Welcome LIBT 214

LIBT 214
Internship in Library information Technology

This course is offered every spring semester, with a required application between October 1-31 in the fall preceding the course. It includes site work and distance education elements.

The Spring 2019 course is currently full. SignupLinks to an external site.
Next course offering: CRN 32941, Spring 2020
Apply October 1-31, 2019.

Hello Students,

LIBT 214 is the capstone course for students completing coursework in the Library/Information Technology curriculum track, and rounds out the core curriculum for this program by offering practical, on-site work experience for students at the end of their coursework. This course gives students the opportunity to apply classroom-acquired skills and faculty the opportunity to assess Student Learning Outcomes. The course consists of a 16-week online course with required readings and graded assignments combined with a professional-level 81 hour on-site internship work experience.

After completing this course, students will have met these Course Student Learning Outcomes:
• Demonstrated interpersonal skills appropriate to the workplace, including communicating well with peers and supervisors, and working as a member of a team.
• Developed a summary of accomplishments and/or skills acquired during the internship.
• Prepared a cover letter and a current resume or work portfolio.
In addition, as students complete the Library/Information Technology program, they will have achieved these Program Student Learning Outcomes:
• Developed and improved skills in the areas of library /information technology.
• Developed a greater understanding of library/information technology with an emphasis on career development, continuing education, or personal growth.
Along with these formal outcomes, students may also extend their professional networks, consider career paths they have been exposed to through internship work, and use this information to modify or refine their career goals.

How do I apply for the LIBT 214 class?

The process is more complex than enrolling in a regular LIBT course.
• First, candidate students must submit a completed application form (see below) to the Library Department between Oct. 1st and Oct. 31st for the following Spring course.
• Applications will be reviewed and processed in the order received. A student's course history, grade history and overall readiness for a successful internship will be reviewed

by the department. In addition, there is a limit to the class size and priority will be given to students who are further along in their coursework.
• If approved, the student will work with the instructor to arrange an appropriate internship site.
• In addition, most internship sites will want to first interview the student in person before they agree to host the intern.

How do I register for the course?

This is a Restricted Status course. Once you have submitted your application and it has been approved, and after your internship site has been approved, the instructor will give you a registration code.

Who may enroll in the LIBT 214 class?

Candidate interns must have successfully completed (or be concurrently enrolled) in **a minimum** of 10 units of core Library/Information Technology courses with a "C" grade or better during the past two years. There is a limit to the class size, and priority will be given to students who have successfully completed more core coursework. Core courses for Library Technology track are: LIBT 101 or 201, LIBT 104 or 204, LIBT 105 or 205, LIBT 113 or 213, LIBT 108 or 208, LIBT 109 or 209, LIBT 115 or 215 and LIBT 117 or 217. If a student has completed a core course and has earned a "D" or "F" grade, that course must be re-taken and a grade of "C" earned before the student can enroll in the internship class. In addition to meeting these prerequisites, the instructor's permission to enroll in the course is required. A student's overall readiness for a successful internship will be reviewed by the department.

Can I count my hours at my current place of work for the internship?

No. The idea of the internship is to have students work in a new and different environment in order to be exposed to fresh ideas, workplace policies and office culture. Library/Information Technology students who already work in a library must complete their field hours in a different library, within a different library agency. Working in an unpaid status at your current place of employment can subject the employer to sanctions from the Department of Labor and to union grievances. Working in a different environment will allow you to widen your professional contacts and (if you perform well) will provide you with an additional professional reference should you need one in the future.

My schedule is very busy; how can I fit in the 5 weekly field hours (a total of 81 hours) required?

The internship course lasts 16 weeks (about 4 months); many students have found that they are able to re- arrange their normal work schedule with their regular employer temporarily in order to complete the internship requirements. Keep in mind that many libraries and businesses that host student interns will only have staff available to mentor and work with interns weekdays, during daytime hours.

Can I work at home and count the hours toward my internship?

No. Again, the idea of the internship is to have students work directly under the supervision and mentoring of a professional and to interact with library or business staff to gain exposure to that organization and their workplace culture.

When will the internship start?

The internship site must be cleared with the instructor and the required Cuesta College District contract must be completed by the host library or business by the first week of December preceding the internship. Notice that this is in advance of the actual semester that the course is offered. Students must complete an online internship orientation available at the beginning of the semester through Canvas before beginning field hours. Once the orientation assignment has been completed, on-site hours as arranged by the intern with their site can begin.

How many units is it?

Once you have been approved for registration in LIBT 214, you must enroll in this class through myCuesta and receive 2 units of college credit for successful completion of the course. This is an unpaid internship.

How many hours of on-site work are required?

81 hours of supervised field work are required. This is 5+ hours per week for the 16-week semester. The exact schedule for the semester is to be arranged by the site and the intern. All field hours must be completed and time cards turned in to the instructor by the first week of May. In addition to the on-site hours, there is an accompanying course site with class activities and required assignments.

Is there an online course component? How many times a week do I need to log in?

Yes. As well as the work hours, LIBT 214 includes a 16-week online course with required readings and graded assignments. You will need a computer with reliable Internet access that is accessible to you at least three times a week to access the web-based course site and read email from the instructor and classmates.

How do I know what my internship site will be?

Students will need to complete an application form and submit it to the department by October 31. Applications are reviewed by Cuesta faculty to make sure the minimum requirements have been met. Then, for those qualifying students, applications will be screened and internship placements will be made by Cuesta faculty. Students will be placed at an available library, archive, business or agency. **Please note, that interns need to be very flexible about their placements. Not every library or workplace can or is able to host Cuesta interns each year.** Interns must be prepared to travel to a neighboring city, just as with an actual job site.

What internship sites may participate?

Libraries, archives, businesses, or agencies near San Luis Obispo County or the Santa Maria Valley that have been approved by the instructor are eligible to host Cuesta interns for LIBT 214. All approved sites must complete a formal liability contract with our College District, which is kept on file at Cuesta. In addition, some sites may require additional paperwork, fingerprinting, or tuberculosis testing. This will vary from site to site. For approved Library/Information Technology students outside the local area, the instructor will work with you directly during the month of November regarding a placement in your geographical area. Host organizations must have a supervisor on site who would qualify to be an adjunct faculty member at Cuesta College. In the case of libraries this would be a librarian holding an MLS degree.

When do students and sites receive their assignments?

Students and participating sites will be notified of their respective assignments by the first week of January.

Who will be the coordinator?

Carina Love, Library/Information Technology instructor, will coordinate the internship, will manage the course web site and assignments, and will conduct assessment interviews with each intern and their supervisor. These interviews may take the form of on-site visits, telephone calls, or e-mail correspondence.

Where do I get an application form?

See the link posted at the top of this page, availavle October 1-31 each year. For questiongs, email the instructor, clove@cuesta.edu.

Required Textbook is *Libraries in the Information Age: An Introduction and Career Exploration*, 3rd edition, by Denise K. Fourie and Nancy Loe.

Course Website. This course will be taught on the Canvas Web platform (http://cuesta.instructure.com/). The course website will be accessible on the first day of the semester, login is your myCuesta id and password. You will use the website to read lectures, link to outside readings, take quizzes, submit assignments, participate in online discussions. You can use Canvas anywhere you have an Internet connection and a current browser.

Syllabus. The requirements for the class are outlined in the Syllabus. Once you are in the class, make sure to print it out and refer to it for important dates and requirements.

Contact With Instructor. Cuesta or I may send email to your myCuesta Gmail account in case of technical problems with Moodle. Access your account at http://my.cuesta.eduLinks to an external site., student tab, gMail module. The email can be forwarded to a personal account under settings/forwarding.

If you have any questions, please feel free to e-mail me at clove@cuesta.edu.

Students with Verified Disabilities If you are a student with a verified disability, please notify me of your needs for accommodation as soon as possible. Authorized accommodations and alternative media will be provided as appropriate.

Basic computer experience. This course assumes a basic comfort level with computers and the Internet, and regular access to the Internet. More information about taking Distance Education courses and technology requirements are in the DE FAQLinks to an external site..

Technical Support: Questions about Canvas can be sent to support@my.cuesta.edu during business hours.

Sincerely,

Carina Love