

**LIS 690 Library Internship Program
Fall 2005**

Instructor/Coordinator: Dr. Rebecca Knuth, LIS Chair and Associate Professor
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Office Hours: Mon. 2-5, Tues. 2-4, Wed. 1:30-3:00, Friday 12-3

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

Prerequisite: LIS 601 and LIS 605. There may be other requirements for specific internship positions.

Program Learning Objectives

This course addresses the following objectives of the LIS Program enabling students to:

1. understand the philosophy, principles, policies and ethics of library and information studies.
3. apply basic competencies and knowledge that are essential for providing, managing, and designing information services in a variety of information environments.
8. demonstrate basic competencies required for program development in particular information environments.
10. demonstrate the professional attitudes and the interpersonal and interdisciplinary skills needed to communicate and collaborate with colleagues and information users.

Course Learning Objectives

The student will be able to:

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

3. assist with a range of professional activities in some of the following areas:
 - bibliographic instruction/reference services/programming.
 - consultation/planning.
 - program marketing/advocacy/community outreach.
 - collection development and management.
 - technology for management and patron use.
4. synthesize and apply skills, concepts, and theories so that competencies gained can be used in an entry-level professional position.

Course Approval Procedures (to be completed before Fall 2005 begins)

1. Student consults adviser for LIS 690 approval for a given semester.
2. Student attends an 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. Signed application/approval form is returned to LIS 690 coordinator, who inputs LIS 690 in Banner database prior to registration.

Requirements

Assignments and Grading

Students are graded Credit/No credit. To receive credit, students must complete all of the course requirements below 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 coordinator and the supervising librarian, have performed at a satisfactory level while fulfilling the agreed upon hours, assignments, and activities.

Students are required to:

1. Attend an orientation seminar typically scheduled on the first or second Friday of the semester. (Bilger Hall 319, **August 26, 2005**)
2. Complete a mid-term progress report and send it in print format to the coordinator (**Oct. 15, 2005**).

3. Attend an exit seminar scheduled on the last Friday of the semester (**Dec. 9, 9:00 a.m. to 12:00 p.m., Bilger 319**). Plan to remain in class the entire session to hear all of the internship presentations.
4. Complete a final report, a power point final presentation (**10 minute limit** even for pairs), and an evaluation of the supervising librarian. You may turn these in at the exit seminar. Last day to turn them in is Tuesday, **Dec. 13**. Work a minimum of 150 hours at the internship site under a supervising librarian.

Guidelines for Reports

Mid term Report [Due: Oct. 15, 2005 to Dr. Knuth in POST 303a]

This report will be in hard copy (print) format. Required parts with sub-titles:

1. Stated objectives for the internship and your specific efforts toward and progress in meeting them.
2. Number of hours you have put in thus far, and how hours were allocated in terms of various activities involved in meeting the objectives.
3. Highlights and advantages of the experience.
4. Questions and/or concerns arising.
5. Assistance needed.
6. Annotated bibliography of material read so far relating to this internship. If it is a YA or Children's librarianship internship, please include readings about serving these groups in addition to readings for the group.

Final Report [Due latest Dec. 13, 2005]

The final report is due in hard copy (print) format at the exit seminar or Dec. 13 at POST 303a at the latest. This report will be filed in your student folder for future reference. Required parts with sub-titles:

1. Title page including institution, program, course, semester/year, title of report, name, and date submitted (sample on last page).
2. Introductory paragraph: stating where and with whom you did the internship, and the number of hours you completed.
3. Objectives for your internship and a description of your efforts to meet them, as well as how well you feel you met each of them.
4. Description of major tasks and responsibilities accomplished (1 paragraph).
5. Reflective section (3 to 5 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. Philosophy of librarianship (2 to 3 pages): 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 Library's stated philosophy from institutional mission statements and clearly link your philosophy to the institutional philosophy; create your own vision/mission statement for the particular library/information unit.
7. A brief message to future students about the value of doing the internship.
8. Annotated bibliography of material read relating to this internship (include entries from the mid-term report). (Integrate some of the information gleaned from your readings that helped you in the internship work in the reflective section 5.).
9. Up-to-date resume. Instead of a print version, you may submit a link to your online resume or electronic portfolio. Do not attach it to your report so I can return it to you with feedback.
10. Supervisor Evaluation form. Do not attach to your report but turn them in together. This requires that you schedule the final evaluation interview with your supervisor before your report is due.

Final Presentation (attendance for the entire session is mandatory, Dec. 9, 9:00 a.m. to 12:00 p.m., Bilger 319)

- On the last day of class (**Dec. 9**) 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) I hope that some interns will volunteer to make their power point presentations available on the Web as a recruitment tool for future interns.

- Professional presentation skills are very important:
 - (1) Do not go over time. All presentations are limited to 10 minutes, even if done in pairs. Practice your timing before class. There simply are too many presentations to allow some to go over time. This is an opportunity to exhibit professional presentation skills, so please take it seriously.
 - (2) Please be considerate of other presenters, be on time to class and do not walk in and out of class during presentations. There will be a break at 10:30.
 - (3) Load your presentation and practice working the PowerPoint prior to class to save time, make a smooth presentation and easy transition for the next presenter. ***Post presentations in the LIS 690 folder on the Desktop.***
 - (4) Pay attention to appropriate font size in PPT because no one can read Web site link titles, interface screen information or 12 point text past the front row, and do not crowd the slides with too much text.
 - (5) During the presentation avoid the flying curser technique--to point things out to readers, use a steady hand, land on the spot and remain a few seconds without moving.
 - (6) Face the front and maintain good eye contact with the audience. The wireless technology makes it possible to stand in full view of the audience. 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.
 - (7) Project your voice to the back row of the class. The room will be full and you need to be sure that everyone in class can hear what you are saying. Avoid speaking to the monitor, screen or into your notes.
 - (8) Avoid the words/phrases “um” or “and also” or “sooooo” for a professional presentation. Avoid beginning sentences with “and.”
 - (9) Avoid simply reading PPT bullet points. 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.
 - (10) Delete your presentation after class is over.

(SAMPLE TITLE PAGE)

UNIVERSITY OF HAWAII AT MANOA
Library and Information Science Program

LIS 690 Library Internship Program
Semester, Year

Final Report

TITLE OF REPORT

By

(Name of Student)