

## TASK LISTING SHEET FOR AS or AAS DEGREE

<u>LS225-Internship</u>	Credits:	0	4	192
Course No. & Title		Lecture	Lab	Total Lab Hours

### Laboratory Objectives:

1. Demonstrate proper employee behavior and good work habits.
  - a. Punctuality
  - b. Positive work attitude
  - c. Dependability
  - d. Honesty
  - e. Teamwork
  - f. Employee relations
  - g. Customer service
  - h. Professional communication
  - i. Personal hygiene and grooming
  - j. Learn and apply policies and procedures
  
2. Perform and apply skills of Library and Information Services learned in the classroom and accomplish the following tasks at the work site.
  - a. Shelf reading and organization of library materials
  - b. Select, describe and recommend information resources to users
  - c. Evaluate information resources
  - d. Assist a patron with research
  - e. Conduct a reference interview with a patron
  - f. Conduct effective catalog searches and online searches for information
  - g. Repair a book or other library material
  - h. Use at least three different media technologies
  - i. Show a patron how to use media technologies
  - j. Select new materials for the collection
  - k. Evaluate items to discard from the collection
  - l. Catalog new library items
  - m. Demonstrate information literacy skills
  - n. Discuss library issues with a library governing body
  - o. Develop long term goals for the library
  - p. Develop short term objectives
  - q. Create and analyze simple library statistics
  - r. Assess community needs or interests
  - s. Create and carry out a library program
  - t. Participate in a professional association
  - u. Identify potential grant-funded projects
  - v. Identify potential grants to fund project