Description
Sponsoring department: Data & Specialized Services
Intern supervisor: Howard Silver
Supervisor contact information: hsilver@mit.edu; 617-253-9319
Description of placement: Research Data Management Internship
Scope of projects, what’s included and what’s excluded:
Contribute to projects in the portfolio of the Data Management Services team. Project priorities are still taking shape, but the following examples are provided as a projects that will be in the mix for the Fall, 2016 semester.

Project: DMP Tool Review
• Problem: The MIT Libraries released a customized version of the DMPTool in FY16. Conduct a review about use of the tool.
• Deliverable: Report and presentation for library staff about how the community has used the DMP Tool, with observations about its effectiveness and suggestions for improving the service.

Project: MIT Data Management Support Network
• Problem: Assemble information about institute services and staff that support research data management to help create a starting point for people seeking help in this area. Bringing together resources provided by IS&T, OGC, etc.
• Deliverable: Report/mockup web page with links and annotations.

The majority of time will be assigned to project work, but the intern will have opportunities to familiarize themselves with the work of the Data Management Services Team and the work of other units in the Data and Specialized Services Department.

Excluded: The intern will not be responsible for direct consultation or instruction for members of the community. There may be opportunities to observe and provide support for consultations and instruction.

Description of site, describe the setting and atmosphere intern will be working in:
MIT Libraries serve a varied research-intensive community. Data Management Services (DMS) is a new and growing program within the Libraries’ portfolio of services. The DMS team is a cross-disciplinary group drawn from staff across the Libraries. Staff are not co-located and the program does not host a service location. Much of the team’s work is collaborative, and the intern will have access to all team members.

Measurable learning objective(s):
• Gain experience performing an institutional environmental scan, and summarizing the results.
• Become familiar with user needs identified in the MIT Community.
• Describe gaps between campus services and user needs.
• Learn about the organization and management of research data services in a research library.

Qualifications
• Familiarity with RDM services provided by academic research libraries.
• Understanding of the types of research and data generated at a STEM intensive research institution.
• Ability to work independently.
• Relevant coursework: LIS 532G - Scientific Research Data Management

Hours
Minimum expectations are 10 hours per week. Schedule will be negotiated between supervisor and intern.

Information Needed for Internal Consideration

Orientation and training needed:
• Meet DMS team, and physical orientation to libraries and campus.
• Training on wiki.
• Overview of MIT webspace and institute organization.

Necessary tools to perform work (It is assumed that interns will need access to a computer):
Preference would be to have intern user their own computer, but one can be provided if necessary.

Access to systems/accounts required: Intern will need guest/visitor privileges from IS&T to allow them to download certificates. Access to the DSS wiki will be provided.

Workspace and other logistical support (It is assumed that interns will need a desk to work at):
The intern will have workspace in the vicinity of their supervisor in Hayden Library (Bldg 14S).

Other resources necessary:

Date: 6/28/16
Help & Context

Proposals: Proposals will be generated by prospective sponsors at the department level, and funneled up through the directorates to ensure that all required elements are included. The Director, Community Support and Staff Development will coordinate the proposals submission and review process with the SLIS program.

Intern Sponsors
- Develop internship proposals outlining qualifications
- Meet with student matched by Simmons to internship, and confirm appropriateness of placement
- Negotiate schedule with intern.
- Complete intern orientation checklist.
- Set goals and prioritize work assignments.
- Perform routine supervisory functions.
- Communicate with the intern’s faculty advisor as appropriate.
- Monitor student’s time, as sponsors will be required to sign a document confirming all hours worked.
- Submit an evaluation of the student’s performance upon the conclusion of the internship.

Guiding Principles
- Interns are not intended to substitute for library staff.
- Goals for prospective interns should be in alignment with the MIT Libraries strategic efforts.
- When feasible our recruitment process should “cast a wide net” for inclusivity.
- The hosting department has the final say in the selection of the intern. (Simmons matches students with internships; hosting department has an opportunity to confirm the appropriateness of the assignment and adjust if necessary)

Simmons College Capstone Internship Matching Procedure in Brief
- Internship proposals get posted (mid-July through mid-August for fall; mid-November through mid-December for spring)
- Internships site goes live and is visible to Simmons students (mid-August for fall; mid-December for spring)
- Simmons students are matched with internships, and sponsor is notified (mid-August through late August for fall; mid-December through late December for spring)
- Internships run early September through mid-December (fall) and mid-January through mid-May (spring)

Revised Oct. 5, 2015,