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

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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
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.
Digital Scholarship Internship

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

- 3 Units
- 135 Hours Total
- 9 Hours/Week
- 16 Weeks
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.
Beyond Digital Scholarship Internship

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

ORCID

VIAF
Virtual International Authority File

ISNI

Scopus

Classification Web

SHERPA/RoMEO

Library of Congress
Other Technologies Used

- DSpace
- LibGuides
- MarcEdit
- Sierra
- ArcGIS StoryMaps
Lessons Learned: Supervisor

- Be supportive
- Be organized
- Be flexible
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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