A DECADE OF GROWTH:
TODAY’S INTERNS /
TOMORROW’S LIBRARY LEADERS

2016 MOBIUS Annual Conference
Presenters

Rebecca van Kniest
Digital Initiatives Librarian
rvankniest@fontbonne.edu

Julie Portman
Technical Services Librarian
jportman@fontbonne.edu

Peggy Ridlen
Reference and Instruction Librarian
pridlen@fontbonne.edu
Fontbonne University Background

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FTE</strong></td>
<td>902</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,713</td>
</tr>
<tr>
<td><strong>Majors</strong></td>
<td>Business, Education, Communication Disorders and Deaf Education, Liberal Arts, Physical and Behavioral Sciences.</td>
</tr>
<tr>
<td><strong>Holdings</strong></td>
<td>116,000 approx.</td>
</tr>
<tr>
<td><strong>Library Personnel</strong></td>
<td>5 full time librarians 4 part librarians 5 full time staff</td>
</tr>
</tbody>
</table>
The Internship Experience

- Overview
- Learning Plan
- Logistics
A Vocabulary Problem?

- Internship
- Practicum
- Fieldwork
- Field experience
- Professional experience
- Co-ops (cooperative education)
- Clinical experience
Obligatory Cat Photo
The Four I’s Model

Intentional
-- for students, faculty, and practitioners

Interconnected
-- through shared dialogue and learning outcomes

Interdisciplinary
-- to reflect the nature and range of LIS as a profession

International
-- to give students needed perspective & prepare them to thrive in a globally connected world
Benefits for Students

• Apply theoretical concepts learned in graduate school
• Engage in critical thinking & problem solving in an on-the-job environment
• Demonstrate skills and gain experience
• Identify personal strengths & areas for professional growth
• Explore specific areas of interest
• Develop professional attitudes, interpersonal relationships, and professional connections
Benefits for Hosting Librarians

• Grow your professional network
• Gain a dynamic addition to your team
• Be challenged by new ideas and perspectives
• See new projects started or special projects completed
• Gain management experience
• Reap the rewards of mentoring and seeing your students succeed
• Give back to the profession
Taylor Library Mission

Part of our institutional mission includes a general responsibility to mentor and integrate new professionals.

Service:

The library strives to serve the Fontbonne campus community, the larger communities of Clayton, St. Louis, and Missouri, and the library profession.
So What Exactly Are We Committing To?

- Developing a learning plan
- Managing schedules, day-to-day logistics, and evaluations
- Providing a work space
- Working with other affected areas in your organization (e.g., security, IT, HR)
- Training, supervising, and mentoring
Fontbonne Internship History
2005-2016

• Spring 2005 approached by 1st student

• Fall 2005 approached by 2nd student

With such demand, we needed a Plan!
Internship Learning Plan

Is a tool that enables students to:

• assist in carrying out the mission of Taylor Library

• meet their individual professional objectives

• gain experience within the profession
Internship Learning Plan
Description

- Orients students to professional librarianship.
- Provides students with activities that mirror those of the library faculty.
- Strives to give LIS graduate students an authentic, multifaceted experience.
Internship Learning Plan
Objectives

1. Develop professional attitudes and effective interpersonal relationships in an academic library setting.

2. Participate in a variety of authentic situations within the profession of librarianship.

3. Engage in a variety of activities that reflect the comprehensive nature of librarianship.


5. Demonstrate an increased level of knowledge and professional skills.
Internship Learning Plan

Objectives

6. Identify personal strengths for a career in librarianship.

7. Identify potential for professional growth.

8. Utilize problem solving and critical thinking in addressing professional challenges.

9. Collaborate effectively in a team environment.

10. Reflect on/evaluate the internship experience.
**ASSESSMENT**
- is ongoing
- is positive
- is individualized
- provides feedback

**EVALUATION**
- provides closure
- is judgmental
- is applied against standards
- identifies strengths

**Both**
- require criteria
- use measures
- are evidence-driven
Internship Learning Plan

Literature Review

The student will complete nine 200-word annotated abstracts of articles from research journals or book chapters of the student’s choosing on pertinent topics of librarianship.
The student will record daily activities in a log and reflect on intern experience and activities in a written journal.

Logs can be helpful when writing progress reports and student evaluations.
Internship Learning Plan

Discussions / Conferences

The student will confer regularly with library faculty to:

• attend library and faculty meetings
• gain feedback and assessment on performance
• discuss the application of concepts to on-the-job training
Practical Application

The student will complete projects in all aspects of library services such as reference, instruction, circulation, acquisitions, serials, cataloging, and processing.

Real work
Resume worthy
## Customized Learning Plan

<table>
<thead>
<tr>
<th>Department</th>
<th>Project</th>
<th>Coordinator</th>
<th>Approx. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction / Reference</td>
<td>Create pool of questions for LIB199, grade papers, etc.</td>
<td>Peggy</td>
<td>20 hrs</td>
</tr>
<tr>
<td>Reference / Info Commons</td>
<td>TBA</td>
<td>Jane / Justin</td>
<td>20 hrs</td>
</tr>
<tr>
<td>Reference</td>
<td>Locate newer or online Reference sources for specified area</td>
<td>Jane</td>
<td>20 hrs</td>
</tr>
<tr>
<td>Circulation</td>
<td>Basic Circulation Procedures</td>
<td>Mark / Sharon</td>
<td>10 hrs</td>
</tr>
<tr>
<td>Administration</td>
<td>FGA, All Campus, Librarian Meetings, opening &amp; closing</td>
<td>Sharon</td>
<td>10 hrs</td>
</tr>
<tr>
<td>Collection Development</td>
<td>Inventory / Evaluation Projects</td>
<td>Sharon</td>
<td>20 hrs</td>
</tr>
<tr>
<td>Technical Services</td>
<td>Cataloging / Weeding</td>
<td>Julie</td>
<td>20 hrs</td>
</tr>
<tr>
<td>Technical Services</td>
<td>Digitization / Preservation</td>
<td>Julie/Catherine</td>
<td>20 hrs</td>
</tr>
</tbody>
</table>
Progress Reporting

Midpoint and final evaluation

Status update sent to LIS practicum advisor

Students given feedback
Fontbonne Internship
Eligibility Requirements

Students must have completed all graduate required courses to be eligible for the Internship.
Recruitment Process

Student initiated
LIS programs or faculty
Word-of-mouth
Proximity
Listservs
Ad for New Interns

The Library Science intern position at Fontbonne University strives to give Library and Information Science graduate students an authentic, multifaceted experience in a small academic library setting.

The internship is designed to orient the student to professional librarianship and to gradually enable the student to assume responsibility in the areas of public services (reference, instruction, and circulation) and technical services (selection, cataloging, and collection maintenance). The experience provides students with opportunities for professional development through activities that mirror those of the library faculty.

Because of the variety of experiences involved in this program, interns are expected to spend at least 75% of their time in the regular 8 to 5 workweek. A nominal stipend is offered by Fontbonne University. Students must have completed all required core courses to be eligible for this practicum.
Application and Hiring

Mirrors employment

- Resumes
- Interviews
- Meet library personnel

YOU'RE HIRED!
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3 Ref &amp; Serials - Jane</td>
<td>4 Librarians @ 2pm WORK 12-5</td>
<td>5 Ref &amp; Serials - Jane WORK 12-5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11 FGA @ 11am Librarians @ 2pm Admin - Sharon WORK 11-END OF LIBRARIANS MEET</td>
<td>12</td>
<td>13</td>
<td>14 Admin &amp; Ref - Sharon WORK 9-5</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17 Ref - Jane WORK 5-11</td>
<td>18 Librarians @ 2pm Admin-Sharon WORK 2-END OF MEET</td>
<td>19 Ref - Jane WORK 5-11</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24 Tech运维 - Julie WORK 12-5</td>
<td>25 Librarians @ 2pm WORK 12-5</td>
<td>26 Tech运维 - Julie WORK 12-5</td>
<td>27</td>
<td>28</td>
</tr>
</tbody>
</table>
1st-Day Checklist for New Interns

CAMPUS TOUR
- Bookstore
- Parking Pass
- Cafeteria
- Campus Security
- Gym & Locker Room
- Human Resources

LIBRARY WORKSPACE
- Login
- Software
- LibGuides
- Library website
- Shared drive
Stipend – a fixed sum of money paid periodically for services or to defray expenses

- Offsets costs

- Provides Incentive for student

- Acknowledges value to the institution and the profession
Participating Universities

University of Missouri – Columbia

Indiana University - Bloomington

Fontbonne University

University of Wisconsin – Madison

Webster University
Special Projects

- Digitization
- Inventory
- Assessment
- Instruction
- Subject-specific projects
- Cataloging
- LibGuides
<table>
<thead>
<tr>
<th>Institution</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamberlain College of Nursing</td>
<td>Clinical Library Coordinator</td>
</tr>
<tr>
<td>Federal Reserve Bank of St. Louis</td>
<td>Record Management Coordinator</td>
</tr>
<tr>
<td>Fontbonne University</td>
<td>Digital Initiatives Librarian</td>
</tr>
<tr>
<td>Hiram College Library, Ohio</td>
<td>Electronic Resource &amp; Systems Librarian</td>
</tr>
<tr>
<td>Hurwitz Indexing</td>
<td>Owner + Librarian</td>
</tr>
<tr>
<td>Ida Rupp Public Library, OH</td>
<td>Director</td>
</tr>
<tr>
<td>Lindenwood University</td>
<td>Head of Access Services</td>
</tr>
<tr>
<td>Pulitzer Arts Foundation</td>
<td>Associate Curator</td>
</tr>
<tr>
<td>Northeastern University Library Boston, MA</td>
<td>Metadata Librarian</td>
</tr>
<tr>
<td>St. Charles Community College</td>
<td>Cataloger</td>
</tr>
<tr>
<td>St. Louis County Library</td>
<td>Branch Manager(s)</td>
</tr>
<tr>
<td>St. Louis Public Library</td>
<td>Youth Services Librarian</td>
</tr>
<tr>
<td>St. Louis Public Library</td>
<td>Adult Services Provider</td>
</tr>
</tbody>
</table>
What We’ve Learned

• Standard application and review process

• Upfront organization makes for an easier experience for all

• All participants understand expectations for the program

• Everyone is learning or relearning
Internship Program Has Value

Program suspended
Summer 2012 – Summer 2014

back to BUSINESS
Future Considerations

• Exit surveys for managers and interns

• *Internship Learning Plan* revision

• Verify that objectives that are measureable
Fall 2016 Intern

WE MEAN BUSINESS.
JOIN US.
References

University of Missouri-Columbia School of Information Science and Learning Technologies Syllabus and Practicum Guide for 7381 Practicum in Information Agencies


Fontbonne University Taylor Library - Library and Information Science Internship Learning Plan.
Thank You & Questions