

World Languages and Cultures

Record Type	Description/ Examples	Notes	Due at Archives
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects		Archives will print from web site
Records of Student Organizations	Phi Sigma Iota	Please send Archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newsletters, program brochures)	At time of publication
Self-Studies	Department Self- Study	To be collected and shared by Assessment Committee. Next expected Summer 2027 .	At Publication – end of academic year 1 of reporting cycle
Self-Studies	External Review; Action Plan	To be collected and shared by Assessment Committee. Next expected Summer 2028 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and shared by Assessment Committee. Next expected Summer 2023 .	Each summer years 3 – 8 of reporting cycle

<p>Senior Projects (comps)</p>	<p>Project Abstracts</p>		<p>Projects with abstracts are submitted to Dspace collection annually in May</p>
<p>Syllabi</p>	<p>Course Syllabi</p>	<p>Requested by Associate Provost and submitted by faculty through semester specific form.</p>	<p>Beginning of each semester</p>