

*Participation in the Mitinet
ICC Internship Program:
Thoughts and Perspectives*

Marlena Barber, MLIS

Collection Services & Metadata Librarian

Laupus Health Sciences Library at East Carolina University

Cataloging/Metadata Coursework

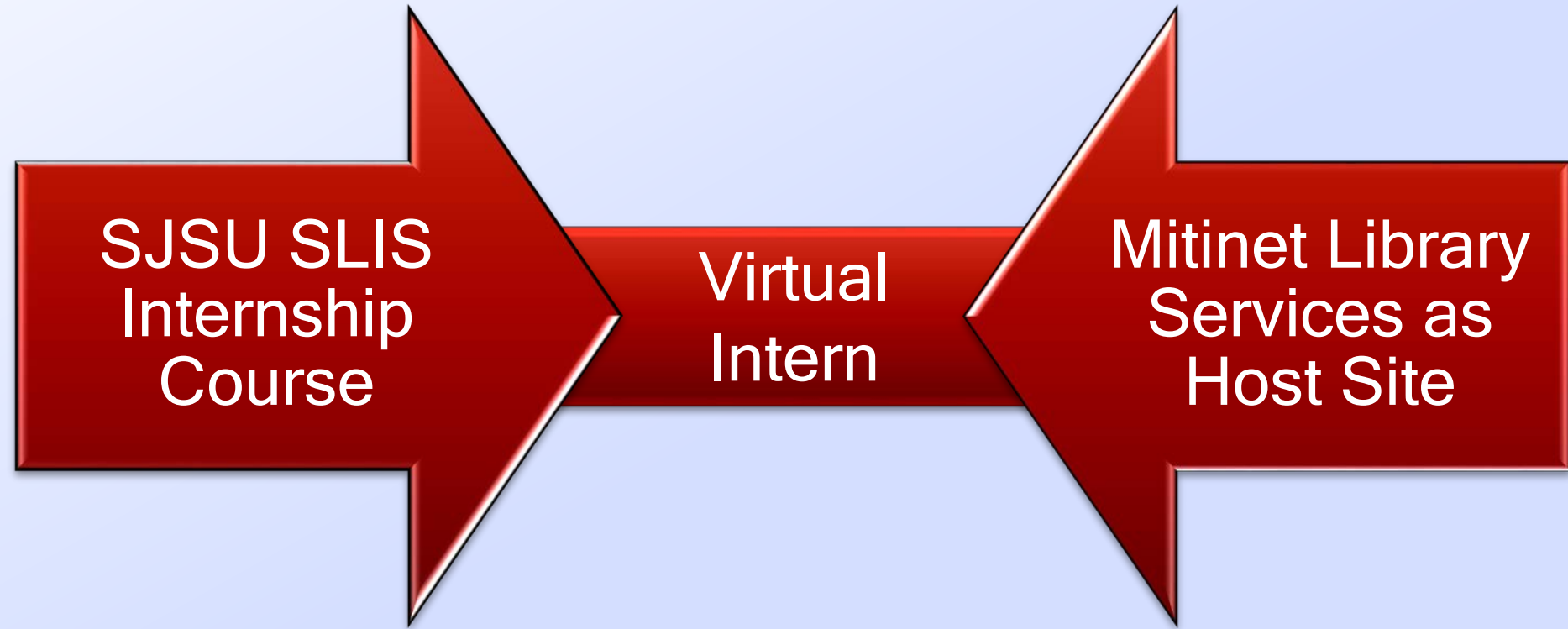
Information Retrieval

Beginning Cataloging

Advanced Cataloging

Seminar in Encoded Archival Description (EAD)

Information Technology Tools & Applications



SLO: Statement of Learning Outcomes

Apply knowledge management skills

Analyze materials

Construct MARC records



Components of SJSU internship

Discussion Board

Virtual class meetings

Progress Reports

Final Paper

Reflection Blog

SJSU Blog

Virtual Internship Course

- Class Blogs
 - Class Blogs Overview
- Week 1: August 22 - September 2 (11:59 p.m. pacific) Wed – Sunday
 - Week 1 - Getting Started
 - Status Reports
- Week 2: September 3 - September 9 (same time) Monday – Sunday - E
 - Week 2 - Course Completion Deliverables
- Week 3: September 10 - September 16
 - Week 3 - First Virtual Meeting in Collaborate
- Week 4: September 17 - September 23
 - Week 4 - Virtual Interns
- Week 5: September 24 - September 30
 - Week 5 - Time Management
- Week 6: October 1 - October 7
 - Week 6 - Communication Skills
- Week 7: October 8 - October 14
 - Week 7 - Virtual Teams
- Week 8: October 15 - October 21
 - Week 8 - Networking
- Week 9: October 22 - October 28
 - Week 9 - Self-Motivation



Week 9 Self-Motivation

Last week a few of you mentioned how difficult it is to continue to be motivated when you had infrequent communication with and feedback from your site supervisor. I agree that is difficult, and you need to take a proactive approach to send at least a weekly list of accomplishments and ask for feedback anyway.

But not all communication styles are the same, as we've learned. And, your career will not hinge on one internship or job but span many different types of experiences. That leads me to believe working on "self-motivation" techniques can be beneficial. So, this week, I've found a few articles on self-motivation that I'd like you to read if you have a chance. Our weekly discussion is based on them—and on your own experiences.

You really are your own boss (to an extent), even if you work in a large corporation. It's up to you to keep motivated. For virtual workers and virtual interns, keep in mind:

The great thing about being your own boss is that you can work whenever you want—as long as you always want to work.

This week's readings:

Start out by taking this self-motivation quiz: http://www.mindtools.com/pages/article/newLDR_57.htm

Do you possess these **11 characteristics of self-motivated people?** <http://self-help.vocabulary.com/archives/728/11-character-traits-of-highly-motivated-successful-people/>

How to Motivate Yourself—Self-Motivation: <http://www.pickthebrain.com/blog/how-to-motivate-yourself/>

8 Steps to Continuous Self-Motivation: <http://www.lifehack.org/articles/productivity/8-steps-to-continuous-self-motivation.html>

Now you're ready to participate in the week 9 [discussion](#).

Discussion Posts

Hi everyone!



I'm Marlana. It's great to meet everyone! I live in Memphis where I last semester in the program! I have been equally interested in work cataloging. For my last semester, I desired an internship where I could hands-on experience in cataloging, learn while working alongside professional business, and get more comfortable with the knowledge that I have from previous courses.

I will be serving with Mitinet Library Services as a Cataloging Intern working on records for K-12 e-materials. I am very excited about this

I discovered this position on SJSU's internship website.

Emotional Intelligence

Emotional intelligence (EI) is the capability to (a) engage and control emotions in a positive manner, (b) employ emotional information to and improve reasoning and problem resolution, and (c) positively affect emotions of others (Loomis, 2008). In addition, Loomis highlighted the necessity of recognizing anxiety and reacting in a manner that minimizes the negative potential of the emotions.

From: [http://www.imagine-america.org/online-journal/determining-personality-characteristics-identify-successful-global-virtual-team-me](http://www.imagine-america.org/online-journal/determining-personality-characteristics-identify-successful-global-virtual-team-members)

This is indeed important. Sometimes when criticized about our work we may take offense even though the criticism is meant to be constructive help. I know I have been on both ends in my work from home. I know others react both negatively and positively to feedback that I have provided to them. I must say it is a lot easier to work with others who show a positive response. Having a good EI is definitely crucial for a successful team environment. I see a benefit of constructive criticism being available the fact that it is available for the virtual team member to reflect on it and later and it can help prevent any reactions that can showcase low EI.



Week 4 Tips

[Marlena Barber](#) Sep 23, 2012 8:35 PM

Visit the 3 articles linked to from the content page this week. Then respond to these questions:

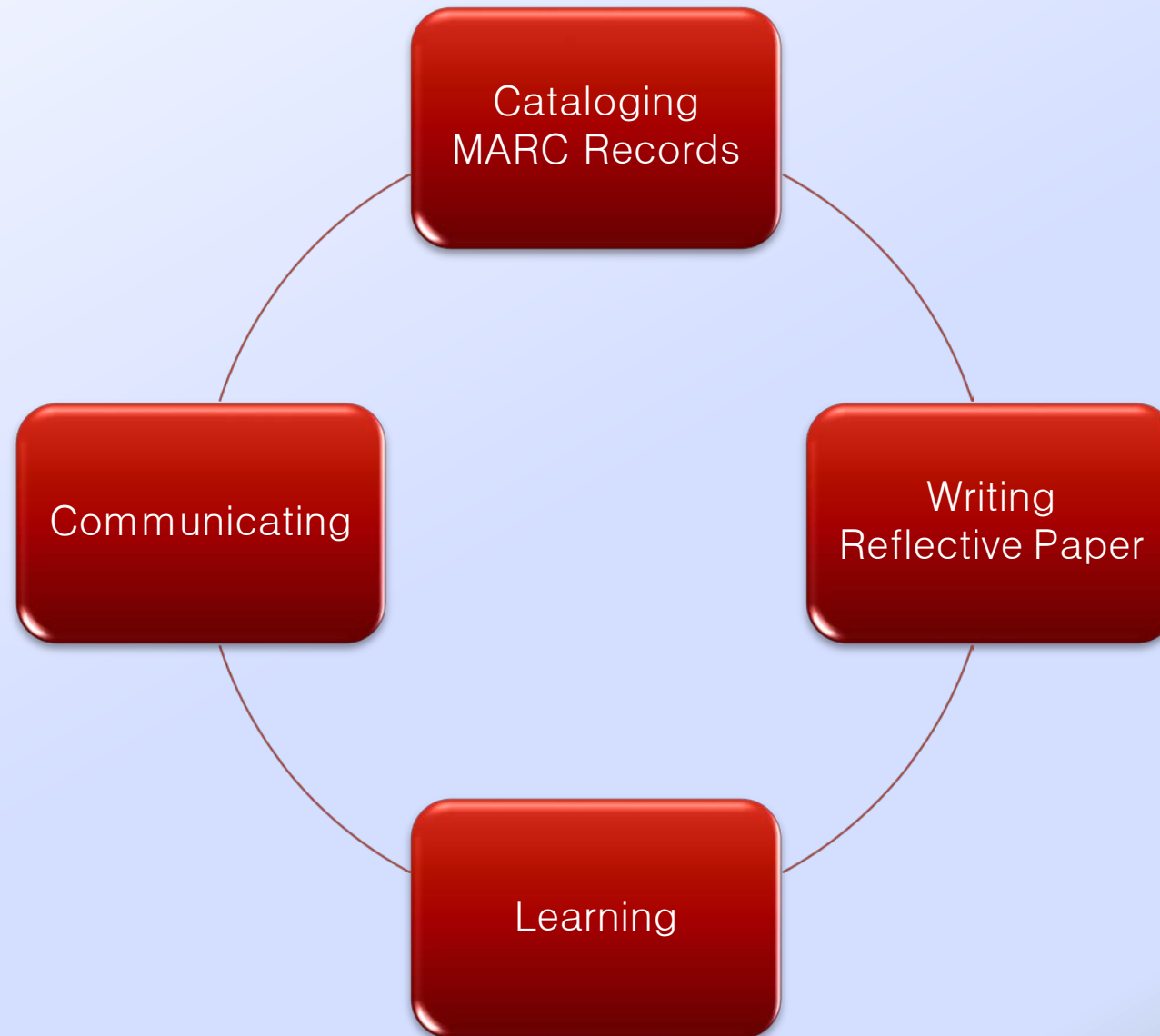
1) Did you find any tips that you might follow this term? If so, which one(s)?

Stick to a schedule. While I may not say M-F 9-11 is dedicated to one specific class, I do set a schedule for every 1-2 days with times for myself to ensure that I'm getting my work completed. Within that tip from <http://collegecandy.com/2011/08/23/so-you%E2%80%99re-a-virtual-intern/>, I also agree that reducing and eliminating distractions is key. I keep my phone on silent (not vibrate because that doesn't have the same cocoon effect). I do check it to be sure I've not received any calls after I've completed projects. I want to work on not checking my email so much during the day as well.

2) What 3 tips would you provide to students either considering a virtual internship or starting a virtual internship?

1. Be flexible, because you don't know what the timetable of your supervisors will be.
2. Ask questions, lots of them, so you can be clear on what you will be doing.
3. Reward yourself when you complete projects. We all deserve a break after a hard day's work like catching up on your favorite shows or reading a good book.

Mitinet Virtual Internship Experience



Subject Headings


650 0 Bottlenose dolphin ≠x War use ≠ Juvenile literature.

650 1 Dolphins.

The screenshot shows the Library of Congress online catalog interface. At the top, there is a logo and the text "LIBRARY OF CONGRESS". Below this, there are navigation buttons for "Help", "New Search", "Search History", and "Headings". The search results section displays the following information:

SOURCE OF HEADINGS: Library of Congress Online Catalog
YOU SEARCHED: Subject Authority Headings = bottlenose dolphin war use
SEARCH RESULTS: Displaying 1 through 100 of 100.

Navigation links: ◀ Previous Next ▶

#	Bib Records	<i>select icon in first column to...</i> View Authority Headings/References
 1	1	Bottlenose dolphin--War use.
2	1	Bottlenose dolphin--War use.

■ NOVEMBER
11, 2012

Time and production

The ePortfolio has been quite time consuming, so I've been dedicating about 10 hours a week to my internship. I have completed about 63 hours of my internship so far. That leaves me about 72 hours left to complete. I've not counted in the time for orientation or time spent in the classroom portion of the internship, so there is a bit of flexibility in that time. The time left over doesn't seem so bad, when I think of all the time I will now have to dedicate to my work with the company.

I have completed 157 records of my 200 record minimum. After I submit the remainder of my ePortfolio tomorrow, I will be greatly stepping up my production. I am also taking a course in preservation and have assignments and lots of readings to do for that class over the next few weeks, but I have set myself a schedule for the remainder of the semester and look forward to achieving all of my goals (and graduating!).

[Edit](#)

[Leave a Comment](#)

■ NOVEMBER
5, 2012

Research

This week the publisher's book preview site for which I have been using to review my records was down due to Hurricane Sandy. Their offices are located in NY. While that site, which contains full text of most of the books that I catalog was online, their main website was still up. That site contains Google previews of the texts, so I only had a few pages to work with. I believe I was still able to get some good subject headings for the topics though, thanks to the publisher summary provided and the table of contents list. It is good experience to have less information as I imagine there will be times in my career where I will need to catalog books quickly and will be relying primarily on those types of sources instead of digging through texts for gems. Doing the latter can be time consuming (though the benefits of adding even more Subject Headings has certainly outweighed that factor as this is all good research and experience for my internship).



	10/1-10/7	10/8-10/14	10/15-10/22	10/23-10/30	10/31-11/6	11/7-11/14	11/15-11/22	11/23-11/30	12/1-12/8
Records	30	30	11	29	28	42	11	42	7

Marlena Barber (Fall 2012 Virtual Intern)



While studying at SJSU, I gained a solid education in cataloging from the late Dr. Ellett. I sought to continue to use the knowledge I gained through my coursework by completing an internship. I was very pleased to locate an opportunity to apply my knowledge and gain practical experience in cataloging through my virtual internship with Mitinet Library Services. I have since been offered to continue contract cataloging work with Mitinet. My experiences with Mitinet have provided me with a great advantage as I embark on my search for full time work after graduating from the SLIS program.

[Update 6/11/13] *I've since been offered and began a metadata librarian position--all those experiences definitely contributed!*

From: <http://slisweb.sjsu.edu/current-students/courses/internships/virtual-internships/spotlight-virtual-internship-experiences>

Article: Effective virtual communication

18 December 2012 · Write a comment · Categories: Article, Interns, Tips for Current Interns, Tips for Prospective Interns · Tags: communication, Fall 2012, Marlena Barber

By Marlena Barber

Through our completely online program, students at SJSU SLIS learn firsthand how work is increasingly being completed from the comfort of our own homes. I have experienced virtual communication through school, work, and connecting with friends and family online. Talking on the phone, using email, and entering into screen-sharing conferences are a few ways that interns and their site supervisors may share information with each other. There are pros and cons to each, but a combination of methods may work better to suit the needs of both the student and the supervisor. I'd like to share some tips based on my experiences.

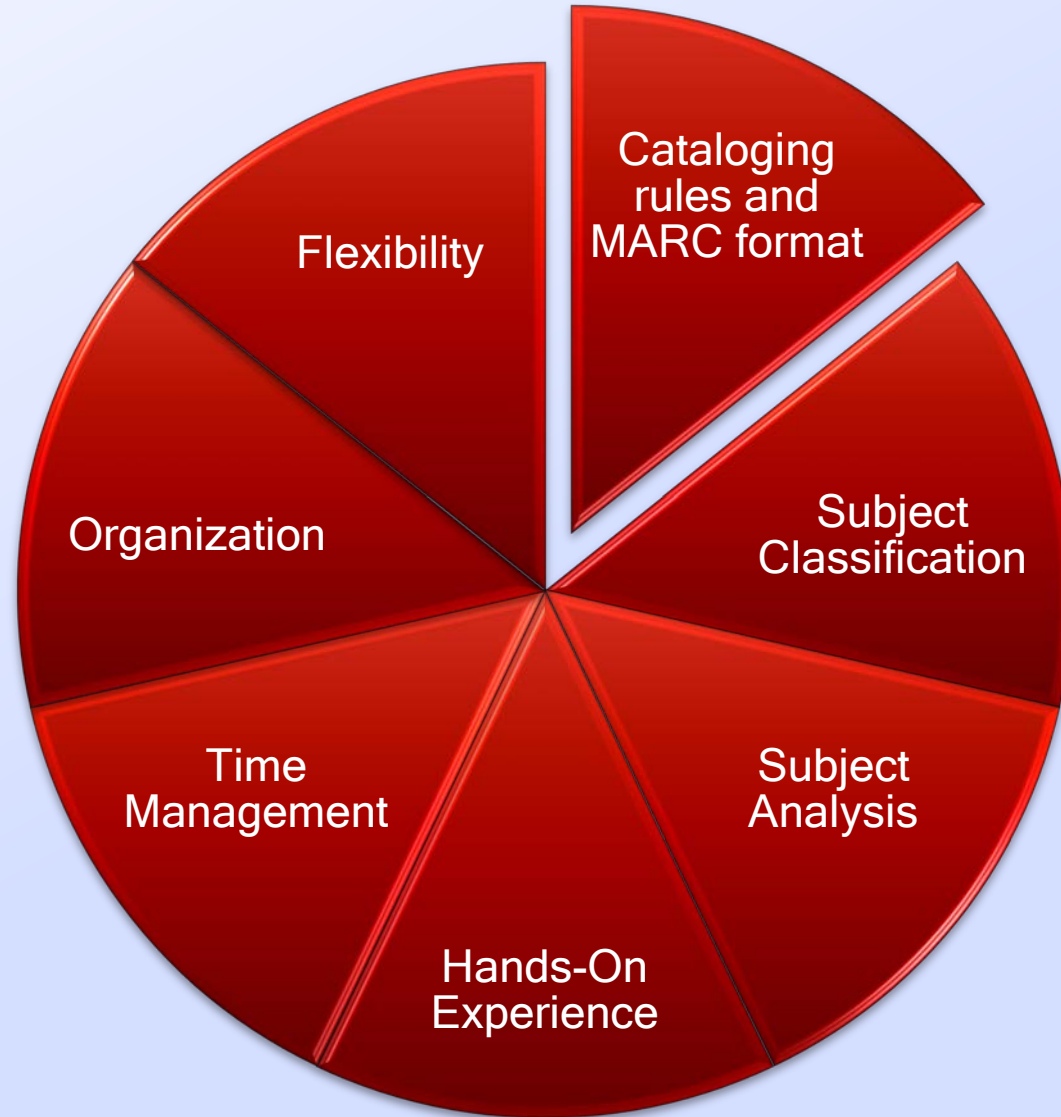
In person, we rely on the social cues of the person we are speaking with to determine how they feel about what we say. For example, by looking at someone's facial expressions and bodily gestures, we can see if they are getting bored or feeling defensive or if they need further explanation from us. Using those physical cues is not possible when communicating in written form. I have found that writing my questions or comments as succinctly as possible contributes to more effective communication.

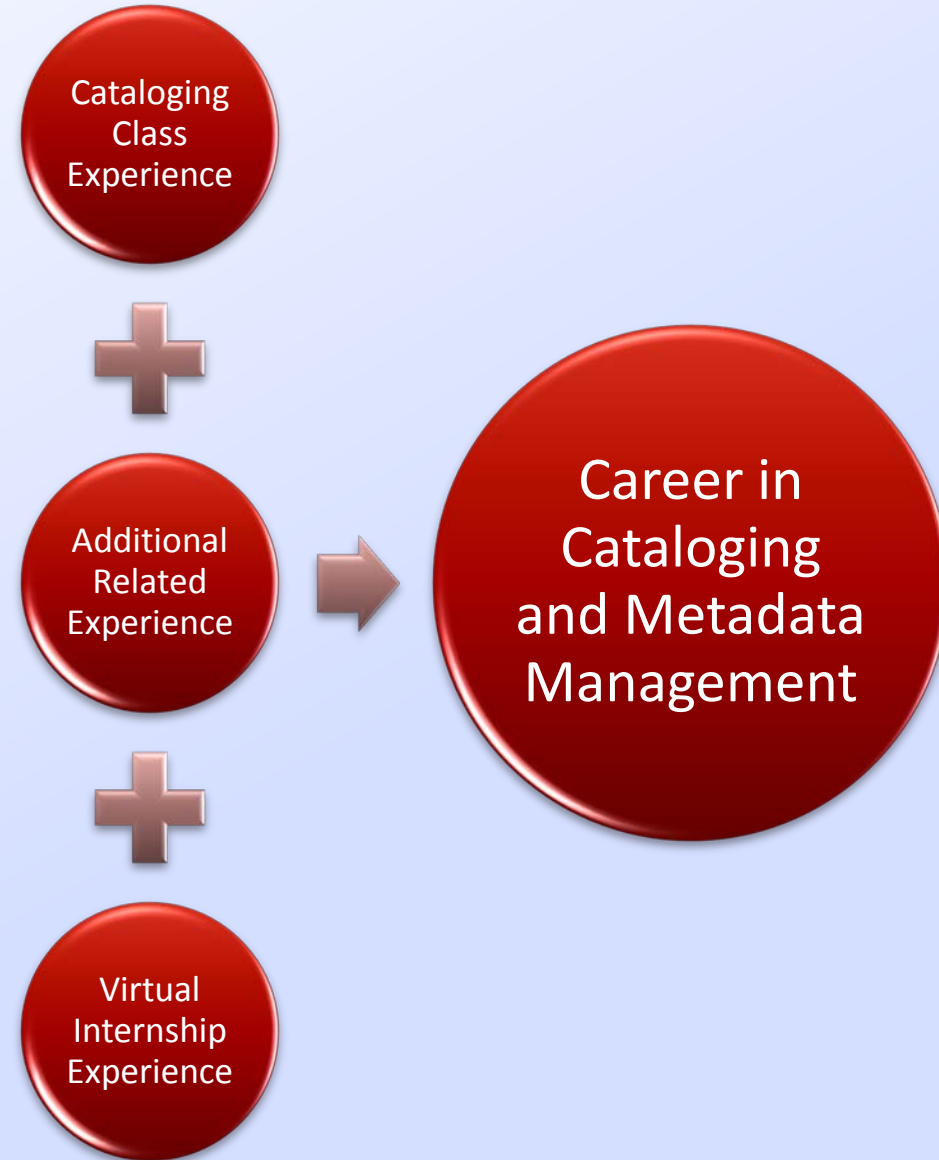
Lengthy e-mails may overwhelm readers, causing them to put the message aside for a reply at a later time. That is why I try to write my questions or comments in as few words as I can. I like to reserve longer comments or questions for telephone conversations. During my virtual internship, my site supervisor scheduled telephone conferences with me once every two weeks. Frequently, I found that my questions could be better answered via telephone since the conversations flowed in real time, ensuring each question about work could be answered and each comment addressed.

“ *There are times when I listen to others speak and their voices emote what sounds like boredom or tension to me, whether they mean to communicate those feelings or not.”*

From: <http://slisapps.sjsu.edu/blogs/wp/virtual-internship/2012/12/18/article-effective-virtual-communication/#more-285>

What I learned





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Questions?