Mississippi Department of Archives and History
Programs and Communication Division
Intern Learning Plan: Exhibit Text, Recordings, Databases, and Activities
Location: William F. Winter Archives and History Building, Jackson

I. Orientation
   a. MDAH Archives Training (as needed)
   b. Adobe InDesign and PhotoShop Training (as needed)
   c. Microsoft Word and Excel Training (as needed)

II. Create Museum of Mississippi History Index
   a. Identify all people mentioned in the exhibits
   b. Create list/index of all people and the exhibit location(s) where their stories are portrayed.
   c. Identify ethnicity threads in the exhibit
   d. Create list/index of all ethnicity threads and the exhibit location(s) where their stories are portrayed.
   e. Rough draft due March 1, 2017
   f. Final due date TBD

III. Evaluate History is Lunch (lecture series) Recordings for Public Access
   a. Listen to digital recordings of this thirteen-year lecture series. Featured speakers include Trent Lott, Haley Barbour, Alicia Burton Steele, Suzanne Marrs. Ralph Eubanks, Carolyn Brown, Wilma Mosley Clopton, Scott Barretta, and other scholars, film-makers, authors, and history-minded presenters covering the broadest possible range of Mississippi history topics.
   b. Evaluate audio recordings for quality of sound and other guidelines set forth by MDAH staff to determine which ones are of sufficient quality to be posted online for the public to access.
   c. Provide brief summary of each recording which will include the name of the presenter, title of the presentation, length of presentation, and a very brief description of the presentation.
   d. Timeline will be dependent on completion of the Mississippi History Index.

IV. Mississippi History Teacher Database
   a. Review current MDAH database of Mississippi history teachers and determine best method to update (email, phone, school website).
   b. Update and verify this statewide database by communicating with teachers and schools.
   c. Final due date TBD
V. Intern may be assigned other projects as time allows. An example includes a K-3 Museum of Mississippi History Guided Tour “Find the Artifacts” Activity
   a. Will identify specific artifacts in the museum exhibits and their exhibit location
   b. Will research and write a 1-2 sentence fact to go along with the artifact
   c. Will create handout for teachers and young children to be used as a part of the K-3 Guided teacher tour and MHM Backpack

VI. Intern must have the ability to work independently, think creatively and analytically, and adhere to the deadlines and standards of MDAH.

Mississippi Department of Archives and History (MDAH)
Programs and Communication Division
Intern Learning Plan: Teachers Resources and Professional Development
Location: William F. Winter Archives and History Building, Jackson

I. Orientation
   a. MDAH Archives Training (as needed)
   b. MDAH Archives Tour
   c. Microsoft Word, Microsoft Excel, and Adobe InDesign Training (as needed)

II. Assist with Reimagining of MDAH Lesson Plans
   a. Assessing current lesson plans for effectiveness
   b. Assessing current lesson plans for historical content
   c. Aligning lesson plans with new Social Studies curriculum
   d. Developing new lesson plans and resources

III. Attend Two Mississippi Museums Volunteer Training Sessions
   a. Sessions are at different times; pick the sessions that work for you.
   b. Confirm attendance with P&C supervisor.

IV. Assist with Reimagining of MDAH Traveling Trunks
   a. Assessing current traveling trunks for content/effectiveness
   b. Researching materials to update traveling trunks
   c. Developing new traveling trunks
V. Intern may be assigned other projects as time allows. The following are examples:
   a. Assisting with November Teachers’ Workshop Planning
   b. Researching materials for NEH Summer Seminar
   c. Developing materials for the Distance Learning Program

VI. Intern must have the ability to work independently, think creatively and analytically, and adhere to the deadlines and standards of MDAH.