

A HANDBOOK FOR GRADUATE STUDENTS



HISTORIC PRESERVATION PROGRAM

EASTERN MICHIGAN UNIVERSITY

2021-2022

TABLE OF CONTENTS

CONTACT INFORMATION	3
EMU’S HISTORIC PRESERVATION PROGRAM.....	4
MISSION, VISION, PROGRAM GOALS	5
ADMISSION REQUIREMENTS	6
MASTER OF SCIENCE IN HISTORIC PRESERVATION.....	9
CONCENTRATIONS & REQUIRED CLASSES.....	10
GRADUATE CERTIFICATE.....	12
REGISTRATION, ADVISING, AND EMU POLICIES.....	13
Incompletes, Add/Withdraw, Taking time off, and Deadline for completing degree	
REQUIREMENTS FOR GRADUATION	16
FINANCIAL ASSISTANCE	21
• GRADUATE ASSISTANTSHIPS	
• FUNDING AND SCHOLARSHIPS	
OPPORTUNITIES FOR PUBLICATION AND AWARDS.....	24
ACCOMMODATIONS AND OTHER RESOURCES	25
EMU LIBRARY, EMU ARCHIVES, U OF M RESOURCES.....	26
PRESERVATION EASTERN	28
ORGANIZATIONS AND CONFERENCES	29
WORDS OF ADVICE FROM STUDENTS	31

CONTACT INFORMATION

WEBSITES:

- HISTORIC PRESERVATION PROGRAM: <https://www.emich.edu/geography-geology/programs/historic-preservation/>
- EASTERN MICHIGAN UNIVERSITY: <http://www.emich.edu>
- GRADUATE SCHOOL: <http://gradschool.emich.edu>
- ADMISSIONS: <http://www.emich.edu/admissions/>
- FINANCIAL AID: <http://www.emich.edu/finaid/>

OUR FACEBOOK PAGES:

- Preservation Eastern (Facebook Group: issues, controversies, news, job posts)
- EMU Historic Preservation Program (Facebook Page: official announcements)

Find us on Instagram, too! @emu_hp

HP PROGRAM MAILING ADDRESS

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EMU'S HISTORIC PRESERVATION PROGRAM

Founded in 1979 by Dr. Marshall McLennan (left in the photograph) and Dr. Andrew Nazzarro (at right), EMU's Historic Preservation Program (HPP) offers a unique perspective on the field with a holistic concern, not only for historic architecture, but for diverse cultural landscapes, historic objects, and the people, stories, and places associated with them. Under the direction of Dr. Ted Ligibel (in the center of the photograph), the program grew from a handful of students to its current standing among the largest graduate preservation programs in the nation, certified by the National Council for Preservation Education (NCPE).



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, and the Michigan Historic Preservation Network honored the program with its Educational-Institutional Award. In 1999, Program founder Dr. Marshall McLennan received the **Lifetime Achievement Award** from MHPN; he also received the prestigious **James Marston Fitch Award** from the National Council for Preservation Education in 2002. Dr. Ted Ligibel received MHPN's 2018 **Lifetime Achievement Award** and Landscape, Place and Material Culture's 2019 **Preservation Award** for his devotion to historic preservation movement, for mentoring countless preservationists, and his national leadership as a pioneering preservationist. 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 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, our program trains museum and historic preservation professionals who utilize best practices to ethically steward, preserve, and interpret our diverse cultural heritage.

Program Objectives

- To provide students with foundational skills that prepare them for immediate entry into careers in historic preservation and museum practice.
- To instill the importance of ethically stewarding landscapes, buildings, objects, and stories.
- To foster respect, sensitivity, and inclusiveness in preserving and interpreting the heritage of diverse cultures.
- To provide program students with knowledge of geographic concepts, perspectives and methodologies associated with cultural landscape interpretation and regional analysis. A wide variety of American architectural styles and landscapes as well as settlement patterns are studied as visual manifestations of American cultural history via *cultural resource management* strategies.
- To combine preservation philosophies and best practice with practical field experience through community projects, fellowships, internships, and paid work.
- To advance students' collaborative and interpersonal skills in their work with employers, community members, and colleagues.
- To prepare qualified professionals for leadership roles in Michigan, the Midwest, and the United States.



Dr. Matt Cook, depicted here, won the Ronald W. Collings Distinguished Faculty Teaching Award for 2020. This is EMU's most distinguished award and recognition for excellence in teaching.

ADMISSION REQUIREMENTS

Degrees and Certificates

Master of Science in Historic Preservation (36 hours)
Graduate Certificate in Historic Preservation (15 hours)
Undergraduate Minor in Historic Preservation

Concentrations (two)

Preservation Planning & Digital Heritage
Museum Practice & Heritage Interpretation

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 work with you to create a POS worksheet that will record all the courses you must take to graduate. **Please make sure you meet with your advisor as soon as the class schedule for the next semester is published and do not sign up for classes until you have this meeting.** Your advisor will recommend appropriate classes so that you can 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 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>



Suited up for work at the Campbell-DeYoung Farmhouse, Leelanau, field school 2011

MASTER OF SCIENCE IN HISTORIC PRESERVATION

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

- All students must complete the prerequisites listed below either before OR during the program (it is not required to take any before entrance into the program).
- Prerequisite classes 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.
- You will concentrate in either Preservation Planning & Digital Heritage OR Museum Practice & Heritage Interpretation. Please discuss these required classes in your concentration with your advisor. Some classes are taught once every 1.5 years or so; your advisor will alert you to this and urge you take classes when they appear. Failure to take them when they are offered may delay your graduation! On rare occasions, substitutions can be made.
- The average completion time is 2.5 years, but depends on your course load.
- You have six years (12 semesters) to complete your M.S. degree.

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 while you are in the graduate program at EMU and DO NOT have to be taken before entrance into the program. *Undergraduate classes are not counted toward your graduate GPA.*

- ACCT 246 - Accounting for Public Administrators
- GHPR 400/500 - Cultural History of American Architecture
- GHPR 450/550 - Digital Heritage
- GHPR 333W or GHPR 577 - Geographic Thought
- HIST 123 - United States to 1877 (can be taken through CLEP program (<https://www.emich.edu/uacdc/documents/clep-exams.pdf>))
- HIST 124 - United States, 1877 to present (can be taken through CLEP program (<https://www.emich.edu/uacdc/documents/clep-exams.pdf>))

Core Courses (taken by every student): 14-16 hours

ALL students, regardless of concentration, must complete the following course work:

- GHPR 530 - Introduction to Historic Preservation 2 hrs (FIRST SEMESTER)
- GHPR 540 - People and Houses 2 hrs (SECOND SEMESTER)
- GHPR 561 - American Cultural Landscapes 2 hrs
- GHPR 620 - Preservation Research Techniques 2 hrs
- GHPR 636 - Historic Preservation Field Project 3 hrs
- GHPR 695 - Seminar in Preservation Issues 2 hrs (topics vary)

****Choose one****

- GHPR 690 - Historic Preservation Project/Thesis 1 hr (FINAL PROJECT)
- GHPR 691 - Historic Preservation Project/Thesis 2 hrs (FINAL PROJECT)
- GHPR 692 - Historic Preservation Project/Thesis 3 hrs (FINAL PROJECT)

CONCENTRATION: PRESERVATION PLANNING & DIGITAL HERITAGE

In addition to the prerequisites and the core courses, students in this concentration must take these classes:

Required Courses: 16-17 hours

- GHPR 552 - Materials Conservation I 3 hrs
- URP 553 - Urban and Regional Planning 2 hrs
- GHPR 558 - Adaptive Use of Historic Places 2 hrs
- GHPR 630 - Documenting & Recording Historic Places 2 hrs
- GHPR 631 - Preservation Administration & Planning 2 hrs
- GHPR 651 - Digital 3-D Visualization 3 hrs

*** *choose one****

- GHPR 531 - Preservation and Planning Law 3 hrs
- URP 655 - Politics of Local Planning 2 hrs



Field School 2011

Recommended Elective Courses: 4-6 hours

There are more than those listed here and you should feel free to take classes in the other concentration, if your advisor agrees. Internships may also be taken for credit. Also, the electives you may take varies by semester. Please see your advisor for counsel and recommendations.

- GHPR 515 - Race, Place, and Ethnicity 2 hrs
- GHPR 538 - Historic Preservation & Tourism 2 hrs
- GHPR 547 - Problems in Architectural Interpretation 2 hrs
- GHPR 549 - Cultural Landscape Interpretation 2 hrs
- GHPR 551 - Historic Building Systems 2 hrs
- URP 556 - Zoning and Land Development 2 hrs
- GHPR 557 - Community Development & Downtown Revitalization 3 hrs
- GHPR 572 - Funding Preservation Programs 2 hrs
- GEOG 579 - Geographic Information Systems 3 hrs
- GHPR 638 - Preserving Community Character 2 hrs
- GHPR 652 - Materials Conservation II 3 hrs



CONCENTRATION: Museum Practice & Heritage Interpretation

Required Courses: 16 hours

- GHPR 515 - Race, Place, and Ethnicity 2hrs
- GHPR 523 - Interpreting the Historic Site 2 hrs
- GHPR 529 - Introduction to Museums 2 hrs
- GHPR 532 - Introduction to Curatorship 3 hrs
- GHPR 556 - Heritage Interpretation 2 hrs
- GHPR 633 - Creating Museum Exhibits 3 hrs

Choose one course from the following:

- GHPR 630 - Documenting and Recording Historical Places 2 hrs
- GHPR 638 - Preserving Community Character 2 hrs

Recommended Elective Courses: 6 hours

There are more than those listed here and you should feel free to take classes in the other concentration, if your advisor agrees. Internships may also be taken for credit. Also, the electives you may take varies by semester. Please see your advisor for counsel and recommendations.

- GHPR 527 - Oral History Techniques 2 hrs
- GHPR 533 - Historical Administration 2 hrs (*strongly recommended*)
- GHPR 539 - American Decorative Arts 3 hrs
- GHPR 541 - Material Culture Studies: Learning From Objects (*strongly recommended*) 3 hrs
- GHPR 542 - Cultural Tourism Resources
- GHPR 549 - Cultural Landscape Interpretation
- GHPR 552 - Materials Conservation I
- GHPR 557 - Community Development & Downtown Revitalization
- GHPR 558 - Adaptive Use of Historic Places
- GHPR 572 - Funding Preservation Projects
- GEOG 579 – Geographic Information Systems
- GHPR 630 - Documenting & Recording Historic Places
- GHPR 638 - Preserving Community Character



*Students numbering ceramics at the
Frank Lloyd Wright Smith House,
Cranbrook, 2018*

GRADUATE 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. **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 12–14 hours of course work distributed among required courses and restricted elective courses as follows:

Required Courses: 5 hours

- GHPR 500 - Cultural History of American Architecture 3 hrs
- GHPR 530 – Introduction to Historic Preservation 2 hrs

Restricted Elective Courses: 7–9 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



Researching in Traverse City

REGISTRATION, ADVISING, AND EMU POLICIES.

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. If you delay, there is the risk that the class you need will already be full, or conversely that the class will be canceled due to low enrollment! 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 provide 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 Strong Hall. They 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.

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 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 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? No problem...

However, there are a few restrictions. 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.

In addition to the time limitations above, no student is 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-new.pdf>

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 a 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.”



HP faculty, Christopher Yelonek, and Lisa Powell measuring slave quarters at Greenfield Village, 2018

REQUIREMENTS FOR GRADUATION

You must apply to graduate! And, you have to pay some fees to do so!

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>)

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 then 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 and serves as a capstone experience. For many, it is a high point in the curriculum and students love it, although it can be rigorous. For most students, it is best to take this near the end of your coursework as you will have developed the skills to complete this work. 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 have recorded and documented numerous historic structures. 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, except 2020 (Covid-19). 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 Crosswell House and, most recently, at Cranbrook Educational Community in Bloomfield Hills.

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 when registration opens in March.**

Field school typically includes a mandatory orientation in early May, runs a full week at the work site (approximately 9 am-5 pm, Sunday-Friday, generally in late May), and concludes with a mandatory wrap-up meeting in June. Students receive assignments that are due prior to our week in the field and others 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, so plan ahead. 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 during 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; 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 architect's works; a deaccession project for a museum, and much more. Students are encouraged to cache their 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 ideas with your advisor at least a year before you intend to graduate. He or she will provide feedback and suggest the professor who might be most appropriate to guide your final project, as this may not necessarily be your advisor.
2. You may register for independent study under your advisor in the semester prior to anticipated graduation as a means of getting a head start on your research. You **MUST** register for your final project (generally one credit) in the semester you intend to graduate. 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 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 AND YOU MUST 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-racking for us all and should be avoided.



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 offers three full graduate assistantships (this varies from year to year). A full assistantship requires 20 hours of work at EMU weekly and offers students about 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. 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.

Link to current information about graduate assistantships is here:

<https://www.emich.edu/graduate/scholarships-aid/index.php>

Additionally, 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](https://www.emich.edu/uacdc/) website under the Student Employment tab: <https://www.emich.edu/uacdc/students/>

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.

Some local organizations offer internships, significant fellowships, or part-time jobs to our students. Some are paid and nearly all provide a great experience and real world experience for the resume. Please contact the program director to learn if any such positions are available. These vary from year-to-year so we cannot guarantee they are always offered....but ASK!

Graduate Funding/Scholarships

MARILYN JACOB SCHOLARSHIP FOR MUSEUM/HISTORIC PRESERVATION

The Program Director has the discretion to grant up to two \$2000 Marilyn Jacob Scholarships in Historic Preservation annually. Students are given \$1000 each semester and the students must maintain a 3.0 in the program. The scholarship is given to students who have demonstrated deep interest in and experience with Historic Preservation. After the award is given, the awardee must write the donor a note to thank her for the funding and send two letters annually to her discussing his or her projects, work, or internships.

Maximum Award: \$2000

MCLENNAN SCHOLARSHIP FOR PRESERVATION PLANNING (*McLennan Endowment*)

Students with exceptional grade points with demonstrated interest and experience in preservation planning may be given this scholarship (one time receipt). This is given by the discretion of the Program professors and may be bestowed in either semester.

NO application is necessary.

Maximum award: \$2000

EMU SCHOLARSHIPS (university-wide)

from: <https://www.emich.edu/finaid/types/scholarships/graduate.php>

- **National Scholars Program:** This scholarship awards \$8,200 (non-resident tuition differential) for two years (four semesters), excludes online classes and cannot be combined with a graduate assistantship. To initially qualify, you must have a undergraduate GPA of 3.6, non-resident admission status and be admitted to a first master's degree program. To renew it, you must enroll in eight credits each semester, maintain a minimum 3.2 EMU GPA and meet GPA requirements (see website).
- **EMU Success Scholarship:**
This scholarship awards \$3,100 for two years (four semesters) maximum and can't be received with a grad assistantship. To initially qualify, you must have a 3.2 undergraduate GPA and non-resident admission status. To renew, you must enroll in eight hours each semester, maintain a minimum 3.0 EMU GPA and meet SAP* requirements.
- [Barton scholarship](#): Up to \$4,000 FOR AN EMU UNDERGRAD NOW ENROLLED IN AN EMU GRAD PROGRAM
- [Brenner scholarship](#): \$500
- [Graduate fellowships](#): \$500–\$4,200

RESEARCH SUPPORT FOR STUDENTS: 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 APPLY: 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).

CONFERENCE AND TRAVEL SUPPORT for PRESERVATION PLANNING: THE TYLER FUND

This scholarship provides funding for Eastern Michigan University students to benefit from urban and preservation planning-related experiences through domestic or international travel; purposes include conferences, workshops, classes, and/or research, or other educational opportunities. Criteria for selecting recipients will be established by the scholarship's selection committee.

TO APPLY: Please write a request, stating why this travel is important/essential and how it will broaden your experiences as a preservation planner and submit to Program Director. Please allow three months for a review of the request so **PLAN AHEAD**.

PAID INTERNSHIP: THE SALEM AREA HISTORICAL SOCIETY

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 Prof. Nancy about this opportunity.

National Trust for Historic Preservation Diversity Scholarship

<https://forum.savingplaces.org/act/dsp>

The Diversity Scholarship Program (DSP) supports the attendance of leaders from underrepresented communities new to preservation and of emerging preservation professionals at the National Trust's annual conference, PastForward. DSP participants receive financial assistance in the form of complimentary registration and lodging at PastForward. The program aims to help increase the diversity—racial, ethnic, cultural, and socio-economic—of professionals in preservation, contributing a wide range of perspectives to the conference and enriching the preservation movement overall. **Deadline is in MAY—please look on website for details regarding application.**

OPPORTUNITIES FOR PUBLICATION 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 is in late November. 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/>



HP student Jonathon Bennett receives \$1000 from DAADS, 2017

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. INFO: <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.

Museum Scholar <https://www.themuseumscholar.org/>

The web publication, Museum Scholar, ONLY accepts articles on museum practice and theory (no projects or research papers) from students and emerging professionals. This is an extraordinary opportunity to get published and get this on your resume. Please work with Prof. Nancy if you are interested in submitting a paper to this publication.

ACCOMMODATIONS 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. Everyone (even your professors!) needs an editor, and the writing center is a fantastic resource that all students should draw upon while at EMU.

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.

EMU LIBRARY, EMU ARCHIVES & U of M RESOURCES

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 and poster 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**, and a 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.

Slide from the Mark Jefferson Collection (EMU Archives)

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 EMU Archives and take advantage of their resources.

Also, please be aware that there are some part-time jobs available in the Archives. Please contact the Archives to find out about opportunities there. It's great experience!

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 accommodate requests to the extent possible 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: 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

Pre-Covid, EMU students could borrow books from U of M free of charge! We wait to see if these privileges will be restored. If 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.



The William L. Clements Library on South University (University of Michigan)

PRESERVATION EASTERN: OUR HP STUDENT ORGANIZATION

NOTE: PRESERVATION EASTERN HAS BEEN ON HIATUS DURING THE COVID-19 PANDEMIC. However, this provides the perfect opportunity to rethink what this organization should be and what students think it can be. We want to hear from you about what you might want in a student preservation organization. Field trips? Social events? Networking? All three? When do you want to meet? Who leads this organization?

History: Shortly after the HPP began, historic preservation students formed their own organization, *Preservation Eastern* (PE). It sponsored the annual orientation, social functions, and site visits, hosted guest speakers, and lobbied 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 was honored in part for its "Adopt a Family" initiative at holiday time (see photo).



In recent years, our membership has waned and meetings have become infrequent. Help us build a new Preservation Eastern! We'd like to hear from you.

FYI: Preservation Eastern's Facebook page is vigorous and has national membership. Please take a look at it. It includes job openings, controversies, announcement about conferences, and more.

ORGANIZATIONS TO JOIN; CONFERENCES TO ATTEND

Students are expected to attend at least one historic preservation-oriented conference during their time at EMU. 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, such student scholarships are competitive so be sure to put together a compelling request for funding. Students are encouraged to go to as many conferences as they can afford. Note, however, that you will have to negotiate with your professor about missing class if you plan to attend an out of town for a conference.

Did you know? The HPP has a little money that may help you go to a conference 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 organizations and 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

Michigan Museums Association

www.michiganmuseums.org



***Samantha Malott Brown (2016 graduate)
presents at Michigan Museums Association
Meeting's Student Panel (2017)***

American Association for State and Local History
www.aaslh.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



Matt Jones demonstrates an early twentieth-century guitar following his presentation at Landscape, Place, and Material Culture (2019)

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

- 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.
- 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 the Association of Preservation Technology & 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.



Dr. Dan (left) with students of American Cultural Landscapes in Wheeling, West Virginia in 2016.