Creating a descriptive summary involves capturing the essence of the document's content in a concise and useful manner. Here’s a step-by-step guide on how to extract the key information and format it into a clear summary:

1. **Creator**: Emory University. Journalism Program.
2. **Title**: Journalism Program records, 1996-2013
3. **Call Number**: Series No. 222
4. **Extent**: 11.25 linear ft. (12 boxes)
5. **Abstract**: Records include administrative materials such as reports, budgets and grants, correspondence, and subject files as well as audiovisual material and annual reports from Emory University's Journalism Program.
6. **Language**: Materials entirely in English.

The **Administrative Information** section typically includes restrictions on access and terms governing use and reproduction. For example:

- **Restrictions on Access**: Unprocessed collection. Collection is closed to research in accordance with Emory University Archives access policy for unprocessed materials.
- **Terms Governing Use and Reproduction**: All requests subject to limitations noted in departmental policies on reproduction.

The **Source** and **Citation** sections provide details on where the materials were acquired and how to cite them. For instance:

- **Source**: Transfer
- **Citation**: [after identification of item(s)], Journalism Program records, Emory University Archives, Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University.

**Processing** indicates the status of the materials, such as whether they are processed or still unprocessed.

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Collection Description

Administrative History
Journalism education at Emory grew out of the English department and the curriculum of professor Wightman Fletcher Melton. In the 1920s, journalism coursework was formalized at the University under the leadership of alumnus Raymond Nixon. There was first a Journalism Department and later a Journalism Division. The Journalism Division struggled after Nixon left Emory in 1952, and Emory President Goodrich C. White closed it the next year. In the early-to-mid 1990s, an appeal by journalist Claude Sitton to Emory President James Laney and a gift from the James M. Cox Foundation revived journalism education at Emory in the form of a Journalism Program offering co-majors and minors. In 2012 the University leadership decided to close the program for the second time effective 2014.

Scope and Content Note
Records consist of administrative materials, including reports, budgets and grants, correspondence, and subject file as well as audiovisual material and annual reports.