

**PRATT INSTITUTE SCHOOL OF INFORMATION AND LIBRARY SCIENCE**

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**Practicum Student Evaluation Form**

Student Name: *Bree Midavaine (Brenda)*

Name of Supervisor: *Brigette Kamsler*

Title: *Project Archivist*

Institution/organization: *Columbia University*

Date: *12/4/2012*

Dear Site Supervisor,

Please complete this form at the end of the student's practicum. We encourage you to review the evaluation with the student. Please mail or fax the completed form to:  
Tula Giannini, Dean and Associate Professor as indicated above.

Your efforts are greatly appreciated.

Please use the following rating scale to evaluate the student's performance as applicable.

- 1 = Superior
- 2 = Good
- 3 = Satisfactory
- 4 = Unsatisfactory
- 5 = Poor
- 6 = Not applicable

Professional Attitude and Performance	1	2	3	4	5	NA
Conformity to codes of the organization		X				
Attendance and punctuality		X				
Ability to learn from constructive criticism	X					
Cooperation with others		X				
Willingness to take initiative	X					
Flexibility in handling new situations	X					
Willingness to assume responsibility	X					
Professional integrity [ethical standards]	X					

Skills and Knowledge	1	2	3	4	5	NA
Technical services and skills [e.g., cataloging, classification, indexing, ordering routines]		X				
Reference and research skills [sources, interview skills, search strategies]	X					
Selection skills [selection sources, principles of collection development]		X				
Information technology skills [e.g., applications]		X				
General knowledge		X				
Organizational ability	X					
Effectiveness in written and spoken communication	X					
Presentation skills		X				
Willingness to acquire new skills		X				
Ability to assess skills and knowledge	X					

The suggested grade (please circle one):

**A**

B

C

D

E

Please provide a detailed description of the responsibilities and tasks assigned to the student, and an evaluation of the student's performance in each area.

please see additional pages for comments.

We would appreciate additional comments or suggestions. Thank you.

Bugette C. Kameler  
Site Supervisor's Signature

12/11/2012  
Date

**Please provide a detailed description of the responsibilities and tasks assigned to the student, and an evaluation of the student's performance in each area.**

Throughout the semester, Bree completed the following tasks on four collections:

- Develop and implement processing and work plans on assigned collections. Survey, inventory and appraise materials, noting possibilities for weeding and deaccessioning.
- Process and arrange collections using current archival standards including More Product Less Process (MPLP), ensuring appropriate housing of archival material. Identify materials for conservation treatment as necessary
- Write and edit finding aids utilizing DACS standards
- Update and create MARC catalog records using Voyager.
- Digital Asset Management using DayCQ with online collection of PDF finding aids.
- Assist with social media in regards to specific collections including Facebook and Twitter.
- Other duties as assigned such as helping Project Archivist with rearrangement of collections in archives storage, attendance at Columbia-wide internship meetings, and writing blog entries for the Project Blog.

Beginning with the William Adams Brown (WAB) collection, American Bilateral Conversations, Bree created a detailed inventory and work plan describing the following elements:

1. Statement of research potential of the collection.
2. Description of the current physical state of the collection.
3. Appraisal of your own (why would this be here in the archives?).
4. Recommendations for organization.
5. Description of preservation needs of any special formats.
6. Description of finding aid elements and any other bibliographic aids (start identifying series, subseries, etc...)

After discussion with me, she began to reorganize and processing the collection as well as describe the final product with a finding aid. After the finding aid was approved, together we uploaded the document as a digital asset to Columbia's system and added the link to the Burke Archives website. To alert the public of its availability, she tweeted and posted to Facebook the direct link to the finding aid.

This link can be found here:

[http://library.columbia.edu/content/dam/libraryweb/libraries/burke/fa/wab/ldpd\\_4492686.pdf](http://library.columbia.edu/content/dam/libraryweb/libraries/burke/fa/wab/ldpd_4492686.pdf)

Upon completion of this, Bree processed a small collection in the Missionary Research Library (MRL) in section 3: South Asia. This did not take much time due to the small size of the collection. This can be found here:

[http://library.columbia.edu/content/dam/libraryweb/libraries/burke/fa/mrl/ldpd\\_4492547.pdf](http://library.columbia.edu/content/dam/libraryweb/libraries/burke/fa/mrl/ldpd_4492547.pdf)

Bugette C. Kamsler

12/11/2012

The Burke Library received a special request for the Federal Council of Churches records in WAB, thus I assigned this task to Bree. Although I did not require it, she created another inventory and work plan to document the current state of the collection and show her progress. Again completing the tasks of writing the finding aid, uploading to the web and alerting the public, the final result is:

[http://library.columbia.edu/content/dam/libraryweb/libraries/burke/fa/wab/ldpd\\_4492697.pdf](http://library.columbia.edu/content/dam/libraryweb/libraries/burke/fa/wab/ldpd_4492697.pdf).

Bree's final collection at the Burke was WAB: State Council of Churches:

[http://library.columbia.edu/content/dam/libraryweb/libraries/burke/fa/wab/ldpd\\_4492713.pdf](http://library.columbia.edu/content/dam/libraryweb/libraries/burke/fa/wab/ldpd_4492713.pdf).

Throughout her time at Burke, Bree was not afraid to ask questions which enabled her to fully understand and grasp the tasks at hand. She went out of her way to do great research, such as checking out her own library books and completing histories at home. She created work plans for the three larger collections she processed, and also wrote blog entries for the project blog without being asked. Bree's entries can be seen here:

<https://blogs.cul.columbia.edu/burkearchives/author/bap2139/>.

She was able to take constructive criticism well and I saw growth over the time I've known and worked with Bree. I think she is well prepared for her future and is gaining the necessary experience to excel. I am happy to have worked with her and wish her the very best.

**We would appreciate additional comments or suggestions. Thank you.**

I never once heard from or had any contact with the school directly. I would have liked to have at least once been contacted by the school to acknowledge the work that Bree and I were doing together.

Bugette C. Kamsler

12/11/2012