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MAILING ADDRESS  until 1/1/19
Historic Preservation Program
Department of Geography & Geology
311 King Hall
Eastern Michigan University
Ypsilanti, MI 48197

WEBSITES TO NOTE:
·  HISTORIC PRESERVATION PROGRAM: http://www.emich.edu/geo/hp
·  EASTERN MICHIGAN UNIVERSITY: http://www.emich.edu
·  GRADUATE SCHOOL: http://www.gradschool.emich.edu
·  ADMISSIONS: http://www.emich.edu/admissions/
·  FINANCIAL AID: http://www.emich.edu/finaid/

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INTRODUCTION TO EMU’S GRADUATE PROGRAM IN HISTORIC PRESERVATION

Founded in 1979 by Dr. Marshall McLennan (left in the photo) and Dr. Andrew Nazzarro (at right), the Historic Preservation Program (HPP) has grown from a handful of students to the largest graduate preservation programs in the nation. We are certified by the National Council for Preservation Education (NCPE). Dr. Ted Ligibel, a nationally-known preservationist (in the center of the photo) has grown the program to between sixty and eighty students attending annually.

The HPP has received numerous awards over the years. These include the Historical Society of Michigan Award of Merit for innovative programming and the American Association of State and Local History’s (AASLH) coveted Certificate of Commendation for ten years of nationally-recognized performance within the field of historic preservation education. In 1999, Preservation Wayne, the Detroit area’s leading preservation organization, presented the HPP with the Lucy Hamilton Education Award for contributions to historic preservation in Michigan. In 1999, Program founder Dr. Marshall McLennan received the Lifetime Achievement Award from Michigan Historic Preservation Network (MHPN); he also received the prestigious James Marston Fitch Award from the National Council for Preservation Education in 2002. In May 2018, Dr. Ted Ligibel received MHPN’s Lifetime Achievement Award for his devotion to Michigan’s historic preservation movement, for mentoring countless preservationists, and for national recognition as a pioneering preservationist. In 2004, the MHPN again honored the Program, this time with its Educational-Institutional Award for twenty-five years of preservation education in Michigan. EMU’s HPP is also a charter member of NCPE, which is the national certifying body for historic preservation programs. The HPP has long-held ties with NCPE with Dr. Ligibel serving as chair for four years, and on its Executive Committee for ten years. EMU’s Archives also holds the records of NCPE, going back to its inception in 1980.

Our students are award winners as well. Carol Mull, a 1998 HPP graduate, was honored with an Alumni Achievement Award in 2012 for her book on Michigan’s underground railroad. Bill Click (2006), Tamara Click (2006), and Derek Spinei (2011) received Outstanding Alumni Awards. In 2017, alumnus Steve Stier received the Michigan Historic Preservation Network’s Lifetime Achievement Award for barn preservation. In 2018, Sarah Marsom (2013), was named as a “40 Under 40” young preservationist by the National Trust for Historic Preservation.

Our alumni serve the historic preservation profession and public history organizations throughout the world. EMU HPP grads work in State Historic Preservation Offices, cultural resource management firms, construction companies, local preservation organizations, national parks, small and large museums and historic sites including National Trust sites, libraries and archives, city, county, and state municipalities, K-12 schools and universities, among many other venues. EMU’s HPP is a nationally recognized program that continues to thrive; it is a student-focused program grounded in best practice and real-life experience.
Our Vision Statement:
The EMU Graduate Program in Historic Preservation will become the pre-eminent historic preservation graduate program in the United States by 2024.

Our Mission Statement:
Through rigorous coursework and partnerships with educational, local, and regional groups, EMU Graduate Program in Historic Preservation trains professionals who utilize best practices to ethically steward, preserve, and interpret our diverse cultural heritage.

Program Objectives

• To provide program students from diverse undergraduate backgrounds with a fundamental knowledge in the field of historic preservation sufficient to prepare them for entry-level professional careers in historic preservation.
• To provide program students with best practices in planning, technical, cultural resource management, and interpretive and administrative skills useful to careers in historic preservation and museum practice.
• To provide program students with a sound foundation in American architectural history as well as the ability to implement and carry out cultural resource surveys.
• To provide program students with knowledge of geographic concepts, perspectives and methodologies associated with cultural landscape interpretation and regional analysis. High style and vernacular architecture and landscapes, both urban and rural, as well as settlement patterns are studied as visual manifestations of American cultural history via cultural resource management strategies.
• To combine classroom theoretical development with practical community and/or agency field experience through broad-based community engagement collaborations.
• To foster productive relationships among historic preservation, cultural tourism, and sustainability.
• To improve the effectiveness of historic preservation activities in Michigan, the Midwest, and the United States by preparing qualified professionals for entry into career positions in historic preservation.
• To foster the effectiveness of historic preservation by increasing community awareness of its broad aims and diverse techniques.
ADMISSION REQUIREMENTS

**Degrees and Certificates**
- Master of Science in Historic Preservation (36 credit hours)
- Graduate Certificate in Historic Preservation (5 courses)
- Undergraduate Minor in Historic Preservation

**Concentrations**
- Recording, Documentation, & Digital Heritage
- Interpretation, Cultural Tourism, & Museum Practice
- Preservation Planning & Administration

All applicants to both the M.S. program and the certificate program are required to meet a 2.75 overall GPA from an accredited college or university. Students who do not academically qualify for admission to the master's program may wish to consider applying for "non-degree admission." If they achieve a 3.00 average in the first ten hours of graduate work, their subsequent application for admission to the full master's program will, under most circumstances, be approved.

**Conditional Admission**
On occasion, a student may be admitted as a conditional student:

**Condition: Senior Status**
The student who applies has not yet received an undergraduate degree. So, the applicant is in the process of completing their undergraduate degree. This status is valid for one enrollment period. The condition is removed when the student submits an official transcript to the Office of Admissions with a baccalaureate degree posted. Please make sure that your official transcript is submitted as soon as possible after graduation so this condition is removed and you can enter the program without any hitch.

- **Condition: English as a Second Language – ESL**
  Applicant is a non-native speaker of English who scored below the Graduate School and/or department required minimum on the English proficiency examination(s). ESL staff determines the ESL course(s) and timeline required to remove the condition.

- **Condition: Academic Deficiencies**
  Applicant does not meet the minimum GPA requirement of the Graduate School (2.7) or the program, and/or applicant graduated from a non-accredited institution but has demonstrated potential to be successful in a graduate-level program. This admission status requires that the student complete nine to twelve credit hours of graduate courses at EMU and establish good academic standing with a minimum 3.0 GPA. A student who does not achieve a 3.0 or higher in the first nine to twelve credit hours at EMU will be dismissed.

**Students cannot be awarded a graduate degree with a conditional status.**
Application Documents
The Office of Graduate Admissions accepts all required documents online. To confirm all documents have been received, please contact the Office of Admissions via: Email: documents_admissions@emich.edu Phone: 734.487.3400

Applicants should submit the following documents the Office of Graduate Admissions online:

- resume
- transcripts
- recommendations (recommenders may use the electronic form online or submit a letter). Individuals with knowledge of the applicant’s suitability should complete these for graduate work and may be from a work supervisor, previous professor, colleague, or a volunteer supervisor. Two letters of recommendation are required for the Master’s degree application; one letter is required for the Certificate application.
- A focused, well-written personal statement about the applicant’s interests and/or life experiences that have led him or her to Historic Preservation

GRE scores are not required for admittance to the EMU HPP.

International students should consult the Office of Graduate Admissions requirements regarding the Test of English as a Foreign Language (TOEFL), Test of Spoken English (TSE), Test of Written English (TWE), and Michigan English Language Ability Battery (MELAB).

NOTE: If you have any questions (or anxieties) about that application process, please contact the Program Director—we are happy to help! Please note that if a prospective student attends our Graduate Student Open House, he or she may receive a voucher to waive the application fee (so look for that open house info).

Selection Process
The HP Program has a rolling admission approach so that students can be admitted in any of the fall, winter, or summer terms. Students do not have to declare a concentration before entering. While there is no specific enrollment limitation, applications are generally capped at 30 new admissions per year.

You’re Accepted? What Now?
Congratulations! Upon acceptance, our program will send you a congratulatory letter that will discuss some logistics, including registering for classes. Also, the letter will inform you of your advisor. Generally, we assign incoming students to professors who lead concentrations in which the student has some interest. Please contact your advisor as soon as you can to discuss class selection, potential internships, fellowships, or graduate assistant positions, and your aspirations for your career.
Even more important, you and your advisor will go over your program of study (also known as your POS) so that you are aware of the required number of credits for graduation, when specific classes are offered, and information about your final project and field school. Your advisor will work with you closely to register for classes that you must take in order to graduate. **THIS POS REVIEW IS EXTREMELY IMPORTANT.** Your advisor will create a POS worksheet that will record all the courses you have taken and must take. Additionally, please make sure you meet with your advisor as soon as the class schedule for the next semester is published. Your advisor will guide you to the appropriate classes that will fulfill your POS and enable you to graduate in a timely manner. (Class schedules are sent to all students at least one month prior to the opening of registration for the next semester.)

**Tuition Costs**
Applicants should check EMU's website at [www.emich.edu](http://www.emich.edu) for the most current tuition costs and related fees. All fees and assessments are subject to change by action of the Eastern Michigan University Board of Regents at any time and without prior notice. For access to the up-to-date tuition calculator: [http://www.emich.edu/sbs/calc.php](http://www.emich.edu/sbs/calc.php)

*Suited up for work at the Campbell-DeYoung Farmhouse, Leelanau, field school 2011*
CLASSES FOR THE MASTER OF SCIENCE DEGREE

The Master of Science in Historic Preservation requires 36 hours of approved graduate-level coursework beyond the bachelor’s degree as described below:

- All students must complete the prerequisites listed below either before OR during the program (it is not mandatory to have these done before entrance into the program). Prerequisite classes taken that are below the 500 level DO NOT COUNT toward the 36 hours required for graduation.
- ALL students must take the **CORE COURSES** regardless of concentration. These DO count toward the 36 hours required for graduation.
- Each concentration (Historic Preservation Planning & Administration; Recordation, Documentation & Digitization; and Interpretation, Cultural Tourism, & Museum Practice) has **required classes that all students in that concentration must take**. Please discuss these required classes with your advisor as soon as the schedule of classes appears. Failure to take these required classes could delay your graduation!
- You have six years (12 semesters) to complete your Master’s degree. The average completion time is 2.5 to 3 years.

So, what do you need to take?

**Required Prerequisites: Up to 17 hours**
ALL students must complete coursework in each of the following foundation areas or have an acceptable undergraduate equivalent. These classes CAN BE TAKEN IN THE EMU HP PROGRAM AND DO NOT HAVE TO BE TAKEN BEFORE ENTRANCE INTO THE PROGRAM.

- Architectural History Seminar or equivalent 3 hrs
- GHPR 475 - Architectural Nomenclature 2 hrs
- GEOG 333 – Unsettled Geographies, or
GHPR 577 - Geographic Thought 2 hrs (for graduate credit)
- HIST 123 - United States to 1877 3 hrs (can be taken through CLEP program [https://www.emich.edu/uacdc/documents/clep-exams.pdf](https://www.emich.edu/uacdc/documents/clep-exams.pdf))
- HIST 124 - United States, 1877 to present 3 hrs (can be taken through CLEP program [https://www.emich.edu/uacdc/documents/clep-exams.pdf](https://www.emich.edu/uacdc/documents/clep-exams.pdf))

**Core Courses (taken by every student): 15-16 hours**
ALL students must complete the following course work:

- GHPR 530 - Introduction to Historic Preservation 2 hrs  **(FIRST SEMESTER)**
- GHPR 540 - People and Houses 3 hrs  **(FIRST SEMESTER)**
- GHPR 620 - Preservation Research Techniques 2 hrs
- GHPR 636 - Historic Preservation Field Project 3 hrs  **(CAPSTONE COURSE)**
- GHPR 541 - American Cultural Landscapes 2 hrs
- GHPR 548 - American Vernacular Architecture 2 hrs

Choose from the following:

- GHPR 690 - Historic Preservation Project/Thesis 1 hr  **(FINAL PROJECT)**
- GHPR 691 - Historic Preservation Project/Thesis 2 hrs  **(FINAL PROJECT)**
Concentration: Preservation Planning and Administration

19-22 hours

Specific Prerequisites:
- URP 553 - Urban and Regional Planning 2 hrs

Required Courses: 15 hours
- GHPR 531 - Preservation and Planning Law 3 hrs
- GHPR 551 - Historic Building Systems 2 hrs
- GHPR 558 - Adaptive Use of Historic Structures 2 hrs
- GHPR 572 - Funding Preservation Projects 2 hrs
- GHPR 630 - Documenting and Recording Historic Places 2 hrs
- GHPR 631 - Preservation Administration and Planning 2 hrs
- GHPR 638 - Preserving Community Character 2 hrs

Restricted Elective Courses: 2-5 hours
- CNST 648 - Principles of Construction Technology 2 hrs
- GEOG 579 - Geographic Information Systems 3 hrs
- GHPR 533 - Introduction to Historic Administration 2 hrs
- GHPR 538 - Historic Preservation and Tourism 2 hrs
- GHPR 546 - International Preservation Applications 2 hrs
- GHPR 547 - Problems in Architectural Interpretation 2 hrs
- GHPR 550 - Digital Cultural Heritage 3 hrs
- GHPR 552 - Materials Conservation I 3 hrs
- GHPR 557 - Community Development and Downtown Revitalization 3 hrs
- GHPR 559 - Urban Planning/Preservation Studio 3 hrs
- GHPR 587 - Cooperative Education in Cultural Resource Management 3 hrs
- GHPR 652 - Materials Conservation II 3 hrs
- GHPR 687 - Internship 4 hrs
- GHPR 688 - Internship 5 hrs
- GHPR 689 - Internship 6 hrs
- GHPR 695 - Seminar in Preservation Issues 2 hrs
- GHPR 696 - Seminar in Preservation Issues 3 hrs
- URP 555 - Comprehensive Planning 2 hrs
- URP 556 - Zoning and Land Development Regulation 2 hrs
- GHPR 549 - Cultural Landscape Interpretation 3 hrs
Concentration: Recording, Documentation and Digital Heritage

Required Courses: 15 hours

- GHPR 547 - Problems in Architectural Interpretation 2 hrs
- GHPR 550 - Digital Cultural Heritage 3 hrs
- GHPR 551 - Historic Building Systems 2 hrs
- GHPR 552 - Materials Conservation I 3 hrs
- GEOG 579 - Geographic Information Systems 3 hrs
- GHPR 630 - Documenting and Recording Historic Places 2 hrs

Restricted Elective Courses: 3-6 hours

Courses selected with advisor approval

- GEOG 585 - Geographic Information Systems Applications 3 hrs
- GHPR 533 - Introduction to Historic Administration 2 hrs
- GHPR 546 - International Preservation Applications 2 hrs
- GHPR 572 - Funding Preservation Projects 2 hrs
- GHPR 633 - Museum Experience Development 3 hrs
- GHPR 652 - Materials Conservation II 3 hrs
- GHPR 687 - Internship 4 hrs
- GHPR 688 - Internship 5 hrs
- GHPR 689 - Internship 6 hrs
- GHPR 695 - Seminar in Preservation Issues 2 hrs
- GHPR 696 - Seminar in Preservation Issues 3 hrs
- GHPR 697 - Independent Study 1 hr
- GHPR 698 - Independent Study 2 hrs
- GHPR 699 - Independent Study 3 hrs
- GHPR 549 - Cultural Landscape Interpretation 3 hrs

Drawing details of an outbuilding at Campbell-DeYoung Farmstead, 2011
Concentration: Interpretation, Cultural Tourism, and Museum Practice

Specific Prerequisites:
• GEOG/GHPR 446 - Heritage Interpretation 3 hrs

Required Courses: 19 hours
• GHPR 529 - Introduction to Museums: History, Theory, Practice 3 hrs
• GHPR 532 - Introduction to Curatorship 3 hrs
• GHPR 533 - Introduction to Historic Administration 2 hrs
• GHPR 538 - Historic Preservation and Tourism 2 hrs
• GHPR 632 - Interpreting the Historic House 3 hrs
• GHPR 633 - Museum Experience Development 3 hrs
• GHPR 541 - Material Culture Studies: Learning From Objects 3 hrs

Restricted Elective Courses: 3-6 hours
• GHPR 539 - American Decorative Arts 3 hrs
• GHPR 552 - Materials Conservation I 3 hrs
• GHPR 572 - Funding Preservation Projects 2 hrs
• GHPR 587 - Cooperative Education in Cultural Resource Management 3 hrs
• GHPR 687 - Internship 4 hrs
• GHPR 688 - Internship 5 hrs
• GHPR 689 - Internship 6 hrs
• GHPR 695 - Seminar in Preservation Issues 2 hrs
• GHPR 696 - Seminar in Preservation Issues 3 hrs
• GHPR 697 - Independent Study 1 hr
• GHPR 698 - Independent Study 2 hrs
• GHPR 699 - Independent Study 3 hrs
• GHPR 549 - Cultural Landscape Interpretation 3 hrs

Students numbering ceramics at the Frank Lloyd Wright Smith House, Cranbrook
CLASSES FOR A CERTIFICATE IN HISTORIC PRESERVATION

Degree Requirements: 12-14 hours

Following admission, the student should consult with the Historic Preservation Program director regarding completion of the course requirements. While this coursework primarily focuses on planning and administration courses, this certificate can be adjusted to focus on the other two concentrations (Recording, Documentation and Digital Heritage; and Interpretation, Cultural Tourism, and Museum Practice). Please work closely with the program director to determine the classes you should take, as classes must be carefully chosen to ensure the student learns fundamentals.

You have three years (6 semesters) to complete your Certificate. The average completion time is 1 to 2 years. This certificate requires 12 to 14 hours of course work distributed among required courses and restricted elective courses as follows:

Required Courses: 4-5 hours
- GHPR seminar/class Architectural History 2-3 hrs
- GHPR 530 - Introduction to Historic Preservation 2 hrs

Restricted Elective Courses: 8-9 hours
- Any 500- or 600-level GHPR courses except GHPR 587, GHPR 637, GHPR 687/688/689, GHPR 690/691/692 and GHPR 697/698/699
- GHPR 531 - Preservation and Planning Law 3 hrs
- GHPR 620 - Preservation Research Techniques 2 hrs
- GHPR 695 - Seminar in Preservation Issues 2 hrs
- GHPR 696 - Seminar in Preservation Issues 3 hrs
- GHPR 561 - American Cultural Landscapes 2 hrs
- GHPR 548 - American Vernacular Architecture 2 hrs
REGISTRATION, ADVISING, and DEADLINES

Please see the Graduate School’s official policies for many of the topics listed below.
www.emich.edu/graduate/policies/index.php

Registration
As mentioned above, make an appointment with your advisor to discuss your classes and
register as soon as possible. There is the risk that the class you need will fill slowly or
that enrollment is low and the class is canceled! Then, we have unhappy students who
would have likely filled the canceled classes.

Some classes, including independent studies, internships, the final project/thesis and field
school, require permission from the instructor. For classes that require special
permission, please email the professor of the class a request to be admitted. Please
include your Eagle ID number and the class CRN. The instructor will work with the
department administrator to grant approval for your registration. Once you receive
permission you can register for these classes. Do it quickly! The spot is not held for you!

Syllabi
The professors’ syllabi include the resources you will need for class, a schedule of class
topics, and classroom policies including absence and late paper policies. Please make
sure you become familiar with these policies, as you will be expected to follow them.
For example, some professors’ policies indicate how many absences are allowed before
you fail the class. Failure to read these policies does not excuse you from following them.

Office Hours
Faculty office hours are posted on our doors and on our syllabi. Drop by and spend time
with us! We can talk to you about classes, internships or fellowships, or for other career
advice (including resume and cover letter review). Appointments are not generally
necessary for a visit; however, when the new course schedule is published there can be a
line at our doors and your advisor may suggest another time for a meeting. Your
professors are always happy to answer questions via email, too.

Historic Preservation Graduate Assistants
We have graduate assistants who work in the main office at 311 King Hall (until 1/1/19).
Their jobs are to support the professors and students. If you have questions about a class,
need help navigating the university, want to brainstorm a potential final project, or just
want to speak with an experienced student, please come see them during their office
hours. They are happy to help—that’s why they are there! Their hours are posted on their
doors and in the front of this handbook.

Adding/Withdrawing from a Class
Please be sure to check EMU’s OFFICE OF RECORDS AND REGISTRATION for a
PDF with deadlines for adding and withdrawing from classes. Be aware that the period to
add a class is quite short so do NOT delay in deciding on whether you want to register for
an additional class. Withdrawals for a single class are also on a tight timeframe. If
students seek a full tuition credit adjustment (minus the non-refundable registration fee)
withdrawal MUST occur prior to the *eighth business day of the semester*. After the eighth day, withdrawals may occur (up to a certain deadline); however, tuition is not reimbursed 100%. The Registrar’s Office’s deadline document indicates what percent of your tuition you can receive at the time of the withdrawal. Sorry, but there can be no credit adjustments will be made after the published dates for withdrawal.

**Incomplete Grades**
Sometimes jobs, families…and life in general can get the best of us and a student may have to ask for an “incomplete” in a class. Please be aware that these are not automatically granted; students will have to discuss the feasibility of an incomplete grade for the class with the professor. If granted, please be aware you have **ONE YEAR** to fulfill the requirements for an incomplete.

**Taking a break—or a semester—off?**
Graduate students whose enrollment at Eastern Michigan University is interrupted for any reason, resulting in a non-enrollment period of at least two consecutive years, must apply for readmission. The HP professors will evaluate the application and determine readmission eligibility. Readmitted students must meet all the current policies of their academic department and the Graduate School at the time of reenrollment, even if those policies have changed since original enrollment. Readmission is not guaranteed, and is not immediate upon submission of a request. Students should apply for readmission **at least two months prior** to the start of the semester in which they wish to re-enroll.

**Deadline for Completing the M.S. and the Certificate in Historic Preservation**
Yes, there is a deadline for completing your degree! The Graduate School has adopted new, more strict deadlines for the completion of degrees:

- Master’s degree requirements must be completed within six (6) years of first enrollment the master’s degree program.
- Graduate certificate requirements must be completed within three (3) years of first enrollment in a course applicable to the certificate.

Regardless of time limitations above, no student will be allowed to graduate using any coursework older than 10 years, whether these courses were taken at EMU or at another institution.

**Adherence to University Policies**
The HPP abides by all university policies on harassment, discrimination, conduct, plagiarism, cheating, probation, dismissal, ethics, and the like. See [Graduate School academic policies at](https://www.emich.edu/registrar/documents/graduate-school-academic-policies.pdf?v=2018-05-09T19:38:34Z)

**Plagiarism and Cheating**
Students are expected to do their own work and acknowledge the thoughts and research of others via formal (Chicago School) citations. Students are expected to be honest in examinations and other assessed work and abide by rules regarding notes, resources, etc. Failure to comply with rules regarding plagiarism or completing papers and examinations
may result in failing the class or, potentially, dismissal from the HPP. Professors will consider each case of plagiarism and cheating carefully and will determine the punishment for infractions. Please read professors’ syllabi carefully regarding their plagiarism and cheating policies.

**Dismissal from the Historic Preservation Program**
The EMU HPP abides by the policies set by EMU’s Graduate School regarding academic probation and dismissal:

“Academic Probation and Dismissal

Students are placed on academic probation at the end of any semester in which their cumulative EMU grade point average in courses taken for graduate credit is below 3.0. Students must complete six graduate credit hours at EMU before being subject to academic probation. Students are notified via emich email each semester of their status, and enrollment is permitted only on a semester-by-semester basis until the probation is removed. Students placed on academic probation are encouraged to contact their program advisor for assistance in determining how to return to good academic standing. A probationary student must obtain a semester grade point average of at least 3.0 in the first semester of probation. Failure to do so will result in academic dismissal. If a probationary student is able to raise their semester GPA to 3.0 or higher during the first semester of probation, but their overall GPA is still below 3.0, the student will be given one additional semester to raise their cumulative GPA to a 3.0 or higher. Failure to do so will lead to dismissal. Students will be notified via emich email. Individual departments may specify additional grounds for dismissal. Students who are dismissed from an individual program while in good academic standing may still be eligible for another graduate program at EMU.”

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*Dr. Ted’s "up north" class at Fishtown in Leland, MI*
REQUIREMENTS FOR GRADUATION

You must apply to graduate!
It is your responsibility to meet with your advisor, carefully plan your courses, final project, and field school so you can graduate in a timely manner. **However, please note that you MUST apply for graduation early in your last semester in graduate school.**

Candidates for graduation must submit an application through their my.emich account, on or before the deadline listed in the Student Guide each semester (deadlines are generally within the first two weeks of the semester). A nonrefundable fee is associated with the application and is automatically charged to the student’s account. Students who apply for graduation, but fail to complete their degree requirements in a timely manner, must notify the Office of Records and Registration in writing and submit a new graduation application for a subsequent semester. No additional fee is required; however, previously charged fees are not refunded. **Failure to apply for graduation will result in a delay in graduation date (conferral of the degree).** (Visit this link for full graduation info and application: [https://www.emich.edu/registrar/graduation/grad.php](https://www.emich.edu/registrar/graduation/grad.php)

Once you apply for graduation, your program of study documentation is sent to the Graduation Auditor in the Registrar’s Office so that your classes and requirements are audited to ensure you have completed everything you need in order to graduate. **IF YOU DO NOT APPLY for graduation you do not graduate.**

**Program of Study (POS) Completed**
So, you’ve been meeting with your advisor regularly and he or she has verified when you will be eligible to graduate and have—or will shortly—complete all required and core courses totaling at least 36 graduate credit hours. Make sure your POS worksheet is up-to-date and that you get a final electronic copy submitted to and approved by your advisor. Your advisor sends your POS worksheet to the Graduation Auditor in order to ensure approval for you to graduate.
Field School
Field School is a required course for the MS in Historic Preservation. For many, it is a high point in the curriculum and students love it, although it can be rigorous. Referred to as a capstone course, each summer term, the HPP conducts a weeklong field school at an historic site for graduate credit. It always includes hands-on preservation activities that prepare our graduates for real-life work situations they may encounter. Field school introduces a variety of preservation and restoration techniques. This is accomplished in two ways: first, by completing readings, absorbing presentations, and learning analysis of the methodologies that surround these techniques. This is accomplished by immersion in situations that require the application of these technologies. Preservation specialists guide students’ work.

Students have tackled masonry repair, plastering, painting, wood porch repair, window reglazing, artifact and historic structure documentation. The HPP is geographically based and applied in nature and as a result has developed programming that focuses on direct applications of historic preservation methodologies.

We have held field school each year since 1999. We’ve worked at Fayette Historic Townsite in the Upper Peninsula, Historic Bay View (a National Historic Landmark), Goll Homestead in Ohio, Campbell-DeYoung Farmstead in Leelanau, Adrian’s Governor Croswell House and, most recently, at Cranbrook Educational Community in Bloomfield Hills.

Field school is a capstone class and should be taken near the end of your time in the HPP. In order to register, every student MUST receive permission from a field school professor (there are generally two who teach sections each summer). To receive permission please send one of the two field school professors an email with your Eagle ID number and the CRN of a field school section (there are two). PLEASE NOTE we only accept twenty students in field school each year. No overrides are granted. We encourage you to sign up for field school is open for registration in March.

Field school typically includes a mandatory orientation in early May, runs a full week at the work site (approximately 9am-5 pm, Sunday–Friday, generally in late May), and concludes with a mandatory wrap-up meeting in June. Students receive assignments that must be completed by the time of the wrap-up. Many students must ask for time off of work from employers in order to participate.

EMU’s field school may not be waived for any reason. Previous fieldwork may not be used in lieu of taking our field school.
Your Final Project
The final project is an extremely important requirement for graduation. The Final Project is generally completed in at least the last semester of graduation. In fact, many students take two semesters to complete their final project.

Students should customize the final project to their interests and employability. We hope students will think of a project that pushes skills and helps round out the resume. Previous final projects have included: National Register nominations; research for potential National Register nominations; an analysis of a green renovation project and its applicability for HP; a museum exhibit plan; a website for a not-for-profit; an archaeological project; cemetery analysis; analysis of a single architects’ works; a deaccession project for a museum, and much more. We ask that you seriously consider caching your completed project in EMU’s Digital Commons so that it may be accessed at any time by future employers and colleagues.

Please consider these recommendations:
1. Discuss your potential final project with your advisor about a year before you intend to graduate. He or she will suggest the professor who might be most appropriate to guide our final project, as this may not necessarily be your advisor.

2. You MUST register for your final project (generally one credit). You will have to work with your final project advisor to register for the final project, as it requires special permission from the professor/department to sign up.

3. In order to proceed on your final project, you must submit a final project proposal to your final project advisor (he or she will share the requirements for that document). Please be prepared to edit it a few times before it is approved. You may not proceed with the project until the advisor signs off on that proposal.

4. If you sign up for a final project but do not complete it that semester you will receive an “IP” grade—in progress. You do not have to sign up for a second semester in order to complete your final project; instead, you will receive a letter grade in place of the “IP” in the semester you complete the final project.

5. The final project format is very specific and must be followed carefully. It includes writing standards based on the Turban/Chicago School style of writing. Your advisor will share the final project format document with you.

6. The deliverables include: an approved final edit in PDF form sent to your advisor; a spiral-bound hard copy delivered to the GA office that includes an electronic copy of the project on a thumb drive. You will be asked to sign an agreement in order to upload your work to EMU’s Digital Commons (your choice). Please note that if these deliverables are not submitted in time to get a grade for that semester YOU WILL NOT GRADUATE THAT SEMESTER. YOU WILL THEN HAVE TO REAPPLY TO GRADUATE THE FOLLOWING SEMESTER.
7. It is not an exaggeration to say that your advisor will not accept a final project that has a single grammatical or typographical error. These projects are shared with professionals and are often deposited in EMU’s Creative Commons and must be first rate. **So, please plan for several weeks of editing.** It is your responsibility to work with your final project advisor to set deadlines for edits. Failure to establish a mutually agreeable schedule will put you in jeopardy of not graduating on time. While each professor has a different personal schedule for requesting final drafts, all HP professors will request at LEAST a month for editing.

8. All deliverables must be completed and handed in by the deadline determined by your advisor. Plan ahead! We have had many students drive the spiral-bound paper to the office to meet the deadline for submission just minutes under the wire so he or she could graduate that semester. This is nerve-wracking for us all.

*From a final project: “Local history book as it was found on the shelf (left) and its current damaged condition (right). Photo courtesy of author” (Jen M. Peters)*
FINANCIAL ASSISTANCE

Opportunities for financial aid are listed in the Graduate Catalog available at commons.emich.edu/grad_catalog/. More detailed information concerning financial aid may be requested from EMU’s Office of Financial Aid at (734) 487-0455 or via email at: financial.aid@emich.edu and from the Graduate School’s website at: gradschool.emich.edu.

Graduate Assistantships

The Historic Preservation Program currently has an allocation from the Department of Geography & Geology for 2 full graduate assistantships. One is a 20-hour (or full) assistantships; however, on occasion, the HP Program may offer half-time assistantships (10 hours/week). Graduate assistants generally hold these positions for four semesters (maximum permitted by Graduate School) and the availability varies from year to year (depending on whether GAs are graduating). A 3.00 grade point average is the minimal eligibility requirement for any assistantship. Please let the program director know if you seek a graduate assistantship. We will keep your name on a list and then contact you about the formal application process for these coveted positions should one become available.

Graduate Assistantships are offered across EMU’s campus in varying offices and departments. Successful applicants may be appointed to a full-time (20 hours), three-quarter time (15 hours) or half-time (10 hours) per week position. The time period for application is February and early March. GA positions can be found at the University Advising And Career Development Center website under the Student Employment tab: https://www.emich.edu/uacdc/students/

All full-time graduate assistantships (20 hours per week) are provided a stipend, full tuition for up to 18 credit hours for each academic year of the assistantship, as well as registration and general fees. GA parking permits (at a cost), bookstore discount, and faculty library privileges are also provided. Stipend and tuition waivers are prorated for part-time assistantships; a half-time assistantship (10 hours per week) pays a prorated stipend and up to nine tuition hours are covered for the academic year of the assistantship. Link to current information about graduate assistantships is here: https://www.emich.edu/graduate/financial_assistance/emugadfpoliciesupdate2016.pdf

Some local organizations offer internships, fellowships, or part-time jobs to our students, providing some money and great experience. Please contact the program director to learn if any such positions are available.

The Graduate School and the Office of Financial Aid jointly sponsor a limited number of College Work Study (CWS) graduate assistantships based on a combination of financial need and academic achievement. Only U.S. citizens are eligible for graduate assistantships and CWS. Those who do not receive a full or partial assistantship but are determined to be financially eligible for CWS may be able to work on an hourly basis. CWS hourly positions also may be available in the Department of Geography & Geology.
THE HISTORIC PRESERVATION PROGRAM
FUNDING SOURCES FOR SMALL PROJECTS

Please be aware there are a few restricted funding sources that assist students with various expenses related to their final project or travel or other expenses for publications.

The McLennan Fund
Named for our founding director, Marshall McLennan, this fund supports expenses for the final project or other expenses needed for publications or presentations. To receive funding, the student must submit a well-written request that includes a statement of need (what is this request for? Why is it important to do this project?) a plan of work (what will you do and when?), and a small budget that clearly states the funds required to complete this work. Faculty will review the requests and will get back to the student in a timely manner as to whether the request has been funded. Please submit the request to Prof. Nancy. Allow the faculty ONE MONTH to review the funding request; plan ahead as last-minute requests for funds may not be reviewed for a few weeks. The McLennan Fund has a rolling deadline (no specific deadline).

The Salem Area Historical Society Paid Internship
Salem Area, not too far from Ann Arbor, has some funds for interested students who are willing to perform service and assist the organization in conducting research, exhibits, and programs. Funding is modest but it can support some practical community engagement. Please see Dr. Ted or Prof. Nancy about this opportunity.
STUDENT OPPORTUNITIES FOR PUBLICATIONS AND AWARDS

Detroit Area Art Deco Society Competitive Writing Award
Each year, the Detroit Area Art Deco Society awards an EMU HPP graduate student $1000 for the best paper submitted during his or her coursework that relates to the Art Deco or Mid-Century styles and materials. Additionally, the DAADS will publish the winning paper in their magazine, *The Modern*, within the next year—so great for a resume. Please consider this as you make choices for research topics in classes! Deadline for application varies; announcements occur in late November or the spring. The winner is presented with a check at a large dinner with members of the organization in mid-December. Incidentally, the DAADS is a great organization; if you like Modernism this is the group to join: [http://daads.org/daadsevents/](http://daads.org/daadsevents/)

Historical Memorials Society of Detroit
Each March, the Historical Memorials Society of Detroit offers a $500 prize to an EMU graduate student in History or Historic Preservation that speaks to the student’s interest in Historic Preservation and why the field is important to them. Look for an announcement that requests these essays; however, be sure to ask Prof. Nancy about this competition too so that you can be ready to apply.

Michigan Historical Review Student Essay Prize
The Historical Society of Michigan accepts papers written by senior-level graduate students relating to Michigan’s political, economic, social, or cultural history. Think about your class papers and see if any can be edited for submission—quite an addition to your resume! For more information see: [http://hsmichigan.org/publications/michigan-historical-review/](http://hsmichigan.org/publications/michigan-historical-review/)

Support for Conferences and More
The generosity of alumni and friends of the program has allowed EMU HPP to build up some funds in special accounts. We encourage students to ask for funding from one of these funds to assist with conference fees or to support research and travel for your Final Project. Be sure to talk to your advisor or the program director to see if you might get some assistance with these expenses.
ACCOMODATIONS AND OTHER UNIVERSITY RESOURCES

Disability Resource Center
734-487-2470
http://www.emich.edu/drc
The Disability Resource Center (DRC) views disabilities as an integral part of the rich diversity at Eastern Michigan University. To that end, the DRC works collaboratively with students, faculty, and staff to create an inclusive educational environment for students. For a complete list of resources available, please visit:

Students with disabilities or chronic illnesses may receive accommodations for extra time for exams or other assignments. However, students MUST visit the Disability Resource Center in order to receive an accommodation letter to give to professors. Please do this as early in the semester as possible (within the first three weeks is recommended). It takes time to get these letters and if you leave it to the end of the semester you may run into trouble getting it in time for exams.

University Writing Center (UWC)
734-487-0694
writingcenter@emich.edu
We strongly encourage students to leverage the talents of UWC staff to help you become the best writer you can be. The UWC staff can help students with all aspects of writing, including outlining, developing a thesis statement, writing, editing, citations, and bibliographies.

The UWC main office is 115 Halle Library. You can walk in for assistance or, better yet, email them for an appointment. They can look at papers electronically but you MUST give them time to do this—you cannot expect an immediate turn around.

**TIP: Beth Sabo (bsabo2@emich.edu) primarily works with graduate students and knows our program and a number of our writing requirements/assignments and can be contacted for assistance. Her office is in 205 N Halle Library.**

Information Technology
734-487-3141
www.emich.edu/it/
The Division of Information Technology (IT) supports students, faculty, and staff by providing information technologies that align teaching, learning, scholarly/creative activities, and administrative services with the University's mission. IT supports University computer labs, a Help Desk and training to use IT systems on campus.
LIBRARY INFORMATION AND SERVICES AT EMU

Bruce T. Halle Library
The Halle Library is another impressive resource on campus. It is clean, modern, large, quiet, and offers services including project printing, document printing (black& white, color), interlibrary loan services, the IT Help Desk (on the first floor) and has a nice café. Students can reserve rooms for group projects; quiet area for studying is on the third floor. The librarians are located in the center of the first floor and are happy to assist you with research.

Halle Library is also the home for the University Archives on the third floor. (more on this below). Stop by!

Did you know? Students can borrow items such as digital audio recorders (great for conducting oral histories), flip video cameras, GPS units, headphones, laptops and netbooks, and wireless presenters. Laptops, Netbooks and Headphones may be checked out for four hours. Other equipment may be borrowed for four days. Equipment may not be renewed or placed on hold. Each item has a specific overdue fine and replacement charge fees.

Did you know? Students are allowed over $20 in printing credits at the Library. Forget your paper and it has to be submitted in hard copy? Go to Halle Library!

Halle Library houses the Academic Projects Center. This is service facility that assists students in research, writing, and technology issues relating to papers or presentations. They even have a practice space students can use for team project presentation preparation! https://www.emich.edu/apc/

Halle Library is also the home base of the University Writing Center (mentioned above). The graduate writing advisor, Beth Sabo, is located in a small office on the second floor. You can walk in for help but appointments are preferred.

New to campus? Make an appointment to learn about the library. It will help you in your research papers. They give tours at the beginning of the semester, too.
The EMU University Archives

https://guides.emich.edu/archives

The EMU HPP and the EMU Archives are partners in many programs, classes, and even share graduate assistants. Alexis Braun Marks, University Archivist (photo at lower left talking to a Curatorship class), often visits our classes and collaborates on many projects as well.) The EMU Archives also holds a massive special collection of historic preservation material as well as the records of the historic Detroit Club and the National Council for Preservation. Education. We encourage students to explore the resources of the EMU Archives.

The Archives provide access to the rich history of Eastern Michigan University and all the names it was known by before: Eastern Michigan College, Michigan State Normal College and the Michigan State Normal School. Find the Archives on Facebook & Instagram.

Scheduling Appointments: Appointments can be made Monday - Friday between 9am and 5pm. Archives staff will accommodate requests as we are able and suggest contacting the archives at least 24-48 hours in advance of your desired appointment time. You must receive confirmation of an appointment to be granted access to the archives.

Requests for materials must be made at least 24-48 hours in advance of a visit to the University Archives. Requests can be made by email or phone
Email: lib_archives@emich.edu / Phone: 734-487-2673 / Fax: 734-484-1151

Alexis Braun Marks, University Archivist
University of Michigan Libraries and Library Card

www.lib.umich.edu/libraries
U of M card catalog: search.lib.umich.edu/catalog?$library=All+Libraries
Harlan Hatcher Graduate Library @ U of M: 913 S. University Ave, Ann Arbor

EMU students can borrow books from U of M free of charge! To do so, students must visit the circulation desk at Halle Library at EMU and fill out forms. Your card will be ready in a few days but must be picked up at the Harlan Hatcher Graduate Library on U of M’s campus—second floor (off of the Diag). It cannot be activated remotely. This U of M library card must be renewed every semester.

The University of Michigan is in Ann Arbor, about ten miles west on Washtenaw Ave. It has one of the finest university library systems in the United States. There are at least ten libraries scattered across campus.

- There is a library just for architecture books and magazines on North Campus. You can check out circulating books—very useful for HP students!
- There is an art history library in center campus. Material culturists, take note!
- In the Hatcher Graduate Library, there is a map room on the second floor that includes hard copies of many Sanborn Maps.
- While their books and other historical imprints cannot be checked out, the William L. Clements Library, which stands just south of the Graduate Library, has rare Americana that you can request to see free of charge. It is one of the country’s extraordinary historical libraries.
- The Bentley Library, on North Campus, holds historical collections relating to Michigan (primarily the southeast part of the state).

U of M’s databases are far superior to EMU’s access to databases. You can use those, free of charge and WITHOUT a library card if you visit the libraries on campus in person. You may not access them remotely.
PRESERVATION EASTERN—OUR HISTORIC PRESERVATION STUDENT ORGANIZATION

Shortly after the HPP began, historic preservation students formed their own organization, Preservation Eastern (PE), which publishes a semiannual newsletter The Post and Lintel, sponsors the annual orientation, social functions, and site visits, hosts guest speakers and lobbies in support of the preservation of historic structures (i.e., the Towner House in Ypsilanti and Welch Hall on campus). PE was awarded the prestigious gold medallion award for Student Organization of the Year by EMU’s office of Student Affairs and Campus Life twice; in 2011 it honored for its “Adopt a Family” initiative at holiday time (see photo at left).

Preservation Eastern sponsors two Networking Mixers in which we bring in pertinent employers and internship sponsors so that so students can meet them and, perhaps, negotiate an internship, part-time position, or other appropriate opportunities. Site visits and workdays have been sponsored at locations including Detroit’s historic Fort Wayne, The Fox Theater, Alden Dow Home & Studio, and Henry Ford’s Fair Lane.

JOIN! It’s fun, it’s social, it’s educational…. and it just might help you find a job. Consider running for an office with PE as leadership responsibility looks great on a resume.

For more information, please visit PE’s Facebook page.
ORGANIZATIONS TO JOIN AND CONFERENCES TO ATTEND

Students are expected to attend at least one historic preservation-oriented conference during their time at EMU. We feel that conference attendance is important; it is a good place to learn about state and national concerns, meet people from outside the area, and keep up with ethics and best practice (always a focus of at least some of the conference discussions). Most of these conferences provide significant funding to support student participation; however, these student scholarships are competitive so put together a compelling request for funding. Students are encouraged to go to as many conferences as they can afford. You will have to negotiate with your professor about missing class if you plan to attend an out of town for a conference, however.

Did you know? The HPP has a little money to help you go to conferences or to assist with research travel (for your final project). ASK any one of your professors for information on this funding!

All in all, these conferences are great places to rub elbows with future employers and meet students from diverse universities and communities. Some organizations set aside time to interview applicants for jobs, too.

Some of the most pertinent conferences to consider:

Oral History Association
www.oralhistory.org

American Association of Geographers
www.aag.org

Association of African-American Museums
www.blackmuseums.org

Michigan Historic Preservation Network
www.mhpn.org

National Trust for Historic Preservation
www.savingplaces.org

American Association for State and Local History
www.aaslh.org

Samantha Malott Brown (2016 graduate) presents at Michigan Museums Association Meeting’s Student Panel (2017)
Michigan Museums Association
www.michiganmuseums.org

American Alliance of Museums
www.aam-us.org

International Society for Landscape, Place, & Material Culture
www.pioneeramerica.org

Vernacular Architecture Forum
www.vernaculararchitectureforum.org

Association for Preservation Technology, International
www.apti.org

Society of Architectural Historians
www.sah.org
LAST WORDS: ADVICE FOR INCOMING STUDENTS

Here are some time-tested words of advice our HPP students—past and present—offer to incoming students. (Many have been shortened, combined or paraphrased.) They are excited to have you join the ranks of HPP students!

- Make friends with your classmates and don't burn any bridges. The HP world is small and your peers now WILL be your colleagues for the rest of your career.

- Have fun! It’s a great program, but you won’t fully experience it from the sidelines. Schedule regular times to hangout with your peers after class.

- Learn how to write grants. This skill will serve you well in any not-for-profit work (not just HP).

- Learn to make a case for the economics of preservation. Learn the language of Government and Business and become a savvy preservationist. Accounting, Finance and Preservation Law may not be sexy but they are the skills that keep HP in the game, especially with deep pocket developers.

- Use Zotero and Grammarly on papers. And find a way to literally absorb Turabian. Start your papers early!

- Do the reading (even when it is dense)! The assigned readings are tremendously valuable. Read them, take notes, and print them if you can and put them into a large binder. They are not available on canvas at the end of the semester and you'll never know when you wish you had access to them. If you can’t print them, save them to your computer.

- If you are unsure of something—anything-- ask for help. The professors are here to help and they will help if you ask.

- Network network network! The power of networking in grad school is unbelievable! This is your time to get out there and practice sharing your ideas. Your time to experience opportunities and collaborate on real world challenges in a safe and enriching environment.

- Look into opportunities - graduate assistantships, scholarships, outside classes, lectures, volunteering and conferences to network and help prepare you for the job market. DO NOT wait until your last semester. And if you do get that work (including unpaid) do your very best. Get there on time, do what you say you will do. The HP world is small and people talk.

- Try different types of internships so that you know what you don’t want to do before getting a job. If an internship turns out to not be what you want, still
work hard at it because your supervisor there might be the person that gives you the good reference for the internship or job that you do want.

- Get involved (Preservation Eastern helps with that tremendously!) Go to the events hosted by PE they are beneficial in ways you wouldn't expect.

- Go to conferences as students! The people you meet there may become your future employer or at least they will help open some doors!

- Open your mind to the opinions and perspectives of all your fellow students.

- Give more than expected in group projects. Meet/talk as often as possible before hand to make sure everyone's pulling their weight. Even if it can be challenging, group work is good experience...in my work now, nearly every project is a group project. Being a good team player will get you far.

- Learn how to navigate your local archive. Primary sources are magical.

- Communication is always my first advice to someone. You can be the smartest person in the room, but if you aren’t comfortable communicating with others, it won’t matter how smart you are. Listen more, speak less.

- Remember the mantra “So what?” Find out why things, buildings, places, etc. matter. And this applies to everything. Ev. Er. Y. Thing.

- Join APT (Association of Preservation Technology) and keep going, year after year!

- Find strength in who you are, and bring it with you to the work. You are developing your own brand, portfolio of experiences, and vision.

- Don’t be afraid to step out of your comfort zone and move across the country for an opportunity (even an internship!). Later, once you get experience, you can go where you want to be.