

Digital Curation Curriculum (DigCCurr) Project

Carolina Digital Curation
Fellowship
Practicum Handbook
2007-09

School of Information and Library Science
University of North Carolina at Chapel Hill

July 17, 2008 (rev.)

Carolina Digital Curation Fellows Practicum Handbook, 2007-08. Chapel Hill NC: University of North Carolina at Chapel Hill, School of Information and Library Science.

216 Lenoir Drive, CB# 3360, 100 Manning Hall Chapel Hill, NC, 27599-3360

This work was supported through an IMLS Grant, # RE-05-06-0044, "Preserving Access to Our Digital Future: Building an International Digital Curation Curriculum;" Dr. Helen R. Tibbo, Principle Investigator; Dr. Christopher A. Lee, Co-Principle Investigator.

This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/3.0/> or send a letter to Creative Commons, 171 Second Street, Suite 300, San Francisco, CA, 94105.

Handbook prepared by Carolyn Hank.

Table of Contents

Table of Contents	3
About DigCCurr	4
Carolina Digital Curation Fellowships	5
What the Fellowships Offer	5
Practicum Settings	5
Roles and Responsibilities	6
FELLOWS: Requirements	6
FELLOWS: Recommendations	7
PRACTICUM SUPERVISORS: Recommendations	7
SILS ACADEMIC ADVISORS: Requirements	8
Forms	9
Calendar	10
2007/08	10
2008/09	12
Contact	13

About DigCCurr

Our cultural heritage, modern scientific knowledge, and everyday commerce and government depend upon the preservation of reliable and authentic electronic records and digital objects. While digital data holds the promise of ubiquitous access, the inherent fragility and evanescence of media and files, the rapid obsolescence of software and hardware, the need for well-constructed file systems and metadata, and the intricacies of intellectual property rights place all of these materials at risk and offer little hope of longevity for information that is not intentionally preserved. Several decades of work in digital preservation and access have resulted in a complex, life-cycle constellation of strategies, technological approaches, and activities now termed "digital curation." To date, most education and training opportunities focusing specifically on digital preservation and, more recently, digital curation, have come in the form of individual (and relatively disconnected) graduate courses or professional development workshops.

The School of Information and Library Science (SILS) at the University of North Carolina at Chapel Hill (UNC-CH) received a three-year grant from the Institute of Museum and Library Services (IMLS) in June 2006, titled "Preserving Access to Our Digital Future: Building an International Digital Curation Curriculum," abbreviated as the Digital Curation Curriculum (DigCCurr) project. This project is a collaboration of SILS and the U.S. National Archives and Records Administration (NARA). DigCCurr is developing a graduate-level curricular framework, course modules, and experiential and enrichment components and exemplars necessary to prepare students to work in the 21st century environment of trusted digital and data repositories.

**Preserving Access to
Our Digital Future:
Building an
International Digital
Curation Curriculum**

To accomplish these tasks this project brings together key international figures in digital preservation from the United States, Canada, the United Kingdom, the Netherlands, Italy, and New Zealand to serve on an Advisory Board. Repositories at UNC-CH will provide Practicum experiences for IMLS-funded Carolina Digital Curation Fellows. DigCCurr held a symposium in April 2007 and will hold a second symposium near the end of the project, in order to bring the issues of digital curation and this curriculum to the broader library, archives, and museum communities as well as the public. Sustainability and updating of the educational products will be ensured through programmatic adoption at UNC-CH and widespread dissemination and use at other educational institutions.

For more on the DigCCurr project, see <http://www.ils.unc.edu/digccurr/>.

Carolina Digital Curation Fellowships

As a component piece of the DigCCurr project, five Carolina Digital Curation Fellows (Fellows) will combine coursework with a Practicum assignment in a UNC-CH digital repository, leading to a master's degree in Information Science or Library Science or a

Applying digital curation practices and principles in specific work settings

Ph.D. The program's goal is to produce high-quality information and library professionals prepared to work in the 21st century environment of trustworthy digital and data repositories. It offers successful applicants the unique opportunity to interact and collaborate with key international leaders in digital curation, as well as a group of Local DigCCurr Partners. The local DigCCurr Partners represent the selected UNC-CH repositories providing the Fellows with their Practicum opportunities and serving as Practicum Supervisors for the Fellows.

What the Fellowships Offer

- A Practicum assignment in a data or digital repository for two academic years (four semesters)
- Stipend
- In-state tuition and health coverage
- Mentorship by senior academic library, archives, and data center administrators

Practicum Settings

- UNC-CH University Library
- Odum Institute for Research in Social Science
- Ibiblio.org
- Information Technology Services

Roles and Responsibilities

In addition to the information below, please see the Calendar for a list of deadline dates for the Practicum Agreement form, and Interim and Final Evaluation reports, and a timeline for the Fellows' practicum experience, mandatory Fellowship events, and other important dates.

FELLOWS: Requirements

- Commit 20 hours per week for the duration of the Fall and Spring academic semesters to your repository setting.
 - *You will be required to attend a limited number of events during the academic year. These events are intended to benefit you in your comprehension and application of digital curation principles and practices. Therefore, mandatory events count toward your weekly Practicum hours. For example, if you are required to attend a three-hour Symposium, you would then be expected to work 17 hours at your Practicum setting that week, rather than the regular 20-hour commitment. Please alert your Practicum Supervisor to any such events that will impact your regular Practicum schedule AT LEAST TWO WEEKS IN ADVANCE of such a planned absence.*
- In consultation with your Practicum Supervisor, devise a mutually beneficial weekly schedule for completing your required Practicum commitment.
- In consultation with your Practicum Supervisor, determine tasks and responsibilities to be assigned - a general outline - that will provide you with hands-on opportunities to apply digital curation principles and practices at your repository setting.
- In consultation with your assigned Practicum Supervisor, complete the Practicum Agreement form - a learning contract between you and your Practicum Supervisor, describing goals and objectives for your annual Practicum assignment. The agreement must be signed by you, the Fellow, your Practicum Supervisor, and your SILS Academic Advisor. Please see the Calendar for Practicum Agreement completion deadlines.
- Alert your Practicum Supervisor of any planned (i.e., travel) or unplanned (i.e., illness) absences that might arise during your Practicum. Following these absences, please coordinate with your Practicum Supervisor to determine what, if any, work hours you owe, and plan for making up those hours.

- Complete Interim (Half-Year) and Year-End (Full Year) Fellow's Practicum Evaluation form. Discuss the evaluations with your SILS Academic Advisor (see Calendar for deadlines).
- Review Interim (Half-Year) and Year-End (Full Year) Practicum Supervisor's Evaluation form with your Practicum Supervisor, followed by a review with your SILS Academic Advisor.
- Outside of your Practicum setting, attend Mandatory DigCCurr events. DigCCurr Project team members will inform you of mandatory events as they are announced. For a current listing, please see the Calendar.
- Outside of Practicum setting, participate in the Carolina Digital Curation Fellows' Introductory seminar in Fall 2007. The seminar will take place approximately every other Friday, 1:30 to 3:30 pm. See the syllabus at: http://www.ils.unc.edu/digccurr/fellows/fall2007_syllabus.pdf. Since the seminar series is for credit (one), your attendance DOES NOT detract from your regularly scheduled Practicum hours (20 per week).

FELLOWS: Recommendations

- Maintain a log of your Practicum activities. This will help you map your progress and your application of new knowledge to real-world digital curation tasks, as well as provide a useful tool for keeping track of your Practicum hours.

PRACTICUM SUPERVISORS: Recommendations

The Fellow is ultimately responsible for his/her own learning. The Practicum Supervisor, by following some of the recommendations provided below, can help in ensuring a successful and fulfilling Practicum experience, for the Fellow. This is accomplished by providing professional guidance to Fellows, and facilitating learning opportunities within your Practicum setting. Recommended activities include:

- Orient Fellows to their repository setting, and socialize the Fellow to the site by making introductions to your staff and providing the appropriate work space necessary for the Fellow to complete his/her assigned tasks (e.g., computer access and other necessary equipment and supplies).
- In consultation with the Fellow, assign the Fellow tasks and responsibilities that serve to introduce him/her to digital curation practices at your repository setting.
- In consultation with the Fellow, complete the Practicum Agreement form - a learning contract between you and your Fellow, describing goals and objectives of their annual practicum assignment. Review and sign

the Agreement with the Fellow. Deadlines for completion are provided in the Calendar.

- Manage your assigned Fellow during his/her Practicum experience. This includes:
 - Setting of clear expectations and goals.
 - Orientation to Practicum site, including physical layout, organizational structure, services, and procedures (e.g., decisions on attendance at staff meetings; contact information for calling off sick).
 - Setting a weekly schedule with the Fellow for completion of his/her 20-hour per week Practicum commitment. While the DigCCurr Project team anticipates only a limited number of Mandatory events occurring throughout the academic year, such events are intended to benefit the Fellows in their comprehension and application of digital curation principles and practices. Therefore, Mandatory events count toward their weekly Practicum hours. For example, if a Fellow is required to attend a three-hour Symposium, s/he would then be expected to work 17 hours at their Practicum setting that week, rather than the regular 20-hour commitment. Mandatory events are identified in the Calendar. Additionally, Fellows are required to inform you of any upcoming events in a timely manner.
 - Provide the Fellow with feedback, guidance, and other associated activities as necessary throughout the academic year to assist your Fellow in achieving a worthwhile Practicum experience.
 - Communicate with the Fellow's SILS Academic Advisor, as necessary, to address questions about expectations or concerns regarding the Fellow's progress or performance.
- Complete Interim (Half-Year) and Year-End (Full Year) Practicum Supervisor's Evaluation form. Discuss the evaluation with the Fellow. See Calendar for deadlines.

SILS ACADEMIC ADVISORS: Requirements

- Review and approve the Practicum Agreement form submitted by the Fellow, and approved by the Practicum Supervisor.
- Correspond and make yourself available to Fellows and Practicum Supervisors, as asked, to provide guidance and to respond to any questions/concerns/issues.
- Review Interim and Year-End Evaluation reports submitted by Fellows and Practicum Supervisors, and provide feedback to Fellows.

- Additionally, monitor Fellows' progress throughout academic year through individual advising sessions and the Fellows' seminar series.
- Coordinate Introductory Fellows Seminar to offer support and educate Fellows in foundations of digital curation.

Forms

Practicum Supervisors and Fellows may access blank Practicum Agreement Forms and Evaluation Forms (Interim and Year-End) on the DigCCurr project directory, available at: <http://www.ils.unc.edu/digccurr/forms/>.

Calendar

Important dates, deadlines, and other schedule-related items to keep in mind for the Carolina Digital Curation Fellowship program:

2007/08

August 21, 2007	Fall semester commences; Fellows begin 20 hour per week Practicum
August 23, 2007	Welcoming Reception; Wilson Library lobby; 5:00-6:00
August 24, 2007:	Fellows Seminar, 1:30-3:30 214 Manning
September 3, 2007	Holiday (Labor Day)
September 7, 2007:	Fellows Seminar, 1:30-3:30 208 Manning
September 17, 2007	Practicum Agreement forms due
September 21, 2007	Fellows Seminar, 1:30-3:30 214 Manning
October 5, 2007	Fellows Seminar, 1:30-3:30 214 Manning
October 12, 2007	Fellows Seminar, 1:30-3:30 214 Manning
October 18-19, 2007	Fall Break
October 26, 2007	Fellows Seminar, 1:30-3:30 214 Manning
November 9, 2007	Fellows Seminar, 1:30-3:30 214 Manning

November 16, 2007 <i>Mandatory Event</i>	NHRPC Electronic Records Fellowship Symposium; Pleasants Family Assembly Room; Wilson Library; 9:00-5:00 (mandatory attendance for Fellows; time to be included in 20-hour week Practicum commitment)
November 22-23, 2007	University Holiday (Thanksgiving)
November 30, 2007	Fellows Seminar, 1:30-3:30 214 Manning
December 5, 2007:	End of Fall semester classes; Conclusion of Practicum for Fall 2007; Interim (Half-Year) Evaluations Due
January 9, 2008:	Spring semester commences; Fellows return to 20 hour per week Practicum
January 21, 2008	Holiday (MLK Jr. Day)
March 10-14, 2008	Spring Break
March 21, 2008	Holiday
April 25, 2008	End of Spring semester classes; Conclusion of Practicum for Academic Year 2007/08; Final (Year- End) Evaluations Due

2008/09

August 14, 2008	Fall semester commences; Fellows begin 20 hour per week Practicum
September 1, 2008	University Holiday (Labor Day)
September 5, 2008	Practicum Agreement forms due
October 16-18, 2008	Fall Break
November 26-28, 2008	University Holiday (Thanksgiving)
December 3, 2008:	End of Fall semester classes; Conclusion of Practicum for Fall 2008
December 10, 2008	Interim (Half-Year) Evaluations Due
January 19, 2009:	Spring semester commences; Fellows return to 20 hour per week Practicum
January 21, 2009	Holiday (MLK Jr. Day)
March 9-13, 2009	Spring Break
April 1-3, 2009 <i>Mandatory Event</i>	DigCCurr2009 Symposium (Mandatory attendance for Fellows; time to be included in 20-hour week Practicum commitment)
April 10, 2009	Holiday
April 27, 2009	End of Spring semester classes; Conclusion of Practicum Fellowship 2008/09
May 1, 2009	Year-End (Full-Year) Evaluations Due

Contact

If you have any questions about the DigCCurr project, Carolina Digital Curation Fellowship project, or other concerns/issues/questions, please contact one of the DigCCurr project staff:

Dr. Helen R. Tibbo
DigCCurr PI
tibbo@ils.unc.edu
Tel: 919.962.8063

Dr. Cal Lee
DigCCurr Co-PI
callee@ils.unc.edu
Tel: 919.962.7024

Carolyn Hank
DigCCurr Project Manager
hcarolyn@email.unc.edu
Tel: 919.259.3191