

**Shawnee State University**

	A	B	C	D	E	F	G	H	I	J
1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	Sports Studies	RHO 101	Faculty Files	Files on current and past full-time and adjunct faculty in Sports Studies. Files contain resumes (adjuncts), student evaluations, and any communication about the instructor received from students.	9/96-present	paper	PER2000	3 years
3	Academic	Professional Studies	Sports Studies	RHO 101	Sport Management Practicum Contracts	Signed contracts and related materials for students completing practicum experiences; time logs, practicum journals, updated resumes, etc.	2006-2008	paper	LEG2000	Active + 5 years
4	Academic	Professional Studies	Sports Studies	RHO 101	Syllabi	Syllabi for Sports Studies courses (SSAT, SSES, SSPE, SSSM). Some in binder in file cabinet, others electronically.	2002-present	paper and computer	EDU3000	Indefinite