

**Society of American Archivists
Council Meeting
May 20-22, 2019
Chicago, Illinois**

**Background for Discussion Item:
SAA Internship Program Overview, 2016-2019
(Prepared by Felicia Owens)**

BACKGROUND

At its August 2014 meeting in Washington, D.C., the Diversity Committee initiated a conversation about SAA sponsoring a program that would seek to place students and new professionals of color as “interns” on SAA’s appointed groups. The idea was to introduce these individuals to SAA early in their careers so that they might remain involved and help to bring new perspectives to the association and the profession.

In 2015, the Intellectual Property Working Group independently sought an intern for the 2015-2016 term. See: <https://www2.archivists.org/news/2015/intellectual-property-working-group-seeks-intern>.

DISCUSSION

Driven by the materials prepared by Tywana Whorley, then-chair of the Diversity Committee, SAA staff developed and launched the first formal call for SAA internships in early 2016. Staff queried the SAA Leader List for SAA appointed groups (committees, subcommittees, task forces, working groups) interested in hosting a student/new professional on their group for the 2016-2017 term.

Subsequently, a number of section steering committee leaders expressed interest in hosting an intern. Once interns were placed for the appointed groups, staff emailed those volunteers who did not receive an appointment, inviting them to apply for the available section internships, and worked with the section leaders to place the remaining intern volunteers as appropriate. In all, 15 interns were placed in 10 appointed groups and 5 sections. Owens sent direct emails to each intern, notifying them of their appointment, and copied the group chair; this ensured that the interns had a point-of-contact on the SAA staff throughout their term should they have questions or concerns.

For the 2017-2018 term, staff again queried the Leader List for intern requests from both appointed groups and section steering committees. This time, a brief description of the intended tasks or project for the internship year was required to ensure that leaders were prepared to provide a strong, cohesive volunteer experience for these students/new professionals. A few groups from the 2016-2017 cohort decided not to host an intern in the 2017-2018 term, citing that the group was in a transition period or did not have a project that was sufficient to engage a potential intern for the year. Staff were encouraged that the required description was serving its intended purpose to help ensure valuable experiences for these students and new professionals.

In August 2017, staff used Survey Monkey to send final evaluations to both group chairs and the respective interns for the 2016-2017 term. (Templates of these evaluation forms are included in the Appendix.) Feedback from the 2016-2017 final evaluation forms indicated that, for a few groups, the internship never came to fruition beyond the intern being appointed; this was due either to the intern being unresponsive to direct email messages or the chair not communicating directly with the intern to initiate the project.

To mitigate this issue in the 2017-2018 term, staff implemented a mid-term check-in, emailing chairs and interns directly to ensure that they had connected and the internship was progressing as planned (while also ensuring that both parties knew who they could contact on staff with questions or concerns). Overall, this helped to reduce the number of missed communications and ensure that all parties were held accountable.

These processes were continued for the 2018-2019 term: Evaluation forms were sent to the 2017-2018 chairs and interns and descriptions for each 2018-2019 internship opportunity were required. And this same procedure was followed for the most recent call for 2019-2020 internships. More specific development was not pursued this year, as staff time was focused on implementing the new association management system.

Several SAA interns have gone on to hold full-term positions on various committees and section steering committees. For instance, Jasmine Jones, following her two year term as the IPWG intern, was subsequently slated and elected to the 2019 Nominating Committee. Following her internship in 2017-2018 with the Archival History Section and the strong praise she received from the chair, Rebecca Leung was appointed for the 2019 Appointments Committee. Maggie Hoffman, after serving as intern for the SAA Foundation Development Committee, has just been appointed for a three-year term to the Membership Committee. (Given more time, staff would be happy to prepare a full report on the leadership journeys of all SAA interns – there are many more examples!) Overall, we have found that strong internship experiences, in which chairs have close communication with the intern and ensure they are fully immersed in group meetings and activities, have encouraged these SAA interns to stay involved with SAA and successfully seek greater leadership opportunities.

The following chart provides an overview of the number of applicants and internship appointments made for each internship cycle:

Cycle	Number of Applicants	# Appointed to Committee/Group	# Appointed to Section Steering Committee	Total # Appointed
2016-2017	71	10	5	15
2017-2018	41	7	9	16
2018-2019	39	10	9	19

FUTURE

In the coming year(s), the goal would be to conduct a more detailed analysis of the final evaluations and develop a mechanism for sharing that feedback with the interns and hosting groups/chairs.

At the Council's November 2018 meeting, the Council liaison to the Diversity Committee reported that the committee was seeking guidance on what initiatives or activities they should pursue in the coming year. Perhaps the internship program would be best served if the Diversity Committee became more involved again. The committee could start by conducting an overall analysis of the program and provide a recommendation for improvements. Going forward, the Diversity Committee could conduct an annual review of all final evaluation forms and develop a method or mechanism for presenting that feedback to the intern and the group/chair.

To clarify the nature and objective of this program, it may be best to change the name. Instead of labeling these positions as "internships," we might consider the following:

- Novice Leader/Member
- New Leader
- New Professional Member
- [Other ideas?]

COMPILED BACKGROUND INFORMATION

See below for the following compiled information from each internship cycle:

- Call for volunteers for SAA internships;
 - News item announcing newly appointed interns;
 - Post-term summary article published in *Archival Outlook*; and
 - Chart of groups, chairs, and interns appointed for that term.
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2016-2017

Call for Interns to Support SAA Appointed Groups (2016-2017):

<https://www2.archivists.org/news/2016/call-for-interns-to-support-saa-appointed-groups>

Congratulations to SAA's 2016-2017 Appointees:

<https://www2.archivists.org/news/2016/congratulations-to-saas-2016-2017-appointees>

Shout Out to Our 2016-2017 SAA Interns! (*Archival Outlook*, November/December 2017)

https://bluetoad.com/publication/?i=452188#{%22issue_id%22:452188,%22page%22:16}

2016-2017 SAA Interns		
Group	Chair	Intern
American Archivist Editorial Board	Greg Hunter	Dana Bronson
Committee on Education	Jennifer Pelose / Alison Clemens	Shanee' Yvette Murrain
Committee on Public Awareness	David Carmicheal / Erin Lawrimore	Beverly Ingle
Committee on Public Policy	Tanya Zanish-Belcher / Dennis Riley	Haian Abdirahman
Dictionary Working Group	Rosemary Pleva Flynn	Katy Sternberger
Digital Archives Specialist Subcommittee	Mahnaz Ghaznavi	Monique Lassere
Intellectual Property Working Group	Aprille McKay	Jasmine Jones (reappointed)
Membership Committee	Bertram Lyons / Kate Dundon	Racheile Ricklefs
Publications Board	Chris Prom	Anna Trammell
Standards Committee	Meg Tuomala / Carrie Hintz	Michelle Janowiecki
Section	Chair	Intern
Acquisitions & Appraisal Section	Bethany Anderson	Kira Baker
Archivists & Archives of Color Roundtable	Aaisha Haykal	Hannivett Nabahe
Privacy & Confidentiality Roundtable	Valerie Gillispie	Lauren Wittek
Visual Materials Section	Paula Mangiafico / Gerri Schaad	Nicola Shayer
Women Archivists Roundtable	Bethany Anderson	Gayle Schechter

2017-2018

Call for 2017-2018 SAA Interns:

<https://www2.archivists.org/news/2017/call-for-2017-2018-saa-interns>

Congratulations to SAA's 2017-2018 Interns:

<https://www2.archivists.org/news/2017/congratulations-to-saa%E2%80%99s-2017-2018-interns>

Shout Out to the 2017-2018 SAA Interns! (*Archival Outlook*, November/December 2018)
https://mydigitalpublication.com/publication/?i=541906#{%22issue_id%22:541906,%22page%22:16}

Group	Chair	Intern
<i>American Archivist</i> Editorial Board	Greg Hunter	Barbara Gombach
Committee on Education	Alison Clemens / Lauren Goodley	Angela Heath
Digital Archives Specialist Subcommittee	Marty Olliff	Marlee Graser
Committee on Public Policy	Dennis Riley	Ron Stafford
Dictionary Working Group	Rosemary Pleva Flynn	Lindsay Shupala
Publications Board	Chris Prom	Jessica Chapel
Standards Committee	Caitlin Christian-Lamb	Renae Rapp
Section	Chair	Intern
Acquisitions & Appraisal Section	Bethany Anderson / Cliff Hight	Katherine Isham
Archival History Section	Eric Stoykovich / Kelly Kolar	Rebecca Leung
Archives Management Section	Jelain Chubb / Nancy Lenoil	Jane Thaler
Archivists & Archives of Color Section	Harrison Inefuku / Maria Angel Diaz	Brittany Newberry
Business Archives Section	Jamie Martin / Eric Chin	Adrienne Duris
Collection Management Tools Section	Jasmine Jones / Stephanie Bennett	Rachel Mihalko
Issues & Advocacy Section	Hope Dunbar / Rachel Mandell	Samantha Brown
Science, Technology, and Health Care Section	Todd Kosmerick / Polina Ilieva	(Kenneth) Mark Coulbourne
Visual Materials Section	Gerri Schaad / Kim Andersen	Angela Schwarz

2018-2019

Call for 2018-2019 SAA Interns:

<https://www2.archivists.org/news/2018/call-for-2018-2019-saa-interns>

Congratulations to SAA's 2018 Appointees:

<https://www2.archivists.org/news/2018/congratulations-to-saa%E2%80%99s-2018-appointees>

[*Archival Outlook* article forthcoming in November/December 2019 issue.]

2018-2019 SAA Interns		
Group	Chair	Intern
SAA Foundation Board	Margery Sly	Maggie Hoffman
<i>American Archivist</i> Editorial Board	Cal Lee	Janna Bolton Shannon Devlin
Committee on Education	Lauren Goodley	Carli Lowe
Committee on Public Policy	Sarah Quigley	Rachel Greggs
Dictionary Working Group	Rosemary Pleva Flynn	Juli Folk Lauren Habersstock
Digital Archives Specialist Subcommittee	Glen McAninch	Pamela McClanahan
Diversity Committee	Harrison Inefuku	Tiana Trutna
Publications Board	Chris Prom	Jessica Ballard
Section	Chair	Intern
Acquisitions & Appraisal Section	Cliff Hight	Taylor de Klerk
Archival Educators Section	Donald Force	Sarah McLusky
Archival History Section	Kelly Kolar	Natalie Worsham
Archivists & Archives of Color Section	Maria Angel Diaz	Kelli Yakabu
Business Archives Section	Eric Chin	Adrienne Duris (reappoint)
Human Rights Archives Section	Daniel McCormack	Hsui-Ann Tom
Issues & Advocacy Section	Rachel Mandell	Kristin Hare
Privacy & Confidentiality Section	Heather Oswald	Nicolette Hall
Security Section	Miranda Mims	Alexandra Plante

2019-2020

[This call for volunteers was suspended as of April 26, per the Council's request to analyze the program before moving forward.]

Call for 2019-2020 SAA Interns:

<https://www2.archivists.org/news/2019/volunteer-for-2019-2020-saa-internships>

SAA Internship Descriptions:

<https://www2.archivists.org/2019-2020-call-for-saa-interns/descriptions>

Requests for 2019-2020 SAA Interns

- SAA Foundation Board
- Dictionary Working Group
- Publications Board
- Technical Subcommittee on Encoded Archival Standards (TS-EAS)
- SAA Research Forum

- Acquisitions & Appraisal Section
- Business Archives Section
- Collection Management Tools Section
- Electronic Records Section
- Human Rights Archives Section
- International Archival Affairs Section
- Issues & Advocacy Section
- Privacy & Confidentiality Section
- Public Library Archives/Special Collections Section
- Women's Collections Section

The Human Rights Archives Section, in their 2019-2020 internship description, noted concerns about compensation. Owens emailed the chair to inform the section that the Council would be discussing the internship program and compensation at the May 2019 meeting, and invited the section to provide feedback on the topic to inform the Council's discussion. The section steering committee discussed and provided the following feedback, received via email from the chair, Itza Carbajal:

I was able to gathering feedback on the internship program during our steering committee meeting call this past month. I believe this past year's intern is the first HRA intern, so it's been very much a learning process for us. I thought I would share this feedback now since I will be out of the country next week and may not have a chance to catch you before the May council meeting. The feedback in black is pretty basic, given that it was collected on the spot by the steering committee as part of our larger agenda and I've added my own questions for council in red. Some points are also more directed towards our section specifically. If you have more questions I would approach our intern directly as these mostly originated from her. I also noticed that I'll be completing an evaluation form towards the end of their year term. I'll probably if time permits get more detailed feedback at that point. thanks again for reaching out!

Feedback:

1. Clarify lines of communication (between incoming/outgoing leadership and SAA staff point of contacts)
2. Identify small tasks that can introduce the intern to the overall work (this could be a good choice for interns looking for more exploratory experiences)
3. Example: take notes, alternating calls with steering committee (maybe there is a question in the application that asks what applicants hopes to get out of internship, so these smaller tasks or extra hours can be weighed against goal of intern)
4. Pinpoint exact project for intern from the get-go (my section would probably benefit from getting feedback early on from potential applicants on areas they want to work on versus us imposing our "chosen project")
5. Consider multiple moments to check in (beginning, mid, end) - should this be something each section/committee decide to pursue separately or is this part of the formal evaluation but that would be split into 3s

6. Create lines of communication between interns - has SAA every discussed investing in a team communication platform like slack, basecamp, asana, etc? This could be very useful for interns to communicate
7. Outline the points of contact at SAA to help the intern navigate
8. Create a central/brief onboarding form to hand to the intern - this would probably fall on the section, but could also be useful for general onboarding for new elected members as well
9. Outlined spaces for communication - current intern really appreciated using Slack and I personally also find it useful in trying to communicate with section members
10. Code of conduct/expectations - is there one already for interns? I feel that since I was brought on as chair abruptly I might be missing some information on the internship program
11. Opportunity for communication between transitioning interns - I'm not sure if timing would work for this, but would be cool if we could arrange for a lunch at SAA or a call between incoming and outgoing interns

2019-2020 SAA Internship Volunteer Form

SAA's appointed groups and sections are now seeking interns! Students and new professionals are encouraged to apply for this unique leadership development experience. SAA internships are an excellent professional service opportunity that supports SAA's [core values](#) and commitment to "providing an open, inclusive, and collaborative environment" for all of our members. **All applications are due by Wednesday, May 15.**

SAA's appointed groups – committees, boards, and working groups – advise the SAA Council on various issues and aspects of the profession. SAA's sections serve as special-interest groups for a specific aspect of the archives profession. Each of the 16 positions available will provide interns with a unique opportunity to see the inner workings of these groups – and to contribute to important work on behalf of SAA and the profession.

Our interns work directly with the appointed group or section, participating in all meetings as well as assisting with special projects, research, or administrative tasks, when applicable. Interns are responsible for a set of assigned tasks, typically requiring no more than 10 hours of work per month.

Interns will be assigned to an SAA group for a one-year term, from August 6, 2019, through the 2020 Annual Meeting. Group chairs and interns will be asked to complete evaluation forms at the end of the term.

[SAA Internship Descriptions](#)

Click here to learn more about this year's internship opportunities, including potential tasks and projects.

ELIGIBILITY

Because SAA appointed group internships are intended to be opportunities for professional and leadership development, the intern applicant must be:

- An SAA member and
- A student who is currently enrolled in a master's or PhD program with an archives component or focus and/or
- A new archives professional with three or fewer years of experience in the profession.

Because SAA is committed to enhancing the diversity of the organization, the profession, and the historical record, individuals who are members of historically underrepresented groups are especially encouraged to apply for an SAA appointed group internship.

TO APPLY

Most information requested on the form is required (*) because more complete information submitted results in more effective internship placements. There are no "right" or "wrong" answers that will ensure or prevent an appointment. In text areas, we are interested in highlights.

If you have any questions, please contact us at saahq@archivists.org or by phone at 866-722-7858.

Deadline: Wednesday, May 15

2019-2020 SAA Internship Volunteer Form

*** 1. First Name**

*** 2. Last Name**

*** 3. Email**

*** 4. Phone**

*** 5. Region**

6. Preferred Pronouns

7. Race/Ethnicity

2019-2020 SAA Internship Volunteer Form

*** 8. SAA Member?**

- ☐ Yes
- ☐ No

*** 9. Years in Profession**

- ☐ Graduate Student
- ☐ Less than a year
- ☐ 1 year
- ☐ 2 years
- ☐ 3 years
- ☐ More than 3 years

*** 10. Institution Name (University or Current Employer)**

*** 11. Institution Type**

12. Degree or Job Title

2019-2020 SAA Internship Volunteer Form

Learn more about each internship opportunity, including potential tasks and projects, by visiting the 2019-2020 Internship Descriptions page.

*** 13. In what SAA appointed group internship(s) are you interested?**

- ☐ SAA Foundation Board
- ☐ Dictionary Working Group
- ☐ Publications Board
- ☐ Technical Subcommittee on Encoded Archival Standards (TS-EAS)
- ☐ SAA Research Forum

*** 14. In what SAA Section internship(s) are you interested?**

- ☐ Acquisitions & Appraisal Section
- ☐ Business Archives Section
- ☐ Collection Management Tools Section
- ☐ Electronic Records Section
- ☐ Human Rights Archives Section
- ☐ International Archival Affairs Section
- ☐ Issues & Advocacy Section
- ☐ Privacy & Confidentiality Section
- ☐ Public Library Archives/Special Collections Section
- ☐ Women's Collections Section

2019-2020 SAA Internship Volunteer Form

*** 15. Current SAA Leadership Positions / SAA Section Membership(s)**

*** 16. Relevant Skills/Experience (highlights only, please)**

*** 17. Why are you interested in serving as an SAA intern?**

2017-2018 SAA Internships: Supervisor's Evaluation

1. Your Name (Chair/Supervisor):

2. Name of Intern:

3. Name of SAA Group:

4. Describe the intern's assigned project(s)/tasks.

5. Describe how you oriented the intern to your group.

6. Did the intern complete the assigned project(s)/tasks on time and satisfactorily?

7. Did the intern attend any group meetings and/or participate in conference calls as expected?

8. Evaluate the intern's performance in the following areas:

	1 (Unsatisfactory)	2	3	4 (Satisfactory)
Oral communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professionalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Would you considering having another intern on your group in the future? Why or why not?

10. Additional comments or observations:

2017-2018 SAA Internships: Intern's Evaluation

1. Your Name (Intern):

2. Group Name:

3. What project(s)/tasks did you work on during your term? Did this match what was originally described?

4. How many hours per month did you spend on the group project(s)/tasks?

5. Describe your initial orientation to the group.

6. Were you able to attend any group meetings and/or participate in conference calls as expected?

7. How effective was your supervisor/group in regard to:

	1 (Unsatisfactory)	2	3	4 (Satisfactory)
Orienting you to the group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explaining the tasks to be accomplished	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicating expectations and assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing support and direction to you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. To what extent do you think your internship met SAA's goal of providing a valuable professional service opportunity?

9. What suggestions can you offer to improve future SAA internships - within your group or overall?

10. Would you volunteer to serve on an SAA group in the future? Why or why not?

11. Additional comments or observations: