

Maximizing Capabilities

Using Master's Students in Today's Workplace

Anna Jubilo & Michelle Mallette
The University of British Columbia



What Will Be Covered

In the next hour or so, we hope to cover:

- What is experiential learning
 - What experiential learning options are available through our school
 - Examples of successful partnerships
 - How to ensure success working with students
 - How to deal with challenges that might occur
 - How to identify potential projects for master's students
 - Benefits of working with master's students
 - How to get started
- 

Who We Are and What We Do

Anna Jubilo, MLIS

Coordinator

UBC Arts Co-op Program

- Works with students who choose to participate in co-op
- Coaches students on career development and working in a professional environment
- Helps employers find master's students looking for degree-related paid employment

Michelle Mallette, MLIS

Student Services Coordinator

School of Library, Archival & Information Studies, UBC

- Helps master's students find unpaid learning opportunities, done for credit, to enhance their education and experience
- Acts as SLAIS liaison for Arts Co-op Program



What Are You Hoping to Learn?



- Paid or unpaid?
- Short-term or long-term?
- Recruitment?
- Management of students?
- Other?

About Our School & Students

- Located in Vancouver, BC
- Part of UBC since 1961
- Our Degree Programs (master's)
 - MAS - Master of Archival Studies
 - MLIS - Master of Library & Information Studies
 - Dual Degree MAS/MLIS
- Our Student Body
 - Demographics
 - Over 90% seek experiential learning opportunities

Experiential Learning

- What is it?
- Types of Experiential Learning Opportunities
 - Practicums and Internships (for degree credit)
 - Project-specific Professional Experiences (for degree credit)
 - Co-operative Education Work Terms (paid)
- How it works



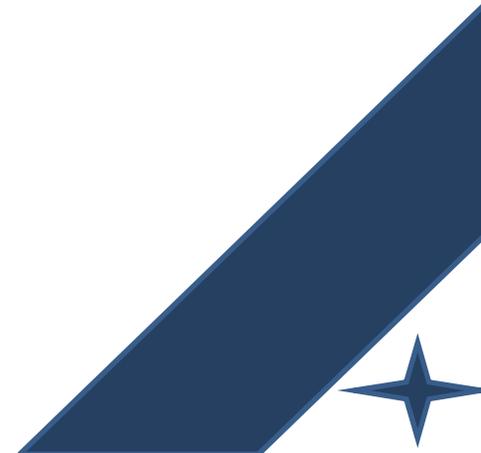
Experiential Learning Opportunities

Co-op Work Terms

- Paid
- 4 or 8 months (at least around 420-450 hours per term)
- Academic, public, government, corporate settings
- At least halfway through their programs of study
- Competitive - you hire the candidate of your choice

Employers who have hired co-op students

- Library and Archives Canada
- State of Washington Archives
- University of Victoria McPherson Library
- North Vancouver District Public Library



Experiential Learning Opportunities

(cont'd)

- **Professional Experience** (for credit, optional for all degrees)
 - Project-based work, largely autonomous and professional in nature
 - 120 hours of work
 - Can be competitive, or you may arrange directly with a student
- **Other Opportunities**
 - Student Librarians in University, public or other libraries
 - Other paid employment in University libraries/archives
 - Research Assistants
 - Volunteer opportunities



Student Success Showcase

What have students done in these placements?

- **Policy review** for a small public library
 - **Development and creation of online tutorials** for library resources (databases) for major academic research library
 - **Library staffing model review** for medium-sized (75+) law firm
 - **Design and implementation of a division library** for an electric utility
 - **Research and development of a literacy program** for teens for a large public library
- 

Benefits of Using Students

1. Short-Term Staffing Solutions:

- Find students with specific skills and knowledge
- As short as 4 weeks, as long as 8 months

***Co-op Supervisor,
BC Institute of Technology, Burnaby***

"BCIT was able to undertake some project work that had been contemplated for two years by getting a UBC SLAIS Co-op student who was very intelligent, customer-oriented, and hard working."



Benefits of Using Students (cont'd)

2. Recruitment Tool:

- "Test drive" potential employees with short-term projects
- Introduce strong candidates to your organization

Archival Internship Supervisor, Vancouver Maritime Museum

"Her work [...] was of a very high quality. She has a very strong work ethic that impressed my colleagues and many were sad to see her go at the end of her placement. We would be pleased to hire her back at the museum if an opportunity ever arose."



Benefits of Using Students (cont'd)

3. Reverse Mentoring:

- Web 2.0, FRBR, RDA, Gaming in Libraries & more

Archival Internship Supervisor, University of Cape Town

“She has been an absolute asset to our organization and has engaged with a rather complex audio visual archival system and has managed to offer very valuable advice and solutions around problem areas. Her work ethic and interest in the field is fantastic and all I can say is it has been an absolute pleasure to have had her work with us for this time.”



Benefits of Using Students (cont'd)

4. Improved Morale:

- Bring energy, enthusiasm, and ideas to old projects and teams

***Co-op Supervisor,
University of Victoria Libraries***

"What I truly value is how co-op students insert a necessary fresh professional perspective that allows our team and projects to be more innovative."



Benefits of Using Students (cont'd)

5. Support from School and Co-op Office:

- Discussing project possibilities
- Formulating position descriptions
- Arranging posting and interviewing schedules for co-op
- Support throughout the students placement

Professional Experience Supervisor, Vancouver law firm

"For our firm the experience we had with this course was excellent. Communication was good, required reporting was easy and the professional help we received was valuable."



**Prize Draw
Time!**



What Challenges Might You Foresee?



- Funding
- Motivating students
- Training students
- Student expectations
- Other?



Ensuring Success with Students

- Consider the student's abilities and interests.
- Learn how and when to provide guidance and feedback
- Encourage student feedback and reflection
- When appropriate, discuss how theory and coursework play out in the workplace.
- Give students a sense of overall institutional/corporate culture
- Invite student-led workshops and presentations
- Contact us *before* small problems become big ones.



Identifying Projects for Students

- Short-term (4-16 weeks, full-time or part-time)
- Autonomous - projects you can supervise and "turn them loose"
- Collaborative - projects with teams
- Technology - evaluating new tools for your organization, and putting them into place (blogs, screen-capture video tutorials, intranets, social media, web site redesign)
- Environmental scans, research & summary reports, recommendations for action

What Projects Are You Considering?



Where To Find Information

The image shows two overlapping website screenshots. The top screenshot is for the UBC Arts Co-op Program, featuring a navigation bar with 'UBC CO-OP | CENTRE FOR ARTS STUDENT SERVICES | FACULTY OF ARTS' and a search bar. The main content area includes a 'UBC arts co-op program' logo and a photo of students. The bottom screenshot is for the SLAIS (School of Library, Archival & Information Studies) website, showing a navigation menu on the left, a search bar, and a section titled 'EXPERIENTIAL LEARNING COURSES AND OPPORTUNITIES' with an 'APPLY NOW' button. The SLAIS section includes a list of course types and descriptions for Internship, Practicum, Professional Experience, and Co-op Program.

UBC arts co-op program

UBC News | UBC Events | UBC Directories | Search UBC | myUBC LOGIN

UBC News | UBC Events | UBC Directories | Search UBC | myUBC LOGIN
UBC Library | Student Services | Faculty of Graduate Studies | Faculty of Arts

Prospective Students Current Students

THE UNIVERSITY OF BRITISH COLUMBIA
SLAIS
SCHOOL OF LIBRARY, ARCHIVAL & INFORMATION STUDIES

Home
About SLAIS
People
Research & Teaching
Admissions
Funding & Fees
Programs
Courses
Overview of All SLAIS Courses
Timetables
Courses by Term
Experiential Learning Courses
Co-Op
WSE Courses
Student Services Centre [register online]
Technology
News & Announcements

EXPERIENTIAL LEARNING COURSES AND OPPORTUNITIES

SLAIS is committed to providing students with a variety of learning experiences while they work on their degrees. In addition to courses offered on-site and via web-based delivery, SLAIS offers a variety of courses aimed at providing students with field-based experiences. These include required practicum placements, optional internships and professional experience projects, and the Co-op paid employment program. Use the links below to find information on each of these exciting opportunities.

APPLY NOW

Internship - ARST 595 [3 credits]
Archival students work under the direct supervision of a professional in the field for three months of full-time work with no pay. Arrangements are made by the School. A final report is required, and is evaluated by the student's faculty advisor.

Practicum - LIBR 595 [non-credit required course]
Library and Information Studies students are placed in an organization of their choice for two-week period. Students gain a broad understanding of how libraries and information organizations function and are managed largely through observation with some hands-on work. Arrangements are made by the School. This is a non-credit required course in the MLIS and Joint MAS/MLIS programs.

Professional Experience - ARST/LIBR 596 [3 credits]
A student works on a specific project suggested either by someone in the field or by a student. The student works under the direct supervision of a professional in the field, who monitors and evaluates the work in conjunction with the Student Services Coordinator.

Co-op Program [Participation noted on transcript]

www.artscoop.ubc.ca

www.slais.ubc.ca/courses/experiential.htm



Contact Us for More Information

For more information on unpaid work experience opportunities:

www.slais.ubc.ca/courses/experiential.htm

Michelle Mallette

SLAIS Student Services Coordinator

604-822-2461

michelle.mallette@ubc.ca



For more information on SLAIS Co-op:

<http://co-op.arts.ubc.ca/employers/slais-co-op/>

Anna's going to be busy for a while, so you might want to talk to the Director of the Arts Co-op, Julie Walchli

604-827-5194

julie.walchli@ubc.ca