- Readings:
 - Jimerson, Randall. "Archives for All: Professional Responsibility and Social Justice" *The American Archivist* 70, no.2 (Fall/Winter 2007)
 - Thursday, September 26, 9:15 am: week 6 reading discussion, Arcade meeting room (Cody).

7. September 30-October 4

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue character collection project.
- Design Facebook post using an item of interest to you. Submit to Trello.
- Begin next processing project: examine collection and begin writing processing plan.
- Readings:
 - Prom, Christopher, Erin O'Meara, and Kate Stratton. *Digital Preservation Essentials*. Chicago: Society of American Archivists, 2016. Module 12: Preserving Digital Objects (pp. 01-38).
 - Thursday, October 3, 9:15 am: week 7 reading discussion, DSL (Elise)
 - Create WorldCat account: <https://www.worldcat.org/account/?page=register>
 - GA program mid-term evaluation

8. October 7-11

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue character collection project.
- Continue processing project: complete processing plan.
- Readings:
 - Prom, Christopher, Erin O'Meara, and Kate Stratton. *Digital Preservation Essentials*. Chicago: Society of American Archivists, 2016. Module 13: Digital Preservation Storage (pp. 75-99).
 - Thursday, October 10, 9:15 am: week 8 reading discussion, DSL (Elise).

9. October 14-18

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue character collection project.
- Continue processing project: review processing plan with Cody and, once approved, begin arranging and describing the collection.

- Readings:
 - Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-house, by Ricky Erway, pages 1-35.
- Thursday, October 17, 9:15 am: week 9 reading discussion, DSL (Elise)

10. October 21-25

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Conclude character collection project. Submit to Cody by Friday, October 25, at 6:00 pm.
- Continue processing project: continue arranging and describing the collection.

11. October 28-November 1

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Design Facebook post using an item of interest to you. Submit to Trello.
- Continue processing project: continue arranging and describing the collection.
- Readings:
 - Pearman, Alice. "Teachers' Tales Go Online: Digitizing Oral Histories on Cassettes," *The American Archivist* 82, no. 1 (Spring/Summer 2019). 124-136.
 - Evans, Jeremy and Melissa Hernández Durán. "Rights Review for Sound Recordings: Strategies Using Risk and Fair Use Assessments," *The American Archivist* 81, no. 2 (Fall/Winter 2018) 323-372.
- Thursday, October 31, 9:15 am: week 11 reading discussion, DSL (Cody).

12. November 4-8

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Conclude processing project: continue arranging and describing the collection.
- Readings:
 - Velte, Ashlyn, "Ethical Challenges and Current Practices in Activist Social Media Archives," *The American Archivist* 81, no. 1 (Spring/Summer 2018) 112-134.
- Thursday, November 7, 9:15 am: week 12 reading discussion, Arcade reading room (Cody).

13. November 11-15

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue processing project: conclude arranging and describing the collection.
- Readings:
 - Meissner, Dennis and Mark Greene. "More Product Less Process: Revamping Traditional Archival Processing," *The American Archivist* 68, no. 2 (Fall/Winter 2005) 208-263.
 - Meissner, Dennis and Mark Greene. "More Application while Less Appreciation," *Journal of Archival Organization*, 2010. 174-218.
- Thursday, November 14, 9:15 am: week 13 reading discussion, Arcade reading room (Cody).

14. November 18-22

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Conclude processing project: enter description into Archivists' Toolkit and finalize housing.
- Readings:
 - Phillips, Jessica. "A Defense of Preservation in the Age of MPLP," *The American Archivist* 78, no. 2 (Fall/Winter 2015) 470-487.
- Thursday, November 21, 9:15 am: weeks 13 and 14 reading discussion, Arcade reading room (Cody).
- Update resume with graduate assistant position and submit to Dr. Baldwin by Friday, November 22 at 6:00 pm. Refer to the Arkansas state job description for an archivist:
www.arkansas.gov/dfa/personnel_mgmt/jobs/view_classcode.cgi?class=P024C

15. November 25-29

- Thanksgiving week: graduate assistants out

16. December 2-6

- Continue independent shifts on the research desk.
- Conclude DSL hours.
- Tuesday, December 3, 9:00 am: Review resumes with Dr. Baldwin.
- Wrap up any unfinished projects.
- GA program final evaluation
- Thursday, December 5, 10:00 am: Semester presentations during the staff meeting, ASI 205.

CAHC contact list

If, at any time, you have questions about any of the assignments on this document please use the below list to direct your questions:

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