

D'Arcy's Internship Plan

Observation

Approximately 20-25 hours

- D'Arcy will observe each librarian conducting at least one instruction session.
 - Some librarians will be observed twice – once in a lower level session and once in an upper division/graduate level session.
 - D'Arcy will monitor the 360 scheduler and, using the liaison list, schedule her attendance in sessions for observation.
 - At least one online session will be observed if possible (probably with Judy).
- Observations will be combined with assisting in the classroom as needed or desired to maximize teaching experience.
- Observations may continue throughout the semester as needed.
- D'Arcy will also be added to the LS 101 Blackboard course shell in order to observe asynchronous, self-paced online instruction.

Mentor Meetings

Approximately 15-20 hours

- Regular meetings will be scheduled with Page or an appropriate substitute to discuss progress, issues related to library user instruction, and relevant readings.
- D'Arcy will review the reading list from her user instruction course and may recommend some for discussion.
- Other possible discussion initiators may be job ads, ACRL Information Literacy competencies, online instruction artifacts from other universities, and/or articles on instructional design, embedded librarians, assessment techniques, etc.

Note: Time spent finding/reading articles and preparing for discussions is included in the allotted time.

Performing Instruction

Approximately 35-50 hours

- D'Arcy will begin conducting instruction sessions as soon as possible to allow for maximum practical experience.
- D'Arcy will mainly teach from established materials and lesson plans rather than creating materials and plans from scratch.
- Best candidates for her to teach include:
 - GUID 150 and other basic library instruction sessions (~~PRPE?~~ ENGL 111.
 - Internal training session(s), such as demonstrating the new WorldCat to CL librarians.
 - Possibly the creation of tutorial video.

Miscellaneous

Approximately 15-20 hours

- Page will provide or arrange a re-orientation to the reference desk to familiarize D'Arcy with relevant changes to policies, procedures, and sources. *1 hour*
- D'Arcy will attend Instruction and Reference department meetings when topics on the agenda are relevant. Page will recommend attendance when appropriate (?). *5-10 hours*
- Role playing may be used to demonstrate possible instruction methods and allow D'Arcy to practice instruction in a one-on-one setting. *1-3 hours*

Note: An additional 5+ hours was added here for "housekeeping" tasks, such as time spent monitoring the scheduler, journal writing time, time to write the final 2-page paper, etc.

Attended the ACRL Conference and Handheld Librarian Online Conference.

Gray – Did not get to because of lack of time or lack of need

Yellow – Additions/changes