

Virtual Internships

Brian Moody, American Military University

Amanda Thompson, Sandia National Laboratories

Aryn Dagirmanjian, MD State Library Resource Ctr

Cory Laurence, SLA Silicon Valley Chapter

Diana Sotolongo, Analyst

Nancy Faget, Federal librarian

History of Virtual Projects

2007-2011 virtual interns (LSU) for Careers in Federal Libraries

2011 – Liz Soskel (SJSU iSchool) GPO FDLP Methodology to aggregate metadata records for govdocs not in the FDLP collection

2012 – Cathy Wagner (UW iSchool) GPO FDLP Handbook to research fugitive documents in a depository library

2013 - Katie Rapp (UMD iSchool) Army Research Laboratory (ARL)

2014 – Amanda Thompson, Aryn Dagirmanjian, Liz Rapp (SJSU iSchool) ARL

2014 - Cory Laurence (SJSU iSchool) ARL

2014 - Brian Moody, State Department Virtual Student Foreign Service (American Military University) ARL

2016 – MAJ Hugh Harnos, RDECOM Tokyo

How to Steps

- Timing (at least 3 months in advance)
- Student skills and future career path
- Projects, organizational needs, what can be done virtually
- Academic credit for 120 hours (field experience, internship, practicum, independent study)
- Agree upon learning objectives, registration
- Feedback mid-term and final to the faculty advisor

**Virtual Student Foreign Service (VSFS) Opportunity for Students
(Deadline 22 July 2014)**

<http://military.sla.org/virtual-student-foreign-service-vsfs-opportunity-for-students-deadline-22-july-2014/>

(Travis Ferrell interviews Nancy Faget for this SLA DMIL blog article)

Students Share Virtual Student Foreign Service (VSFS) eInternship Experiences

<http://military.sla.org/students-share-virtual-student-foreign-service-vsfs-einternship-experiences/>

(Travis Ferrell compiles this SLA DMIL blog article)

In Spring 2014, Aryn Dagirmanjian, Amanda Thompson, Liz Rapp created a website to show their findings on global research breakthroughs.

<https://sites.google.com/site/arlinternshipspring2014/system/app/pages/sitemap/hierarchy>

Presentation 2014 ALA Annual Conference

In Summer 2014, Cory Laurence created a webinar and website to highlight her output from discovering global research breakthroughs

<http://youtu.be/-9iO5J38KiE>

<http://arlgernany.weebly.com/>

In Fall 2014, Diana Sotolongo created an English and Spanish tutorial on how she used Web of Science to identify global research breakthroughs

English <http://youtu.be/DRoC4XKSxN4>

Spanish <https://www.youtube.com/watch?v=ORCcunbS70Y&feature=youtu.be>

VSFS opportunities on State Dept site

Yes, even in the worst of circumstances Aryn Dagirmanjian continued to record this webinar, Getting your Foot in the Door with Virtual Student Foreign Service Internships

<https://www.youtube.com/watch?v=D6hViHetpsw>

Virtual internships Federal agencies UMD database

<http://ischool.umd.edu/field-study-internships>

Virtual internships Federal agencies SJSU database

<http://ischoolapps.sjsu.edu/internships/new/>

Some libraries hire new graduates as temporary “research fellows” to work in their libraries (Orise Affiliated Universities)

<https://www.youtube.com/watch?v=t4loh1PVpQw>

[Career Pathways](#)

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ISCHOOL INTERNSHIP SITES

Welcome to the iSchool Internship Database. Use the *Search* features to search for currently available (active) internship opportunities.

See [Recently Posted Internship Sites](#) for new listings, or subscribe to the [RSS feed](#) to be notified when new listings are added. (For help with subscribing to an RSS feed, see [RSS Explained](#).)

Students may apply for currently available internships, or may wish to design a new internship by contacting a library or information organization (either a new one or a current or previous internship site). All students, including those proposing their own internship, must submit a [INFO/MARA 294 Internship Application](#) form and have the internship and site approved by the appropriate internship faculty supervisor before the start of the semester.

For more information, please see [INFO/MARA 294. Professional Experience: Internships](#).

SAN JOSE STATE UNIVERSITY LIBRARY SAN JOSE STATE UNIVERSITY

ORGANIZATION TYPE: Academic Libraries

LOCATION: San Jose State University (<http://library.sjsu.edu>)
One Washington Square, San Jose, CA 95192

JOB TITLE: Library App Development Internship

JOB DESCRIPTION:

San Jose State University's King Library is an academic library serving over 30,000 students in a diverse, urban area. King Library is focused on providing digital library resources and services for students through web and mobile technologies. We are currently looking for a SLIS student to assist in the development of an iOS app that introduces new San Jose State students to our library resources, spaces and librarians.

The first weeks of Spring 2014 term, the internship will focus on the research of app design and getting the intern familiar with the programming requirements of iOS apps. Much of this research will be self-directed under the supervision of the Online Learning Librarian.

The intern will then work together with librarians and students to design and test the app over the last half of the term.

[More information on the app design process can be found here.](#)

This internship will provide the participant with valuable knowledge regarding library mobile services and outreach, app design and implementation, and a tangible product to share with future possible employers.

Note: the deadline for this application is November 29, 2013 but applicants will be screened as they apply. We encourage you to apply as early as possible.

POSITION STATUS: open

TASK TYPE: Non-Archival

WORK TO BE DONE: Virtual

QUALIFICATIONS:

Required Qualifications:

- Applicants should have previously completed LIBR 240.
- Applicant must be self-motivated, with the ability to learn new technologies quickly.
- Applicants should have some experience in, or a demonstrable knowledge of, a programming language.
- iPad/iPhone and hardware necessary to download the appropriate software applications.

Suggested Qualifications:

- Completion of LIBR 246 courses on relevant topics.
- An enthusiasm for experimentation.
- Willingness to fail fast and try again.

SEMESTER(S): Spring 2014

HOURS: Work hours are flexible per applicants schedule. A weekly meeting online or in-person is required. During certain periods the project may require more frequent meetings.

PAID/UNPAID: Unpaid

APPLICATION DEADLINE: November 22, 2013

APPLICATION PROCESS: Please submit a Letter of Interest and Resume with your application. We also recommend including a letter of recommendation from SLIS faculty or employer indicating your technical capacity, but this is not required.

CONTACT: Christina Mune, Academic Liaison Librarian

PHONE 1: 408-808-2048

FAX: 408-808-2009

EMAIL: christina.mune@sjsu.edu

Library App Development Internship

SJSU Library

SAN JOSE PUBLIC LIBRARY SAN JOSE STATE UNIVERSITY,
DR. MARTIN LUTHER KING JR. LIBRARY

ORGANIZATION TYPE: Public Libraries

LOCATION: San Jose State University, Dr. Martin Luther King Jr. Library (www.sjlibrary.org)
One Washington Square, [San Jose, CA](#) 95192

JOB TITLE: Embedded Academic Librarian internship

JOB DESCRIPTION: Virtual internship working closely with Health Professions Librarian Tina Peterson. We will embed information literacy and research consultation in the d2l environments of a number of undergrad and graduate courses in my liaison departments. You will assist in evaluating course curricula to choose resources and services, develop digital learning objects tailored to specific courses, use tools <http://libguides.sjsu.edu/content.php?pid=216468&hs=a> for communication with students and faculty, monitor course calendars and assignments, create announcements about timely library help, assist in assessing the embeddedness experience and outcomes. This is semester four of my embedded program with SLIS interns at my virtual side. As a virtual intern, you can work from off campus; we communicate weekly via skype.

POSITION STATUS: open

TASK TYPE: Non-Archival

WORK TO BE DONE: Virtual

QUALIFICATIONS: I am looking for interns who are self-directed, eager to try new online tools for teaching/learning, analytic, creative, and patient.

SEMESTER(S): Fall 2012

HOURS: prefer 3 unit commitment: one 90 minute meeting weekly, otherwise ~ 8 hours/week to fit your schedule

PAID/UNPAID: Unpaid

APPLICATION DEADLINE: August 20, 2012

APPLICATION PROCESS: Please send letter of interest and resume to tina.peterson@sjsu.edu

Evaluate course curricula

MLK Library

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION-
EASTERN REGION RESEARCH SERVICES-TEXTUAL
REFERENCE/TEXTUAL PROCESSING DIVISION

ORGANIZATION TYPE: Government Agencies

LOCATION: Research Services-Textual Reference/Textual Processing Division

(www.archives.gov)

8601 Adelphi Road, College Park, MD 20740

JOB TITLE: Unpaid Intern

JOB DESCRIPTION:

The Research Services Division at the National Archives at College Park, Maryland would like to offer undergraduate and graduate students the opportunity to learn more about the archival profession. The unpaid internship program aims to provide students with a well-rounded archival experience. Selected interns will work one on one with an archivist or archives specialist on a particular project. Specific projects will be determined at the time of acceptance to the program. Interns will be placed in one of the following sections: Textual Processing, Textual Reference, Accessioning, Special Access/FOIA, or Electronic Records.

POSITION STATUS: open

TASK TYPE: Archival

WORK TO BE DONE: On Site

QUALIFICATIONS:

Interested candidates must be enrolled in a degree granting program at the time of their internship; selected interns will need to provide a letter from their school verifying enrollment. U.S. citizenship is required and selected interns must submit to a full background check.

SEMESTER(S): Spring 2016, Summer 2016, Fall 2016

HOURS: Internships are unpaid positions with the minimum requirement of 20 hours per week to a maximum of 40 hours per week for 8 to 10 weeks. The hours of operations for the National Archives at College Park, Maryland are Monday thru Friday, 6:00am to 6:00pm

PAID/UNPAID: Unpaid

APPLICATION DEADLINE: Deadline for Spring 2016 is November 15th and for Summer 2016 the deadline is March 5th

APPLICATION PROCESS: To apply, please submit the following to Tina Ligon at tina.ligon@nara.gov: 1. Letter of Interest 2. Current Resume 3. Recent School Transcript (unofficial transcripts will be accepted) 4. Letter of Recommendation from a Faculty Member

CONTACT: Tina L. Ligon, Lead Archivist/ Unpaid Intern Coordinator

PHONE 1: 301-837-0620

EMAIL: Tina.Ligon@nara.gov

Archives
Textual
processing

NARA onsite

NATIONAL CENTER FOR ATMOSPHERIC RESEARCH (NCAR) LIBRARY

ORGANIZATION TYPE: Special Libraries [law, medical, etc.]

LOCATION: National Center for Atmospheric Research (NCAR) Library (<http://library.ucar.edu/>

[📍](#)
PO Box 3000, [Boulder, CO](#) [📍](#) 80307

JOB TITLE: Archives Intern- Digital Collections/Metadata

JOB DESCRIPTION:

Collect born-digital records from NCAR websites to aid in fulfilling the NCAR Archives mission to collect records of permanent value to the organization. Work will include converting HTML to PDF when necessary, creating metadata, researching and applying Library of Congress Subject Headings, and ingesting objects into Islandora, our digital repository system. Tasks also include editing metadata records in existing collections to improve access points and discovery. The intern will gain perspective on how a small archive is addressing challenges around born-digital records while acquiring practical, hands-on skills working with Islandora.

POSITION STATUS: open

TASK TYPE: Archival

WORK TO BE DONE: Virtual

QUALIFICATIONS:

- Enrolled in a MLIS program with an interest in archives, digital collections, metadata description and/or cataloging
- Great attention to detail and ability to work independently
- Willingness to embrace technology and learn new systems
- Background in science helpful, but not necessary

SEMESTER(S): Spring 2016

HOURS: 8-10 hours per week, must be able to use Google Hangouts or Skype for brief weekly check-in meetings

PAID/UNPAID: Unpaid

APPLICATION DEADLINE: December 1, 2015

APPLICATION PROCESS: Submit letter of interest to site supervisor and a resume via email

CONTACT: Kate Legg, Archives And Digital Collections Librarian

PHONE 1: 303-497-8508

EMAIL: klegg@ucar.edu

Archive NCAR web content in Islandora

National Center for Atmospheric Research

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

ORGANIZATION TYPE: Other

LOCATION: Southern California Library Cooperative (www.socallibraries.org)
248 E. Foothill Blvd. Suite 101, [Monrovia, CA](#) 91016

JOB TITLE: Marketing and Public Relations Intern

JOB DESCRIPTION:

The Southern California Library Cooperative (SCLC) and California Library Association (CLA) are offering an internship focusing on marketing and public relations. Duties will include website maintenance and development; promoting the work of each organization and its member libraries via Facebook, Twitter, Instagram, and other social media; researching and advising on effective means for each organization to better connect with members and the wider library community; and advancing each organization's use of social media.

The internship will provide opportunities for successful candidates to connect with members of the library community throughout the state, and develop skills that will help them promote themselves and their organizations to stakeholders in the future. The internship will coordinate activities with SCLC's technology consultant. An onsite monthly meeting is required meeting at the Monrovia office and other communication and work can be completed remotely.

POSITION STATUS: open

TASK TYPE: Non-Archival

WORK TO BE DONE: Virtual

QUALIFICATIONS:

- Familiarity with social media platforms and best practices
- Excellent written communications skills
- Good eye for visual design

SEMESTER(S): Summer 2015, Fall 2015

HOURS: Flexible

PAID/UNPAID: Paid; 9/hour

APPLICATION PROCESS: Review the SCLC website for other FILL opportunities that you might be interested in. <http://www.socallibraries.org/fill/placements> Submit a resume and cover letter describing your qualifications for and interest in the position(s) to SCLC (see website for all of the application details)

CONTACT: Mary Abler, FILL Coordinator

PHONE 1: 626) 359-6111

EMAIL: sclchq@socallibraries.org

Social Media Researcher

SOCAL Library Coop

NATIONAL PARK SERVICE YOSEMITE NATIONAL PARK
RESEARCH LIBRARY

ORGANIZATION TYPE: Other

LOCATION: Yosemite National Park Research Library
(<http://www.nps.gov/yose/historyculture/collections.htm>)
PO Box 577, 9039 Village Drive Yosemite, CA 95389

JOB TITLE: Web page developer

JOB DESCRIPTION:

The Yosemite Research Library (YRL) is seeking a self-motivated, creative and disciplined intern to research, design and draft the webpage for the YRL using the National Park Service (NPS) web page template and proprietary software.

Under the direction of the Research Librarian and Yosemite National Park (YNP) Webmaster Park Ranger, the intern will create a website with the intent of providing an aid for researchers and the public in locating library resources of interest to them.

Examples of NPS library pages are:

The Grand Canyon <http://www.nps.gov/groa/learn/historyculture/reslib.htm>;
Yellowstone <http://www.nps.gov/yell/learn/historyculture/library.htm>; and
Glacier
<http://www.nps.gov/glac/learn/historyculture/research-library.htm>

The webpage will be posted on the Yosemite National Park website as well as linked to on the National Park Service Library Web Catalog (NPS LIBRIS). The Yosemite Conservancy will be credited on the site, as well as on social media. The graduate library school students will include this project as part of their educational portfolios and professional curricula vitae. Other potential exposure through possible poster presentations at professional librarian conferences and webinar presentations in collaboration with the Federal and Armed Forces Libraries Round Table (FAFLRT) and the Careers in Federal Libraries Group (CIFL), and publishing in professional library literature

POSITION STATUS: open

TASK TYPE: Non-Archival

WORK TO BE DONE: Virtual

QUALIFICATIONS:

Completion of INFO240 course (or equivalent) with grade of B or better; demonstrated HTML 5 and CSS experience.

Experience creating documents for print and web publishing; familiar with user interface design.

Ability to write clearly and concisely.

Well organized and able to work independently.

SEMESTER(S): Spring 2016

HOURS: Negotiable and dependent on the number of units in which the intern is enrolled. 5-10 hours per week is preferred

PAID/UNPAID: Unpaid

APPLICATION DEADLINE: December 15, 2015

APPLICATION PROCESS:

Please provide a letter of interest and resume or CV to virginia_sanchez@nps.gov.
Prospective interns will be interviewed via telephone

CONTACT: Virginia Sanchez, Librarian

PHONE 1: 209-327-0280

PHONE 2: 562-883-1319

FAX: 209-327-0255

EMAIL: virginia_sanchez@nps.gov

Web Design

National Park Service, Yosemite Research Library

SJSU/SCHOOL OF INFORMATION INTERPARES TRUST GRANT PROJECT

ORGANIZATION TYPE: Other

LOCATION: InterPARES Trust Grant Project (<http://www.interparestrust.org>)
SJSU/School of Information, San Jose, NY ☎ 95192-0029

JOB TITLE: InterPARES Trust Student Research Assistant

JOB DESCRIPTION:

Will work as part of a team to conduct research related to two InterPARES Trust grant projects: 1) Retention and Disposition in the Clouds and 2) Social Media and Trust in Government.

POSITION STATUS: open

TASK TYPE: Archival

WORK TO BE DONE: Virtual

QUALIFICATIONS:

Student pursuing studies in archives and records management. Meet the requirements of INFO 294 or MARA 294.

Responsibilities:

- Will participate in conducting research for a literature and helping to write the literature review.
- Assisting in the development of questions to be used in an interview or a survey instrument to elicit information from target audiences.
- Analyzing the results of the surveys or interviews.
- Will perform other project-related tasks as needed.

SEMESTER(S): Spring 2016

HOURS: 10 hours per week approximately (135 for term). Days/hours TBD based on need and student/faculty availability

PAID/UNPAID: Unpaid

APPLICATION DEADLINE: August 1, 2015 for fall and December 1, 2015 for spring

APPLICATION PROCESS: Send an email explaining why you are interested in this position and the strengths you bring to the position. Include the name of one School of Information instructor who can vouch for your work ethic and abilities

CONTACT: Pat Franks, Professor

PHONE 1: 607-341-5713

Literature Review

SJSU Library

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[MLS Field Study](#)

The MLS Program requires all non-thesis option students to complete a three-credit field study. Students take one of the following field study courses appropriate to their course of study:

- [LBSC 703: Field Study in Archives, Records, and Information Management](#)
- [LBSC 707: Field Study in Library Service](#)

The field study (either LBSC 703 or LBSC 707) should provide a minimum of 120 hours of challenging, important, and interesting work for the student in preparation for a professional career. The nature of the field work may involve everyday operational tasks it may involve a special project, or may be a combination of the two.

- [LBSC 744: Internship in School Library Programs](#)