Days in the Life of an Intern:
A Technical Services Department Experience

Marina Morgan, Metadata Librarian
Florida Southern College

Christopher Paintner, MLIS Candidate
San José State University

Core Interest Group Week
March 7, 2022

Agenda

1. Introductions

2. SJSU and FSC partnership

3. Internship experience

4. Lessons learned

Marina Morgan

Undergraduate	Graduate	Post-Graduate	Professional Certificate

UNIVERSITY OF BUCHAREST — VIRTUTE ET SAPIENTIA

San José State UNIVERSITY

eCornell

Online professional programs from

Cornell University

Christopher Paintner

Undergraduate

Graduate

SJSU and FSC Partnership

Applying to become a Site Supervisor

1. Register your organization in the School of Information internship database.

2. Set up and submit your internship via the site supervisor login page.

3. Submit the University Organization Agreement.

4. Internship will be active in the internship database.

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Digital Scholarship Internship

- DSpace upgrade and idea of a virtual internship
- Internship qualifications
- Internship responsibilities
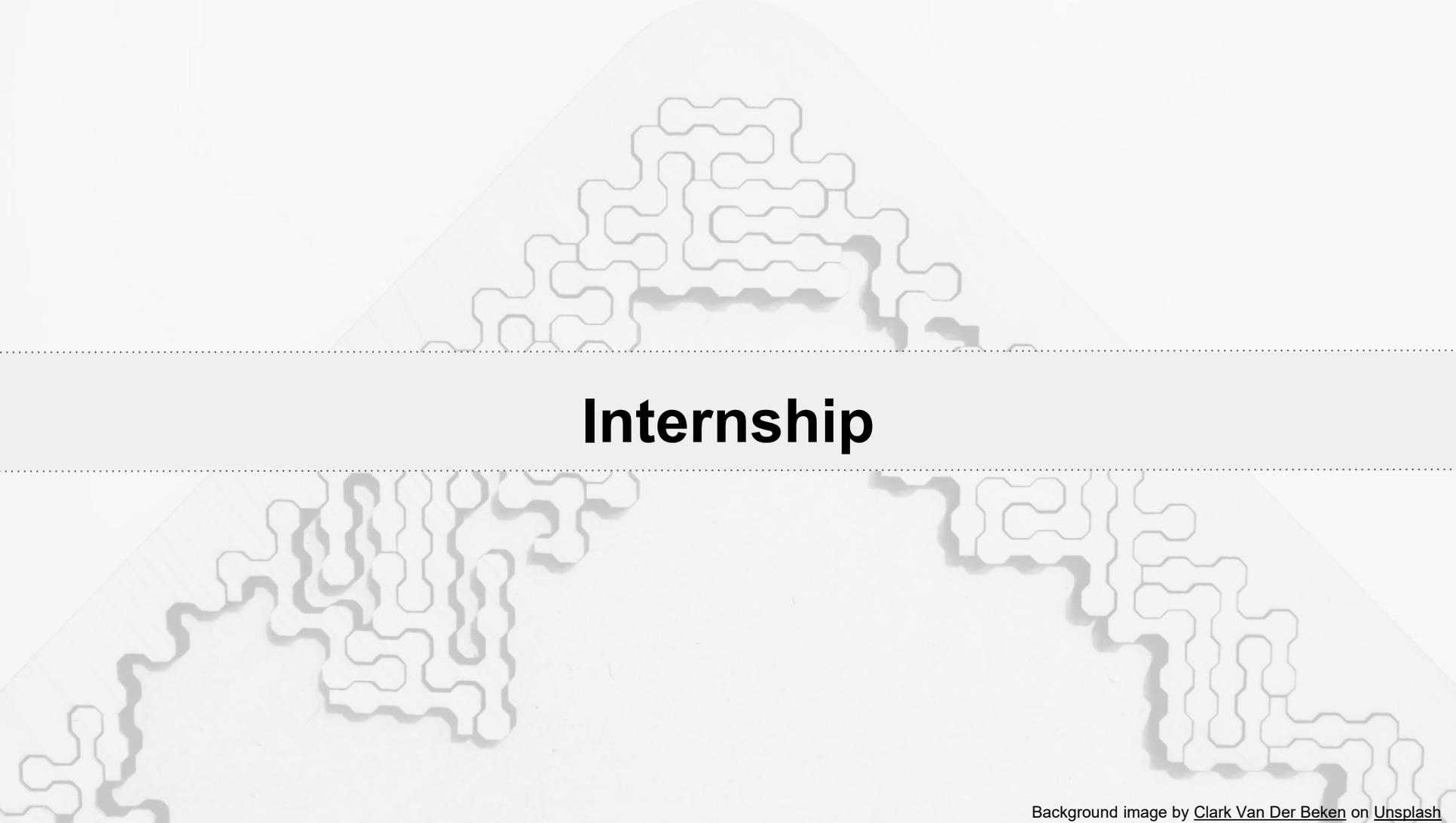
Internship

Classes and Experience
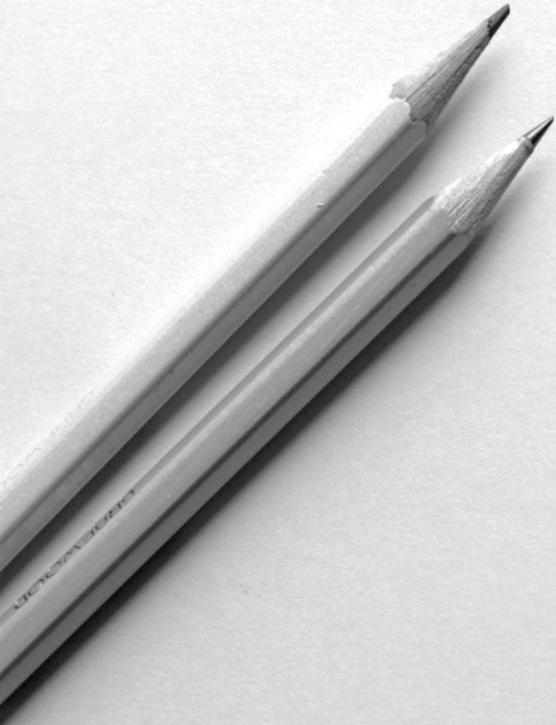
- Classes
  - Beginner Cataloging and Classification
  - Metadata
  - Digital Asset Management Seminar
  - Information Technology Tools and Applications
- Experience
  - Archive experience

Digital Scholarship Internship: Identifying and Applying

1. Learning outcome driven search

2. Alignment with professional goals

3. Meaningful letter of intent

4. Application and interview

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Credit Hours

- 3 Units
- 135 Hours Total
- 9 Hours/Week
- 16 Weeks

Image by Nile from Pixabay

Internship Responsibilities

- Enhance descriptive metadata records for selected faculty publications using PIDs.
- DSpace Assessment
- Support the creation of Dublin Core metadata records.
- Design LibGuides and training materials.

Photo by Amy Hirschi on Unsplash

Beyond Digital Scholarship Internship

- Clearly defined project and responsibilities
- Opportunity for professional growth
- Training and access to various Technical Services tools

Technologies Used

Other Technologies Used
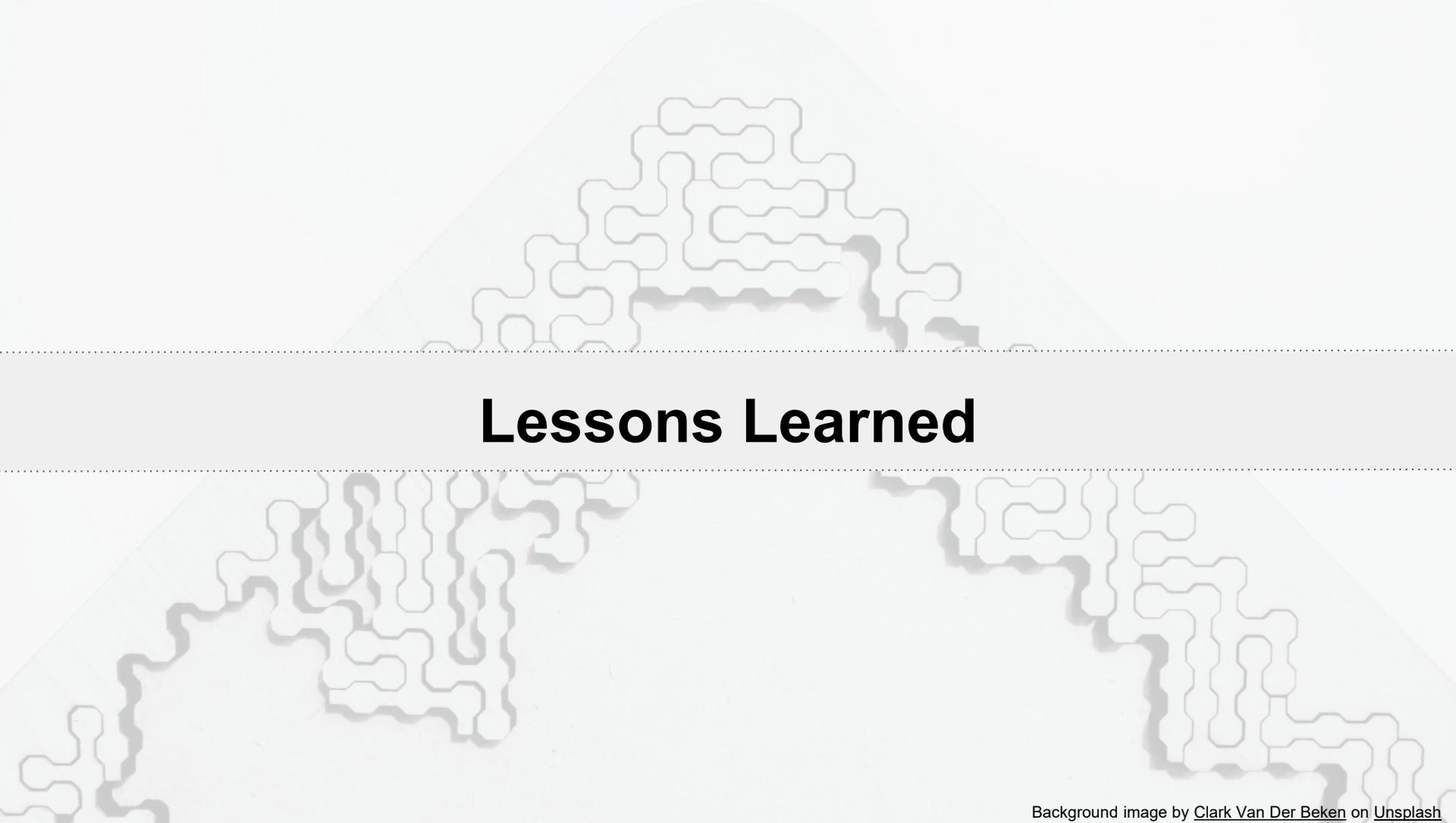
Lessons Learned
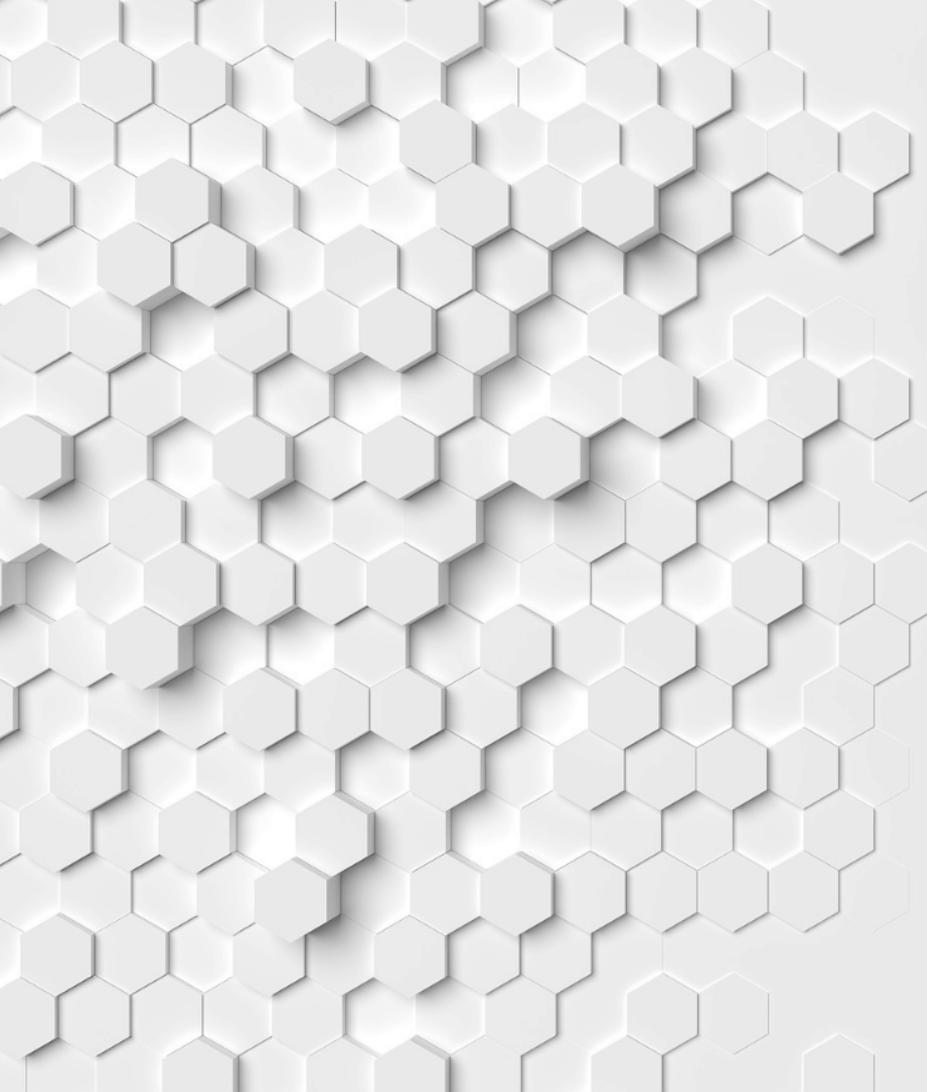
Lessons Learned: Supervisor

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- Be supportive
- Be organized
- Be flexible

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Lessons Learned: Intern

- Identified avenues of continued professional growth
- Participated in the professional community

DANKE!
THANK YOU!
MERCI!
GRAZIE!
GRACIAS!
DANK JE WEL!

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Marina Morgan
mmorgan@flsouthern.edu

Christopher Paintner
christopher.paintner@sjsu.edu

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