

**Committee Annual Report to Library Council  
Dalhousie University Libraries**

**Period Covered:** July 1, 2020 to June 30, 2021

**Committee:** Libraries Internship/Practicum Coordinating Committee (LIPCC)

**Chair:** Sarah Jane Dooley (Sexton)

**Membership:** Ann Barrett (Kellogg), Creighton Barrett (Archives), Courtney Bayne (Records Management), Sandy Dwyer (Director, Libraries HR & NSCC Practicums), Louise Gillis (Killam), Deborah Hemming (Killam), Elaine MacInnis (Associate Dean, Library Services & MacRae), Erin MacPherson (MacRae), Shelley McKibbon (Kellogg), Michael Moosberger (Archives), Jackie Phinney (Kellogg), Carol Richardson (Recording Secretary), Hannah Steeves (Law), Sarah Stevenson (Associate Dean, Planning & Killam)

### **Summary for 2020-21**

- **Shift in Leadership**

Beginning July 1, 2020, LIPCC moved from the Associate Dean Library Services portfolio to the Associate Dean, Planning portfolio.

- **New Members**

LIPCC welcomed the following committee members: Courtney Bayne (Records Management), Jackie Phinney (Kellogg), and Carol Richardson (Recording Secretary)

- **Summer Shine Series**

Summer Shine 2020 was combined again with the Libraries Welcome Reception for the School of Information Management (SIM). The event took place via Microsoft Teams on Sept. 3, 2020 1:00pm – 2:30pm. Intern presentations were followed by a question period, and a quarantine-themed bingo game. Prizes included Dalhousie Libraries swag.

- **Libraries Blog Featuring Intern Profiles**

Interns were highlighted on the Libraries' blog in an [Intern Profile series](#) during the summer of 2020. Special thanks to Marlo MacKay for coordinating and writing these posts.

▪ **Dalhousie Libraries Internships (May 2020 to April 2021)**

- Archives
  - Kayleigh Penner
- Dunn Law Library
  - Annalise Benoit
- Kellogg Health Sciences Library
  - Allison Patton
  - Vinson Li (began Fall 2020)
  - Cora-Lynn Munroe-Lynds
- Killam Library
  - Alyssa Gallant
  - Lauren Skabar
- Sexton Library
  - Molly Coyle
  - McKenzie Young (began Fall 2020)

▪ **Professional Development for Intern Supervisors**

LIPCC hosted a professional development workshop for intern supervisors on February 18, 2021. This informal session included discussions around intern supervision and a selection of Percipio training modules completed by the group.

The membership agreed that more opportunities for such discussions would be beneficial in the future. As a result, supervisor check-ins were scheduled throughout the summer to discuss projects and intern progress.

▪ **SIM 100-hr Practicum Proposals Drop-In Session**

On October 26, 2020, Sarah Stevenson and Sarah Jane Dooley offered a drop-in session for anyone interested in submitting a proposal for the 100-hr practicum. The intention behind the drop-in session was to discuss the role of the practicum supervisor and to provide feedback on practicum proposal drafts.

- **SIM 100-hr Practicum Placements 2020-21**

Three proposals for the 100-hr practicum were submitted to SIM during Fall 2020, all of which were placed.

- Courtney Bayne supervised one student in records management (Various RM-related projects)
- Creighton Barrett supervised one student in the Archives (Web archiving project)
- Melissa Rothfus supervised one student in the Kellogg Library (OER LibGuide project)

In addition to the Dalhousie Libraries practicums, Sarah Jane Dooley co-supervised a Novanet LiveHelp practicum student with Carly Brake (Chair, Novanet LiveHelp).

- **System-Wide Projects 2020-21**

System-wide projects were directed and prioritized by members of the Libraries Senior Leadership Team (SLT) as informed by the Dalhousie Libraries Bridge Strategic Plan.

System-wide projects during the summer of 2020 included: LibGuides, collections, OER resources, records management, video tutorials, research commons and research cycle website, and systematic reviews.

- **Summer Internships 2020 (SIM MI Students)**

Due to the impact of COVID-19 the start date for summer internships was delayed. Interns worked for a period of six consecutive weeks beginning on July 6. Internships continued throughout the Fall and Winter terms.

- **Preparation for System-Wide Projects 2021-22**

Committee members met on April 19, 2021 to discuss and assign interns to system-wide projects in preparation for Summer 2021.

- **Intern Enrichment 2021**

LIPCC met in March 2021 to organize an enrichment program for summer 2021. Content will be delivered online via Microsoft Teams and/or Brightspace. The program begins on May 11 and continue throughout the summer months. Sessions include:

- Bibliometrics (Melissa Rothfus)
- Library Council meeting
- Morning Coffee with Senior Leadership Team
- Camtasia Training (online module)

- Academic Career Panel (Moderated by Hannah Steeves)
  - Panelists: Sam Adema, Sarah Jane Dooley, Louise Gillis, and Jackie Phinney

Interns were also given access to the Bootcamp Brightspace to supplement their enrichment sessions. Library tours were created as virtual tour modules on Brightspace.

- **Intern Enrichment on Brightspace**

The Intern Enrichment program on Brightspace remains active and includes a calendar of events and relevant documentation for each enrichment session.

In addition to Intern Enrichment content, supplemental and value-added content includes a module with links to freely available library-related webinars conferences and professional development, a multi-part series focused on decolonization education, and Dalhousie's Speak Truth to Power: Forum on Anti-Black Racism.

- **LIPCC Documentation**

- *Best Practices for Intern Supervisors* document revised
- *LIPCC Guide for Committee Chair(s)* revised
- *Sample Intern Interview Questions* compiled

- **Intern Pay Rate**

As of May 1, 2021, the intern pay rate increased to \$16.50 per hour.

Respectfully submitted,

Sarah Jane Dooley  
Chair, LIPCC