In the past, Flower Pentecostal Heritage Center has welcomed Evangel University students who expressed an interest in doing “extra credit” work. The relationship was rather loose in that there was no structure in terms of what the student should do nor accountability for the quality of work performed.

In an attempt to provide structure and accountability, I have developed a syllabus for a practicum to be conducted in cooperation with Evangel University. The course is projected to be offered for the first time in Spring 2005.

Such a course will provide students with practical experience in archival work, but will also give opportunity to conduct serious research in various areas of Pentecostal history. Scholars who wish to design similar courses at their institutions may adapt the syllabus. The working bibliography on Pentecostal studies compiled by Dr. Martin Mittelstadt provides excellent sources for both Pentecostal and non-Pentecostal scholars.

Submitted by:
Joyce Lee
Archivist
Flower Pentecostal Heritage Center
May 26, 2004
Spring 2005

Course Description:

The purpose of this practicum is to provide students with practical experience in archival theory and practice as well as give opportunity to research and learn more about Pentecostal history.

Prerequisite: Theo 434: Pentecostal Foundations

Course Objectives

Upon completion of the course, the student will demonstrate

A. A knowledge of archival theory and practice in general and in the operation of the Flower Pentecostal Heritage Center in particular.
B. An ability to conduct serious historical research with primary resources and apply what is learned in practical research projects.
C. Development of writing skills which will lead to graduate education and publication possibilities.
D. A greater knowledge in selected areas of Pentecostal history.

Course Textbooks

No textbooks are assigned for this course. Readings will be assigned from the accompanying bibliographies.

Course Requirements

- Daily Work – Approximately 8 – 10 hours/week under the supervision of Joyce Lee which will include exploratory development in the areas of printed manuscripts, audio/visual materials and digitization. The student should work out a suitable schedule to be followed throughout the semester.
- Readings – The student must read 500 pages of material for each credit hour (1500 pages during the semester). This should include readings in the area of archival principles and practices and some facet of Assemblies of God/Pentecostal history. Some of the reading may be in connection with the topic of the major project. The
archival readings must be selected from the bibliography provided with this syllabus. Items for reading in Pentecostal history must be approved by the faculty supervisor and/or the archivist. A Pentecostal bibliography is available on the faculty supervisor’s bio page on the Evangel web site.

- Reports – At the close of each month a 3-5 page report must be submitted. This report should include the activities engaged in during the past month and should include insights and personal reflections of the activities performed, a brief summary of the readings, and the archival principles and/or historical facts discovered.

- Project I -- Select one of the following two options:
  i. Select a topic of interest on which to research and write. The completed article of approximately 2000 words would be considered for publication in the *Assemblies of God Heritage*, the quarterly historical magazine produced by the Flower Pentecostal Heritage Center.
  ii. Process a small collection of archival materials. This would involve arranging, describing, accessioning, and preparing a finding aid for the collection.

- Project II – The student will research and conduct an oral history interview with a key individual (minister, missionary, or layperson). This would involve preparation of interview questions, conduction of the interview (either video or audio) and preparation of a transcription/summary document.

**Course Grading**

The final grade for the course will be assigned by the faculty supervisor and the archivist based upon the following percentages:

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<th>Daily Routine</th>
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<tr>
<td>Readings</td>
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<tr>
<td>Reports</td>
<td>15%</td>
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<tr>
<td>Projects</td>
<td>35% (Project I); 25% (Project II)</td>
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**Grading Scheme**

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Course Schedule

Tentative Course Outline:

I. Introduction to FPHC (Week 1)
   A. Mission Statement
   B. Overview of FPHC functions and operations
   C. Definitions of archival terminology
   D. Overview of FPHC collections
II. Selecting and Appraising (Week 1)
III. Arrangement and Description (Weeks 2 - 4)
IV. Working with Manuscripts and Documents (Weeks 5 - 7)
V. Working with Photographs and Audio/Visuals (Weeks 8 - 9)
VI. Scanning and Digitizing (Weeks 10 – 11)
VII. Research* and Finalization of Projects (Weeks 12 -13)
VIII. Evaluation (Week 13)

*Research may take place throughout the semester

Bibliography
Archival Readings


Pentecostal Sources are listed on Dr. Mittelstadt’s page of the Evangel web site:
www.Evangel.edu