Memorandum of Understanding

Students and Faculty in the Archives (SAFA): History Museums, Colleges and Critical Thinking is a three-year project (January 2011 – December 2013) at the Brooklyn Historical Society (BHS). SAFA is funded by a US Department of Education Fund for the Improvement of Secondary Education (FIPSE) grant. This project will build a replicable pedagogical model in which partner faculty develop courses that introduce first-year college students to archival research. Students will also produce digital and physical exhibitions based on their intellectual experiences.

As a participating faculty member, you agree to:

Attend SAFA workshops and institutes.
- Attend the week-long Summer Institute each year. The Summer Institute will occur in June 2011, June 2012, and June 2013.
- Attend periodic meetings (at least 3 per year) during the grant period.
- Faculty will be paid an honorarium of $1,000 for attending each Summer Institute, and a total of $250 per year for attending other meetings throughout the year.

Develop courses which collaborate with grant activities each year.
The grant period covers 5 semesters: the academic year 2011-2012, the academic year 2012-2013, and the fall semester 2013. Faculty may teach a minimum of one SAFA course per academic year, and a maximum of one SAFA course per semester.

- Courses will use archival research in the BHS collections to construct deeper and more engaged student learning experiences. BHS will provide research, instructional, and reference support for these activities. Faculty will bring classes to BHS at least once each semester.

- Faculty will work with BHS staff to produce a Course Plan prior to each academic year. A first draft will be completed at the end of each the Summer Institute. The Course Plan will serve as an agreement between faculty and BHS staff and include information on lessons, assignments, deadlines, and logistics related to your classroom use of BHS archival collections.
• Students and faculty will produce a publicly available, online exhibit (one site per course) which chronicles students’ learning experience in the archives. BHS will provide easy-to-use online tools for creating digital exhibits, will train faculty on implementation, and will offer technical support throughout the grant period. Assignments and logistics related to the online exhibit will be agreed upon in the Course Plan.

**Recommend select students to participate in the summer exhibition program.**
• During the summers of 2012 and 2013, a group of twenty-one students will participate in a month-long, paid internship program at BHS. Each student will be paid $1,000 for the four week period. The group will curate a small physical exhibition.

**Help disseminate SAFA findings and experiences.**
• Faculty will be expected to participate in dissemination activities at the end of each grant year, and at a summer symposium with a national cohort in summer 2013. Activities may include presentations, meetings, or workshops on their campuses or at BHS.
• Faculty will be encouraged to develop materials and to publish on their pedagogy and research related to SAFA.

**Participate in grant evaluation activities.**
• Faculty will help document each SAFA course by creating a Course Plan and by providing BHS with copies of course materials such as syllabi, assignments, and grading rubrics.
• Faculty will be asked to respond to periodic surveys and reflective prompts created by our Independent Evaluator. Faculty will also be interviewed by our Evaluator.
• Students in your course will be given online assessments by our Independent Evaluator. We will track performance data on students (such as course completion rates, first-year retention, etc.) in conjunction with your campus assessment officers.

Full Name: __________________________________________________________

Title: _______________________________________________________________

Institution: __________________________________________________________

Signature: ________________________________ Date: _________________