



University of Massachusetts Dartmouth
Visual & Media Literacy Hub
Internship/Assistantship Agreement

OBJECTIVES: Students will become familiar with the methodology, procedures and practices of digital repositories outlined and advocated by the Visual Resource Association and other professional organizations. Students will participate in all aspects of the Visual & Media Literacy Hub and will utilize their academic skills to conduct research, to development descriptive metadata records, and to produce digital content.

DESCRIPTION OF EXPERIENCE: Duties will include but not limited to:

- Learn basic technical and descriptive metadata standards as it relates to the management of digital image and multimedia collections.
 - Hands on experience with digital image production
 - Manage and catalog digital collections based on national standards
 - Perform library research related to cataloging
 - Assist with daily operations of a VML including digital production, reference and maintenance of a digital collection
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SUPERVISION:

Intern Supervisor: Allison Cywin, Director of the Visual & Media Literacy Hub

Faculty Supervisor: _____

Evaluation and Final: _____

Credit Hours: _____

Duration of Internship: _____

Start Date: _____ End Date: _____

SIGNATURES: (Please print name legibly after signature)

STUDENT: _____

OUTSIDE SUPERVISOR: _____

FACULTY SPONSOR: _____

SPONSOR'S DEPT. CHAIRPERSON: _____

STUDENT'S MAJOR CHAIRPERSON: _____

STUDENT'S COLLEGE DEAN: (only if TOTAL credits earned through experiential learning/internship exceed six (6)). _____