LIB 126 Internship Summer 2019 – Timeline and Instructions
For Students pursuing Digitization Skills and Archives Assistant Certificates

About the LIB 126 Internship course: Summer 2019 dates Wed. June 19 – Thurs. August 22, 2019 (10 weeks)

LIB 126 Course Description: Supervised practical experience working in an approved archives, specialized collection or digital project in a library, museum, or other type of organization. Pass/no pass grading.

Prerequisite: LIB 121 & 122. Requires 60 hours of non-paid work or 75 hours of paid work for one semester unit.

Course Student Learning Outcomes (SLOs): Students will be assessed on their ability to:
1. Demonstrate processes and best practice techniques
   For Digital Projects Sites: Demonstrate processes and best practice techniques for creating archival images and/or Demonstrate skill in creating complete metadata records following the best practices standards of the institution
   For Archives Sites: Demonstrate processes and best practice techniques for appraising, handling, organizing, preserving and/or describing archival materials.
2. Describe and evaluate participation in a digital project or archives as a tool for learning and potential employment

NOTES:
- Your grade is based on completion of the required work hours and the assessment of the on-site supervisor.
- Your work hours are based on mutual agreement; all work hours must be completed within the Summer Session.
- LIB 123 is also required for completion of the Certificate.

Internship Timeline:

February - March 2019:
Review the Internship opportunities descriptions on the LIB 126 guide:
libguides.pasadena.edu/LIB126InternshipSites

✓ Explore the 2019 Digitization Internship Sites and sites previously offered.
✓ Consult with program instructor and program coordinator to discuss your internship learning objectives and identify possible internship sites or propose an internship site.
✓ Questions or Concerns? Please feel free to contact Krista Goguen, Program Coordinator.
   Email: kfgoguen@pasadena.edu Phone: 626-585-7832. PCC Office: LL 204
   Also, please make sure the program coordinator has the best method of contact (email and/or phone number)

Consider the following questions to determine your interests and availability:

? Do you already have an idea for a potential internship opportunity?
   If yes, please provide the name of the organization and possible contact person by March 8, 2019.
   NOTE: PCC requires a formal Internship Agreement and this can take some time to set up.

? Do you have a preference for the type of organization or type of project?
   Which type of organization? Library, archive, museum, or other type of cultural heritage organization?
   What is your preference for the type of project?
   Select one: primarily metadata, primarily scanning, both scanning and metadata, no preference.
   Do you prefer to work independently or as part of a team?

? Consider your availability. Identify any preference or limitations, such as: days of the week or hours you are available, geographical location
March - May:

✓ Select internship site(s) of interest and follow the directions to apply (see LIB 126 Guide). As part of the application process, you will need to write a cover letter/letter of application. You may be asked to provide a resume and/or complete an application or other form.

NOTE: You may apply for multiple internships, but you can only accept one placement.

✓ Schedule a preliminary meeting with the Internship site supervisor to discuss and complete the LIB 126 Digitization Skills Internship Agreement Form. Consider this meeting as an employment interview. Be prepared to answer questions about your skills, your interest in the project and hours of availability.

June: Prior to the start of your internship,

✓ Meet with your site supervisor to complete the LIB 126 Digitization Internship Learning Agreement Form.

✓ Submit signed form to Program Coordinator by or before June 25

June 19 - August 22: During your internship:

Maintain the required Internship Log to document work activities and hours.

✓ At the completion of your internship, submit a copy signed by your site supervisor.

✓ The program coordinator will check in with you and with your site supervisor during the internship. Please feel free to contact the Program Coordinator with questions or concerns.

Consider contributing to the discussion forum in the course CANVAS. You can also access and submit course forms through CANVAS

During the last week of your internship:

✓ Arrange for your site supervisor to complete the Internship Performance Evaluation, and review it with you.

✓ Submit a signed copy of the Internship Performance Evaluation to the program coordinator by or before the last day of the summer term Thursday August 23, 2019.

✓ You will also have an opportunity to reflect on the quality of the experience at your internship site and share your comments and evaluation of the internship and experience by completing the Intern Evaluation of Internship Worksite