Creating A Meaningful Learning Framework for Volunteers, Internships, Practicums, and Co-ops

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Post-it note activity

What projects have you had or would you like to have volunteers, interns, co-op, or practicum students work on at your library or in your department / unit?
Objectives

- Share a framework for creating meaningful experiential and co-curricular learning experiences across library units
  - Learning outcomes and syllabus
  - Job description
- Share checklists to help make experiences more manageable
- Brainstorm project ideas that can be adapted for use in your institution
Experiential Learning

“Experiential learning is a range of experiential activities that occur in and outside of the formal classroom setting. These activities include community-based learning, public policy projects, undergraduate research, education abroad, practicums, internships, co-ops and clinicals, related to students’ majors and/or coursework. BGSU is a national leader in providing opportunities in service learning and experiential education. We are the first institution in Ohio to offer an “internship guarantee” to our incoming students.”

[https://www.bgsu.edu/provost/academic-affairs/experiential-learning.html]
Goals with this framework

➢ To manage these experiences more consistently

➢ To ensure that we are regularly checking in with the people who contribute their time in these types of experiences

➢ To save us time so we don’t have to create these experiences from scratch each time

➢ To position the library as contributors to BGSU’s promise to provide students with these types of experiences

➢ To recruit students into the profession or related fields

➢ To mentor students

➢ To chip away at and make progress towards our backlog of projects
Check list – Important Tasks to Complete Throughout the Process

- Brainstorm roles and projects
- Create a position description & syllabus
- Recruit & interview (develop application, selection process)
- Define the project
- Decide who will have functional supervision of the learner
- Provide orientation; set goals and communicate expectations
- Ensure that resources are available for the learner and the project (desk, computer, etc.)
- Set a schedule of work time and regular meetings with learner
- Provide regular feedback, including feedback from others and on the culminating presentation of the project (develop an evaluation form)
- Seek ways to recognize the learner
- Ask the learner for ways to improve experience
## Components of position description

- Basic philosophy / purpose of internship
- Outline of training to be provided in:
  - General areas
  - Specialized areas
- Information about the nature of supervision
- Details about location of experience
- Generalized learning objectives
- Any requirements for holding the position (status, major, etc.)
- Application requirements
- Deadline information
Components of the Syllabus

Core Components
- Primary person's contact information
- Learning Outcomes
- Statement of Expectations / Requirements
- Assessment Activities
- Week-by-week calendar list of readings
- Listing of appropriate, relevant, required university policies

Other Components to Consider
- Contact information for any other staff members they will encounter
- Schedule of weekly work activities
Sample projects in the CRC

- Supply chain management intern to work on inventorying Collection
- Practicum student to map our Teaching Aids to the content standards
- Internship from VCT to do user testing of our website, LibGuides and signage
- Internship from the Interior Design program to redesign our space
- Study abroad trip to the UK to explore the architecture and geography that influenced the writings of select children’s and YA authors: A.A. Milne, Roald Dahl, Beatrix Potter, J.K. Rowling
Sample projects in the CRC

- Undergraduate research projects
  - Conduct a literature review on Growth Mindset Theory and create an annotated list of titles that promote growth mindset in children.
  - Investigate life before, during and after the Holocaust through children’s and YA literature
  - Critically examine the underrepresented populations in children’s or YA literature
  - Address the issue of bullying through the use of children’s or YA literature
Sample project ideas for the CAC

- Convert oral history transcripts and recordings for delivery on the web.
- Assist in developing an online exhibit related to the Black Student Union, which is celebrating a milestone anniversary.
- For a writing-intensive internship, dig into collections of personal interest to create a series of blog and social media posts highlighting collections, drawing attention to unique items and stories, highlighting the value of individual collections for research on a particular topic or topics, and bringing a human-interest element to posts about archival research.
Sample project ideas for the CAC

- Critically examine our holdings by geographic and topical representation (using subject headings and tags) to assist in setting collecting priorities.

- Assist in marketing and planning efforts for our sponsorship of the regional Ohio History Day contest.

- Archival processing internship to arrange and describe records, entering descriptive information into our finding aid system, rehouse materials, and conduct basic preservation activities on a variety of formats of material, including paper, photographs and multimedia.
Helpful resources

82-page document loaded with practical information about how to start an internship program

Contains many useful templates

http://interns.multcolib.org/EffectiveLibraryInternshipsFULL.pdf
Helpful resources

Specific to internships in archival repositories

118 pages

Includes case studies, best practices, sample forms and procedures documents

https://saa.archivists.org/store/archival-internships-a-guide-for-faculty-supervisors-and-students/774/
Helpful resources

19 pages
Concisely walks through basics of how to develop a program, *orienting students*, supervising, etc. and includes sample evaluation forms

http://www.virginia.edu/career/intern/startinganinternship.PDF
Handouts

Download our handouts from Google Drive


- position description
- sample syllabus
- PowerPoint presentation