LIS 690 Library Internship Program

Spring 2020

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I. Course Description

The internship program provides field experience in a library setting under the supervision of a professional librarian. This course is available to classified LIS graduate students only. Students must first obtain approval from their advisers and apply for and be admitted into a position before registration.

II. Prerequisites

LIS 601. There may be other requirements for specific internship positions, e.g., LIS 605 for cataloging internships, see individual internship descriptions for details of prerequisites.

III. Course Learning Objectives

The student will be able to:

1. Follow codes and principles of professional ethics of the field.

2. Articulate the philosophy, goals, and objectives of the library/information center.

3. Analyze the activities and programs of the library/information center in relation to the objectives of both the library/information center and the larger organization of which it is a contributing and supportive part.

4. Assist with a range of professional activities in some of the following areas:

    - Information literacy/ reference services/ programming
    - Consultation/ planning
    - Program marketing/ advocacy/ community outreach
    - Collection development and management
    - Digital library construction
    - Technology for management and patron use

5. Synthesize and apply skills, concepts, and theories so that competencies gained can be used in an entry-level professional position

6. Demonstrate professional attitudes and values including:

    - Taking initiative

- Managing and allocating time well
- Consulting with supervisors for feedback and improvement
- Being dependable and prompt with deadlines
- Learning and adopting the practices and procedures of the site
- Working effectively in a team
- Working effectively independently
- Showing respect for users, colleagues and supervisors

IV. Student Learning Outcomes (SLOs)

An internship could encompass any or all of the following SLOs depending on the internship content.

SLO1 Design, provide, and assess information services
SLO2 Apply history and ethics to develop a professional LIS identity
SLO3 Create, organize, manage and discover information resources
SLO4 Evaluate and apply information technologies
SLO5 Engage with diverse communities and/or indigenous cultures
SLO6 Demonstrate skills necessary to manage and work effectively within information organizations

V. Professional Expectations:

All students in the Program are expected to become familiar with and adhere to the Professional Expectations policies found at https://www.hawaii.edu/lis/resources/professional-expectations/

VI. Research Methods:

While formal research methodologies are not part of the major assignments in this course, students will apply several research methods in order to achieve their goals. Such research methods will vary depending on internship. The following are some examples.

Information retrieval: research involving techniques from machine learning and other theoretical models, together with an extensive experimentation to develop more accurate and efficient information retrieval and search techniques for a variety of applications.

Instructional design: systematic process of translating general principles of learning and instruction into plans for instructional materials and learning. It is the entire process of analysis of learning needs and goals and the development of a delivery system to meet these needs, including the development of instructional materials and activities and tryout and evaluation of all instruction and learner activities.

VII. Technology Requirements

This course requires students to use a computer to produce all written assignments. Students also are required to use their UH e-mail account for correspondence with the instructor and supervising librarians. Students are also expected to be able to present their internship experience using PowerPoint. Some internship positions would require additional abilities to use other ICT tools.

VIII. Course Approval Procedures (to be completed before the semester begins)

1. Student consults adviser for LIS 690 approval for the upcoming semester.
2. Student attends a mandatory orientation meeting, completes the internship application form and obtains adviser's signature on the form.
3. Student interviews for a position and gets signed approval of supervising librarian.
4. Student signs the *Student Conduct Policy* for LIS 690 Internships.

5. Signed application/approval form and conduct policy are returned to LIS 690 coordinator, who authorizes the LIS office to input LIS 690 in Banner database for the student prior to registration.

IX. Requirements

1. Assignments and Grading

Students are graded Credit/No credit. To receive credit, students must complete all of the course requirements below and all of the internship requirements as specified in the proposal in a timely manner. Students should be aware that the mere completion of the hours of fieldwork does not assure they will receive credit. This is only awarded to those who, in the professional judgment of the instructor and the supervising librarian, have performed at a satisfactory level while fulfilling the agreed upon hours, assignments, and activities, and who have comported themselves in a professional manner throughout the internship. The internship coordinator and the supervising librarian have the responsibility and authority to terminate an internship without the intern's consent should they deem it necessary.

Students are required to:

1) Attend a mandatory internship orientation seminar. (**Wed. Jan. 15 from 10:00 am -11:00 am, Hamilton 3G)**

2) Complete a mid-term progress report and deposit it in Laulima (**Wed. March 11**).

3) Via e-mail schedule a time for the coordinator to meet onsite (**March 23 – April 9)** with you and your supervisor.

4) Conduct a 10 minute slide presentation to share your internship experience at an exit seminar (**Wed. May 6 from 9:00 am- 11:30 am, Hamilton 3G**). Plan to remain in class the entire session to hear all of the internship presentations.

    At the exit seminar, also submit the following:
    a. Final report
    b. Updated C.V.
    c. Student intern's evaluation of supervising librarian
    d. Supervising librarian's evaluation of student intern
    e. SLO self assessment form

    Please submit paper copies of all documents to file in your student folder. **In addition, please also submit electronic documents of your final report and CV via Laulima,**

5) During the semester, compose *e-logs* to communicate with the internship coordinator about your work in progress and the insights you have gained thus far. E-logs must be submitted by midnight **1/29, 2/19, and 4/8**. Please upload your log to **Drop Box/Laulima.**

6) By the end of the semester, complete a minimum of 150 hours at the internship site under a supervising librarian.

2. *e-Logs*

The logs have no word limits and no rigid formats. They can be informal in style. Maintaining these logs will help you do a better job on your mid-term and final reports. Most importantly, logging will encourage you to reflect on what is happening at your internship site and what you are gaining as a result. Consider the following examples of questions in writing your logs and remember that you are not limited to these questions.

- What happened during this period that was an a-ha experience for you?
- What made it meaningful for you?

- Was there a problem or issue that arose this period that you want to describe?
- How were you involved in this issue?
- What insights have you gained as a result of your involvement?

3. Guidelines for Reports

2-a. Midterm Report
Required parts and <u>section headings</u>:

1) State <u>objectives for the internship</u> and your specific efforts toward and progress in meeting them.
2) <u>Internship Task Plan Table</u> (See sample table in Appendix 1)
   - Tasks/activities to be covered.
   - How the hours are allocated in terms of various activities involved in meeting the objectives.
   - Number of hours you have completed thus far.
3) <u>Highlights and advantages</u> of the experience.
4) <u>Questions and/or concerns</u> arising.
5) <u>Annotated bibliography</u> of material read so far relating to this internship. If it is a YA or Children's librarianship internship, please include <u>readings about serving these groups</u> in addition to readings for the group. It is expected that your midterm report includes between **5 to 10 entries**.

2-b. Final Report
This report will be filed in your student folder for future reference.

Required parts and <u>section headings</u>:

1) <u>Basic information</u>: include institution, program, course, semester/year, title of report, name, and date submitted.

2) <u>Introduction</u>: state where and with whom you did the internship, and the number of hours you completed.

3) <u>Objectives for your internship</u>: describe your specific efforts to meet them, assess how well you think you met these objectives (e.g. exceeded your expectations, met them).

4) <u>Major tasks and responsibilities</u> accomplished (1 paragraph).

5) <u>Reflection</u> (1 pages): identify the most **valuable aspects** of this experience; discuss how different **LIS courses** helped you in your work; discuss relevant information from the readings in your **annotated bibliography** and how it helped you in your work; describe how **past professional experiences** influenced your internship.

6) <u>Philosophy of librarianship</u> (1 page): articulate your personal philosophy of librarianship based on your observation and participation as well as your past experiences, and cite the ALA Code of Ethics, but also other specific professional codes and standards of service; identify pertinent portions of the <u>Library's stated philosophy from institutional mission statements</u> and clearly link your philosophy to the <u>institutional philosophy</u>; create your own vision/mission statement for the particular library/information unit.

7) <u>Message to future students</u>: describe the value of doing the internship. Discuss professional values you were able to demonstrate in the internship. <u>Refer to Course Learning Objective 5 (p. 1 above), relevant sections of the ALA Code of Ethics, RUSA Behavioral Standards and other professional codes if they are relevant</u>.

8) <u>Annotated bibliography:</u> readings that were relevant. You should have <u>between 10 and 20 items, including the ones you submitted in the midterm</u>. Integrate some of the information gleaned from your readings that helped you in the internship work in the reflective section 5.

9) <u>Up-to-date CV</u>: Do some research on the best format for a resume based on the type of library where you intend to seek employment.

10) You should also submit two evaluations. Your supervisor and you together will complete (a) the **"Evaluation of Student Intern."** This requires that you schedule the final evaluation interview with your supervisor before your report is due. The supervisor should send the evaluation directly to the coordinator; however, you are responsible to remind him/her to do so. You also will complete (b) the **"Evaluation of Supervisor Librarian."** You are welcome to share this with your supervisor librarian, but this is not required, as the supervisor will receive a copy of your evaluation form for their files. Please also fill out (c) **SLO Self Assessment Form** together.

3. Final Presentation (<u>attendance for the entire session is mandatory</u>)
- Interns will do a **10 minute** power point presentation of their projects. Summarize:

    1) Where you worked
    2) What you worked on
    3) What roles you played there
    4) What you learned working there
    5) What you accomplished personally and professionally
    6) Brief evaluation of the experience
    7) Please study and follow the best practices for professional power point presentations below.

X. Power Point Presentation Skills
   Professional presentation skills are essential as you will use these skills frequently in your career. Practice several times before your presentation so you can adhere to these requirements:

   a. <u>Do not go over time</u>. All presentations are limited to 15 minutes. Practice your timing before class. This is an opportunity to exhibit professional presentation skills, so please take it seriously.
   b. <u>Please be considerate of other presenters</u>, be on time to class and do not walk in and out of class during presentations.
   c. <u>Load your presentation and practice</u> working the PowerPoint prior to class to save time, make a smooth presentation and easy transition for the next presenter.
   d. <u>Pay attention to appropriate font size</u> in PPT because no one past the front row can read Web site link titles, interface screen information or 12 point text, and do not pack the slides with too much text. Recommend 24-36 point.
   e. During the presentation <u>avoid the flying curser technique</u>--to point things out to readers, use a steady hand, land on the spot and remain a few seconds without moving.
   f. <u>Face the front</u> and maintain good eye contact with the audience. Do not anchor yourself near the computer, practice meaningful movement. Scan the audience regularly, making eye contact with each person at least once. Avoid looking at the projection screen and showing your back to the audience. Look at the instructor occasionally in case she needs to get your attention.
   g. <u>Project your voice</u> to the back row of the class. The room will be full and you need to be sure that everyone can hear what you are saying. <u>Avoid speaking to the monitor, screen or into your notes</u>. This is an opportunity to demonstrate your excellent communication skills (needed in letters of recommendation).
   h. <u>Avoid the words/phrases</u> "um" "uh" "and also" "sooooo" "again," in a professional presentation. Avoid beginning sentences with "and."

   i. <u>Avoid simply reading PPT bullet points</u>. The audience reads them and it is considered poor form to read them aloud to the audience without additional comment or elaboration. Make bullet points very brief so you can add your informative, colorful or flavorful commentary.

   j. <u>Delete your presentation after class is over.</u>

Appendix 1: (Sample Internship Task Plan Table)

Internship Task Plan Table

Tasks	Total Hours/ Period	Hours completed so far
Reference Work	100 hours	45 hours
Attending Meeting	10 hours	7 hours
Collection management (deselecting)	5 hours	5 hours
Building Young Adult Collection	20 hours	5 hours
Programming	Preparation + Execution 5 hours	None
Other Tasks • Making Signs • Making a Pathfinder	10 hours	 1 hour 5 hours