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| **Stage 1 – “Results of My Internship”** | | |
| ESTABLISHED GOALS  Use a Backward Design approach for planning 2 complimentary exhibits, choosing 1 or more enduring aims to have for your exhibits.  Get to know your exhibit material and create essential descriptive information/metadata highlighting the aims of your complimentary exhibits.  Design and execute a focused publicity campaign for your exhibits. This will include reaching audiences on social media, in the library/ archives/ elsewhere on Campus, and by publishing an exhibit souvenir with PR such as a greeting card, a print/poster, or something else.  Implement exhibition guidelines appropriate for both digital and physical environments while launching each of your exhibits and consider assessment. | ***Transfer*** | |
| *The learning I have associated with my internship in Archives and Special Collections will allow me to…* | |
| ***Meaning*** | |
| UNDERSTANDINGS  *Understandings I took away from managing two exhibits in an archives and special collections are…* | ESSENTIAL QUESTIONS  *Essential questions I have had to ask related to planning exhibits are…* |
| ***Acquisition*** | |
| *I now know…* | *I am now skilled at…* |
| **Stage 2 – Evidence and Reflection** | | |
| **Evaluative Criteria** |  | |
| **The following will go into a portfolio for you to take with you after your internship:**  **Completion of a “Results of My Internship” section and a final reflection on your Backward Design Template**  **Examples of standardized and unstandardized descriptive outputs used in your exhibits as well as a brief statement on how each is important in unique ways**  **Documentation of exhibition guidelines taken into account for both of your exhibits**  **Record of final outcome and product(s) of your publicity campaign including any feedback received from users and a copy of your exhibit souvenir**  **A brief statement on a particular way you used (or ideally would have used) to assess your exhibits** | **Final reflection on your overall experience interning in an archives and special collections department:** | |
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| **Stage 3 – Learning Plan** | | |
| Each week will be a combination of reading, planning and implementing steps. Some weeks you will be able to move through multiple steps and some weeks you will be able to plan ahead.  **Week 1: The Setting of Your Internship and its Backwards Design Approach to Planning Exhibits**  Archives, Special Collections, and Libraries as Sites of Ongoing Conversations  Tenets of Backward Design:   * Identifying big ideas or enduring aims for your exhibit, choose one of the following to be a guiding idea for your exhibits   + Inform visitors about one or more of the following: archival materials, archival work, and/or an aspect of this archives and special collections department   + Educate users on a point in history   + Draw on users interest, intrigue, and/or inspiration by exhibiting select pieces from a more extensive collection or collections * Starting with the aim for the exhibits in mind, review the steps for each of the weeks of the internship and start to plan how you can work together and manage this project using [Trello](https://trello.com/en). * Start to identify information you don’t currently have but will need to complete certain steps   **Weeks 2-5: Collaborative Work and Tools and Getting to Know your Exhibit Material**   * Working collaboratively and using Trello * Your exhibit collections and their context and content: selecting what pieces to exhibit and why based on your guiding idea * Find something within the collection(s) that might make a good exhibit souvenir (a greeting card, a print/poster, or something else)   **Weeks 6-8: Design and Execute a Focused Publicity Campaign**   * Complete work orders with PR for an exhibit souvenir and any flyers to be made in addition to this souvenir * Plan a two-week social media campaign focused on posts highlighting each exhibit and their guiding idea * Write an article about your exhibits for publication in the Natrona County Historical Society Newsletter   **Weeks 9-15: Implement exhibition guidelines and display techniques appropriate for both digital and physical environments and execute exhibits**   * Overall guidelines * Conservation guidelines * Display techniques * Equipment and technology/software implementation * Labels/text and metadata * Utilize exhibit materials/software (your supervisor will assist you with Omeka/social media posts and guiding considerations for assessment of exhibits) * Celebrate exhibits with the wider campus | | |