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

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).) ______________________________