



Sharing...
...discovery
...research

Preserving...
...cultural heritage
...artifacts and records



Spring 2016 Practicum and Internship Opportunities



**GLENN A. BLACK
LABORATORY OF
ARCHAEOLOGY**

INDIANA UNIVERSITY
Bloomington



The Glenn A. Black Laboratory of Archaeology (GBL) offers students the opportunity to gain experience in a variety of museum, research, and collections skills. Students may gain experience through internships and practica offered as courses through several departments, including Anthropology (ANTH A408) or Folklore and Ethnomusicology (Folk F403). Students may qualify for internships funded by outside sources, or may obtain experience by volunteering.

Internships and Practica Opportunities

Internships:

Students are encouraged to speak with Glenn A. Black Laboratory staff if they have an interest in gaining a pre-professional internship. Students who meet the criteria may apply to the Hutton Honors College for a Pre-Professional Internship Grant <http://www.indiana.edu/~iubhonor/hds/pei.php>. These grants underwrite the time that a student will spend in the internship, and afford the student an opportunity to work specifically in a field within their area of interest. Grants of up to \$1,500 per semester are available. You do not need to be enrolled in Hutton Honors College to qualify for these grants.

Museum Practicum:

Practicum experiences require students to register for academic credit through Anthropology (ANTH A408), History (HIST H543), Folklore and Ethnomusicology (FOLK F403), or another department as agreed upon by the student's advisor, GBL supervisor, and the student. Students work at the Lab for 45 hours for each credit registered.

Credit	Fall / Spring (15 week)	Summer (6 week)	Semester Total
1	3 hours	7.5 hours	45 hours
2	6 hours	15 hours	90 hours
3	9 hours	22.5 hours	135 hours
4	12 hours	30 hours	180 hours

Work Study:

The Glenn A. Black Laboratory of Archaeology has limited funds for work-study students. Students should verify they are eligible for such employment before approaching the director. Please email gbl@indiana.edu or asievert@indiana.edu for information on work-study positions. Availability and types of work-study positions change to meet the needs of the Lab.

Volunteer:

Students may also volunteer for a scheduled number of hours per week to work with a specific staff member or researcher. These opportunities become available at the start of each semester though volunteers are accepted and welcome at any time.

Time commitment:

Please be prepared to work at least one two hour shift per week.

Institutional History

The Glenn Black Laboratory (GBL) is a well-known resource for the study and interpretation of past peoples of Indiana and the Midwest. As such there are multiple kinds of activities that occur here. Research in field archaeology couples with laboratory analysis to answer questions about ways of life, food and shelter, technology and art, belief and ritual, and interaction in the past. Methods used are highly varied, from remote sensing work to cataloging, inventorying of collections, preparing digital files, or assisting with research.

About the Collections

The Glenn A. Black Laboratory of Archaeology maintains the following collections:

1. Archaeological materials deriving from both excavated contexts and donated collections of materials. These contain over 12,000 accessions with artifacts of every type, including stone tools, ceramics, fauna, metal objects, and botanical collections. The core of the collection comprises materials from Angel Mounds, a major center of the Mississippian period dating from 1100-1450 AD. These were excavated around 1940 as part of the government sponsored Works Progress Administration (WPA) during the Great Depression, and GBL has been working there ever since. The Angel Mounds collections constitute a legacy collection.
2. The collections include ancestral human skeletal remains from Angel Mounds and other sites. These have provided information about health, diet, and activities of ancient people of the Midwest. All ancestral human remains at GBL are subject to the Native American Graves Protection and Repatriation Act (NAGPRA) and are undergoing the process of repatriation to federally recognized tribes. ***Undergraduate student interns do not customarily work with the archaeological human skeletal collections.***
3. Samples of sediment, soils, raw materials, organic matter, and other natural and geological correlates to archaeological sites as well as animal bone and botanical remains.
4. Documentation associated with field excavations.
5. Files, maps, and film-based media (e.g. photographs, slides, negatives, and motion-pictures) relating to individual sites in Indiana.
6. Documentation relating to the history of the Glenn A. Black Laboratory of Archaeology.
7. A library of books, reports, and serials pertaining to archaeology, especially in North America.
8. A special archive—the Great Lakes Ohio Valley Ethnohistory Archives—compiled in the 1950s by IU professor, Erminie Wheeler-Voegelin, as documentation for landclaims lawsuits under the Indian Claims Commissions (ICC). These materials cover history and land use of tribes and groups in the Ohio Valley and Great Lakes region from the 1600s until the late 1900s, and record findings of the ICC.

GBL collections comprise objects, papers, maps, microfilms, photographic negatives and prints, slides, films, digital files, illustrations, and artwork. We have collections designated for research as well as a large teaching collections also.

Cataloging/Collections Practicum

Curator of Collections

Credits

Students may take 2 to 4 credit hours of A408 per semester.

Prerequisites

Introduction to Museum Studies (A403) or previous museum experience is useful, but not required. All students who wish to enroll in a cataloging practicum will be interviewed and must have written permission to register.

Qualifications

Students interested in a cataloging practicum should be efficient, organized, and able to pay close attention to details. They should also have good computer, research, and writing skills. Legible handwriting is a must.

Duties

Students taking a cataloging practicum will be expected to:

- Familiarize themselves with the way collections move through the standard channels for registration and cataloging
- Learn the proper methods of handling and numbering artifacts
- Learn the standardized cataloging system
- Catalog or re-catalog collections according to procedures
- Rehouse collections as necessary
- Research collections as necessary for accurate cataloging/re-cataloging
- Write up research notes and bibliographies as a collection is cataloged/re-cataloged
- Maintain a work log of progress, questions, etc. to document the project and ensure consistency within a collection

Contact: gbl@indiana.edu

Public Relations Practicum

April Sievert, Director; or Sarah Hatcher, Head of Programs and Education

Credits

Students may take 1 to 2 credit hours of A408 per semester; two semester sequence preferred.

Qualifications

Should have strong writing skills, be organized, and pay close attention to details. Students with web design and publishing skills will be given preference. Graphic design skills are desirable.

Duties

Practicum students will be expected to:

- Develop articles for a newsletter/website usage
- Develop press releases
- Contact press/media representatives
- Assist in flyer/ mailing distributions
- Update social media
- Update electronic calendar listings

Contact: sahatche@indiana.edu or asievert@indiana.edu

Document Support Practicum

Theresa Harley-Wilson, Registrar; or Curator of Collections

Credits

Students may take 2 to 4 credit hours of A408 per semester.

Prerequisites

Introduction to Museum Studies (A403) or previous museum experience is useful, but not required. All students who wish to enroll in a document support practicum will be interviewed and must have written permission to register.

Qualifications

Students interested in a document support practicum should have careful and responsible work practices, and a commitment to accuracy. They should also have good computer skills, including data entry and scanning experience.

Duties

Document support duties include data entry of documentary information, proofing entered data, preparing proper storage formats for documentation, and other tasks related to preservation of and access to the documents that support the lab's collections.

Contact: gbl@indiana.edu

Library Support Practicum

April Sievert, Director

Credits

Students may take 1 to 3 credit hours of A408 per semester.

Prerequisites

Introduction to Museum Studies (A403) or previous museum experience is useful, but not required. All students who wish to enroll in a document support practicum will be interviewed and must have written permission to register.

Qualifications

Students interested in a library support practicum should have careful and responsible work practices, and a commitment to accuracy. They should also have good computer skills, including data entry and scanning experience. Excellent people skills and superb customer service skills are required.

Duties

Library support Practicum duties may include the following:

- Oversee access to the library in accordance with Lab policy and procedure
- Ensure the security of the library during open hours
- Collect Library of Congress subject data
- Conduct shelf checks
- Repair books as instructed
- Basic housekeeping (dusting of the shelves)
- Provide excellent customer service to our patrons and researchers.

Contact: gbl@indiana.edu or asievert@indiana.edu

Administrative Support Practicum

April Sievert, Director

Credits

Students may take 1 to 2 credit hours of A408 per semester.

Prerequisites

Introduction to Museum Studies (A403) or previous museum experience is useful, but not required. All students who wish to enroll in a document support practicum will be interviewed and must have written permission to register.

Qualifications

Students interested in an administrative support practicum should have careful and responsible work practices, and a commitment to accuracy. They should also have good computer skills, exceptional writing and editing skills, and data entry and scanning experience. Excellent people skills and superb customer service skills are required.

Duties

Administrative support practicum duties may include the following:

- Assist the director as needed
- Assist with scanning, printing, and filing
- Oversee access to the library in accordance with Lab policy and procedure
- Monitor incoming email to the gbl@indiana.edu account
- Inventory supplies, make recommendations for ordering, complete requisitions
- Receive incoming shipments of supplies and books, assuring documentation is given to the business manager for prompt payment
- Edits/proofs documents as needed
- Assists visitors and maintains visitor sign-in

Contact: asievert@indiana.edu

Application

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

TELEPHONE (HOME) _____

TELEPHONE (OTHER) _____

EMAIL _____

UNDERGRADUATE

GRADUATE

CONTINUING NON-DEGREE

COMMUNITY VOLUNTEER

HUTTON STUDENT

OTHER: _____

Dept. _____

Major _____

Semester/Year of Practicum _____

Which Practicum are you applying for? _____

With whom would you like to schedule an interview? _____

When are you available? Please mark all that apply.

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekends
Morning						
Afternoon						

How did you hear about volunteer opportunities at the Glenn Black Lab?

RADIO WALK-IN NEWSPAPER FRIEND

ADVISOR _____ TEACHER/PROFESSOR _____

OTHER _____

Please list relevant skills and/or coursework: