Library 126- Digitization Internship 1 unit [Effective Summer 2016]

Course Description: Supervised practical experience working on an approved digital project in a library or cultural heritage institution or other type of digitization project in addition to nine hours of class time during the course of the semester. (1 unit; 60 hours work experience) Pass/NoPass Grading Only.

Course Learning Outcomes: Upon completion of the internship, students will be able to:

1. Demonstrate how to create archival images and associated metadata.
2. Describe and evaluate participation in an actual digital project as a tool for learning and potential employment.

Prerequisite courses: Completion of Digitization Skills Certificate courses:
LIB 121 Introduction to Technologies for Digital Collections
LIB 122 Introduction to Metadata for Digital Objects

Time commitment: Minimum of 60 hours of supervised work experience is required for academic credit. Typically 5 -8 hours each week depending the on duration. Hours must be mutually arranged in advance with internship site.

The internship is intended to provide supervised practical work experience as a digitization technician in a digital project or digital repository setting. Experience may include practice in:

- Identifying and applying the criteria and rationale that guides the institution's selection practices for their digital project.
- Identifying and applying the imaging standards that are being used for the digital project.
- Creating archival and derivative images using the institution's scanning system and software.
- Identifying and applying the quality review criteria that are being used by the institution to evaluate images.
- Demonstrating skill in creating metadata records adhering to the best practices of the institution.
- Identifying and applying the schema, controlled vocabularies, and how these have been customized for local implementation.
- Identifying the criteria being used by the institution to evaluate metadata records.

General Guidelines:

- Internship sites must be approved in advance. Consult with the Digitization Skills Program Coordinator: (Krista Goguen, kfgoguen@ pasadena.edu, 626-585-7832)
- Students can identify the digitization project in which the internship will be performed or they can work with the Program Coordinator to determine available sites. If internship is at the same library in which student is currently employed, duties must be delineated that are significantly different from current job responsibilities.
- A one page proposal can be submitted to the Program Coordinator (see below)
- The LIB 126 Digitization Internship Learning Agreement form must be completed and submitted prior to the start of the internship. (see: http://libguides.pasadena.edu/LIB126InternshipSites )
- A completed time log and supervisor evaluation are also required.

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LIB 126 Digitization Internship Initial Proposal

Student’s Name:

Semester:          Date:

1. Name of the library or organization: ___________________________________________________

2. Name and title/role of the project supervisor: ____________________________________________
   This proposal must be signed by the supervisor.

   Supervisor’s signature___________________________________________

3. List the learning objectives you intend to achieve from this internship experience.

4. Description of the duties to be performed.

5. Briefly describe the techniques used to determine whether or not the learning objectives have been achieved.

Requirements: See course prerequisites. A minimum of 60 hours supervised work experiences is required for academic credit. This form is optional. The more detailed LIB 126 Digitization Internship Learning Agreement form is required prior to the start of the internship. A completed supervisor evaluation form is required for credit. (see: http://libguides.pasadena.edu/LIB126InternshipSites )

Contact: Krista Goguen, Library Certificate Programs Coordinator  (kfgoguen@pasadena.edu , 626-585-7832)

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