

Important Things to Remember/Know:

- Choose any archival related topic. It can literally be anything from nature based archives to archival community engagement to metadata to anything in between.
 - This topic will be approved of by the certificate advisor (Dr. Hirschy) via email, phone, Zoom, text messaging, etc.
 - He can be reached at Jeffery.hirschy@usm.edu or 260-223-7928.
- The study is a historical research study.
- You will focus on some sort of question/issue related to the archival topic you choose.
 - You need reasearch questions.
- Paper will be between 2500-4500 words.
- **Due during your last semester in the program. (There**

- Open to any questions/comments you might have.

Paper Format:

- Double-spaced; indent paragraphs
- You can use subtitles if you would like. You don't have to use them if you don't want to.
- Standard margins and 12 point font. Use a normal font please.
- Formatting can be APA, MLA, or Chicago. It's whatever you like best.
 - Need bibliography at the end of paper.
 - f* The sources need to range from 10-15.

Archival Paper Rubric

Criteria/Levels	Excellent Consistent	Satisfactory	Requires Improvement	Unacceptable
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2500-4500 word paper
on an approved topic

Content:

Use of required topics
with appropriate

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topics,
paragraphs, etc.

- Writing incorporates varied, interesting, appropriate vocabulary and sentence structure.
- Assignment shows judicious, applicable use of quotes and paraphrases.
- Quotes and paraphrases add to the discussion of the subject, but do not overwhelm it.
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