Office of Academic Services records
07.OAS
Finding aid prepared by Courtney Dornburg

This finding aid was produced using the Archivists' Toolkit
January 31, 2012
Describing Archives: A Content Standard
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Summary Information

Repository                  Eastern Michigan University Archives
Title                      Office of Academic Services records
Date [inclusive]           1973-1975
Extent                     0.4 Linear feet 1 archive box
Language                   English

Abstract
The Office of Academic Services collection documents the Office of Academic Services which serves the College of Education and associated educator programs at Eastern Michigan University. The collection is arranged in three series: Administrative Files including Academic Services Director’s meeting minutes and correspondence; Annual Reports, news, and Reports with materials further arranged chronologically. This is not a complete record of the Office of Academic Services at Eastern Michigan University as there are no materials documenting the office from 1980s - Present.

Preferred Citation note
Please cite materials from the University Archives in the following manner: Item. Collection Title. Eastern Michigan University Archives.
Administrative History Note

The Office of Academic Services provides information to students regarding initial and continuing teacher certification. They support activities for students and faculty in the College of Education and associated educator programs. According to the departmental website, services include: Processing Initial Teacher Preparation Program admission applications. Coordinating College of Education advising and facilitating group advising sessions for students interested in entering the teacher preparation program. Admitting, placing and supervising student teachers. Advising Post-baccalaureate Teacher Certification students. Providing information and processing paperwork for Continuing Certification students. Collecting and managing data about our educator preparation programs.

Scope and Contents

The collection of the Office of Academic Services contains newspaper clippings, annual reports, and meeting minutes from the Academic Services Director at Eastern Michigan University. Records span from 1972 until 2008. The collection is arranged into three series: Administrative Files, Annual Reports, news and Reports.


Administrative Information

Publication Information

Eastern Michigan University Archives 2011 November 14

Conditions Governing Access note

Researchers are asked to request materials 24 hours prior to visiting the the University Archives.
Controlled Access Headings

Subject(s)

- Administration
- Eastern Michigan University
- Eastern Michigan University. College of Education
- Teachers--Training of
# Collection Inventory

## Administrative Files

**Academic Services Director's Meeting Minutes 1973-1974**

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## Correspondence

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## Annual Reports

**1972-1973**

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Reports

Academic Support Services at Eastern Michigan University: An Overview 1974
Responsibilities Organization Objectives 1974