

BUREAU OF JEWISH EDUCATION OF GREATER BUFFALO

JEWISH BUFFALO ARCHIVES PROJECT

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Internship Agreement

Information about the Jewish Buffalo Archives:

The Jewish Buffalo Archives Project was founded in 2007 under the auspices of the Bureau of Jewish Education of Greater Buffalo, with a seed grant from the Foundation of Jewish Philanthropies. The Archives Project collects documentation relating to the diverse histories, religious traditions and cultures of Jewish communities within the Greater Buffalo area of Western New York. It compliments a previous collecting period that culminated in the Jewish Community Archives Collection, now open for public research at the University Archives, University at Buffalo, Amherst, NY. The project will run from late 2007 to 2015.

Internship Conditions and Agreement

The following sets forth the terms and conditions of _____'s Internship with the Jewish Buffalo Archives Project, Buffalo, NY. This is a three page document.

1. Placement: Jewish Buffalo Archives Project, Bureau of Jewish Education, Delaware Ave, downtown Buffalo.
2. Mentor: Chana R. Kotzin, Ph.D. Position: Archivist/Historian
3. General Description of any Internship:

Intern will work on one or more of a range of collections that includes mainly unsorted or un-catalogued materials from institutions that have donated their records to the project. Interns will initially create listings for all the type of materials ranging from the 1850 to 2008, drawn from organizations such as the oldest synagogue, Temple Beth El, Jewish Federation and Jewish Foundation, Jewish Community Centers, American Jewish Committee or initiatives such as the Campaign for Soviet Jewry, plus a host of other small and large Jewish organizations as well as personal materials. After listing, the intern will have the opportunity to sort through these materials, re-housing them in new folder and sleeves, as well as organize them with a standard format under the guidance of the project Archivist, Dr. Chana Kotzin. Much of the work will require attention to detail, and an interest in visual media,

especially photographs, as well as the written word. This is a unique opportunity to work directly with newly discovered primary historical materials from the 1850s to the 2000s.

Alternatively, interns may also work on oral history collections, processing the aural recording into a written text and writing summaries and biographies of the recordings. There is room for creativity in the biographical summaries, as interns will also have the opportunity to sort and describe documentary materials donated by the individual and incorporate materials from this source into thick descriptions of the life and work (voluntary and paid) of each interviewee.

Interns may also work on projects off-site from the Archives Project office in their allotted hours as part of their internship by agreement with the Archivist. These projects may include work at other archival repositories or other research projects for the benefit of the Jewish Buffalo Archives Project.

There is also a newspaper cuttings collection that is in process. Database creation and maintenance may form part of this internship.

A limited amount of filing, scanning of photos and documents and photocopying of materials for research may form a small part of the internship.

4. General Requirements for any internship:

- a. Maintain a weekly diary/journal of work, and submit electronically within 3 days of internship day detailing and reflecting on his/her internship experiences; **Instructions and examples are provided in the Internship Guide.**
- b. Meet monthly during allotted work time with the Archivist to discuss progress, issues, problems, etc.;
- c. Work under guidance of Archivist on specific archival/historical projects as agreed

5. Tenure: The internship period is _____ weeks, from _____ to _____ 2010.

6. Hours: ____ (# of Hours) on _____ or split between Mondays, or Thursday during the semester, or at other times as agreed and here stated:-

7. Stipend/Payment: The internship is unpaid at this time.

8. Internships for Credit: There is a requirement imposed by the University at Buffalo for 8 to 10 hours per week, depending on internship program. It is expected that each intern registered for credit will

- a) Maintain a weekly diary/journal of work, and submit electronically within 3 days of internship day a paragraph detailing and reflecting on his/her internship experiences; **Instructions and examples are provided in the Internship Guide** (this will help with your final paper for UB).
- b) Meet monthly during their allotted work time with the Archivist to discuss progress, issues, problems, etc.;
- c) Work under guidance of Archivist on specific archival/historical projects as agreed, and lastly

d) Read one chapter of the book “From Ararat to Suburbia” by Selig Adler on the history of Jewish Buffalo and provided a detailed summary and assessment or essay, as well as contributions from that text into a Jewish Buffalo encyclopedia and timeline. [Book copy can be supplied if not available through library].

e) Provide a copy of UB essay submitted for internship advisor, Dr. Hal Langfur.

9. Evaluation: The intern mentor will provide a written evaluation of the intern at the conclusion of the internship.
10. Credit: If the internship is being taken for credit from the intern’s academic institution, the Jewish Buffalo Archives Project staff mentor will work with the intern’s faculty advisor to accommodate all institutional requirements for the internship, where possible. For the University at Buffalo you must register for Public History Internship course (HIS 496) for three credit-hours. For the Cora P. Maloney College at UB internship, you must register for CPM 496 for three credit-hours. For Medaille College, individual arrangements with your Professor are required for registration as an Individual Study.
11. Ethics: No primary or secondary materials can to be removed from the Jewish Buffalo Archives Project office under any circumstances, nor can materials be copied to the web or to disks, or any other device without prior permission. Photocopies of certain items may be made for the express purposes of research as agreed, first, with the Archivist/Historian. No reference to the project to be made in any form including the web, in print and elsewhere or other forms of media without the prior permission of the archivist.
12. Ethics and Oral Histories. There is a separate form that you need to sign for oral history transcription or summaries as some of the material you may have access to, may be sensitive.
13. Materials on Loan: Secondary materials given by the Archivist on loan must be returned by the end of the internship. No primary materials loans will be made. Although facsimiles may be utilized in consultation with the Archivist.
14. Termination Agreement: The Jewish Buffalo Archives Project can terminate the internship at will.

Intern Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

Faculty Advisor Signature: _____ Date: _____
(if internship is being taken for academic credit)