

Introduction

This case study analysis builds upon the work of our peers from a previous class, IS-289-5: Introduction to Data Informatics (Winter 2016). Our goal was to draw from the previous recommendation to digitize records produced by the Internship Program in UCLA's Department of Information Studies, and to provide concrete recommendations for what to digitize and why.



Figure 1 (above): This graphic indicates the four primary areas of records-related activities the Internship Coordinator is responsible for.

Materials and methods

Our research and recommendations were completed using the following materials and methods:

- Class texts
- In-person interviews with Keri Botello, UCLA MLIS graduate and the Coordinator of the entire Internship Program
- In-person interview with Justin Scott, the IS-Department's Web Administrator
- Our personal experiences as students in the Internship Program

Literature cited

Holcomb, Kip and Yaqi Zhang, "Internships," UCLA Information Studies Department, IS 289-5: Introduction to Data Informatics, Winter 2016.,
Sellen, Abigail J., and Richard H.R. Harper, *The Myth of the Paperless Office*, The MIT Press: Cambridge, MA, 2002.

Internship Class Records: Digital Upgrades

Stephanie Erbe, Alexa Romero, and Ashley Vergara
IS-240: Management of Digital Records

Recommendations

Figure 2 (left): The current version of the Site Supervision form, which must be either signed in person by each student, advisor, and site supervisor, or signed, scanned, emailed and re-printed by each party in turn.

Figure 3 (right): An example of CCLE's feature that allows assignments to be uploaded and turned in electronically.

Submission status	Grading status	Due date	Time remaining	Last modified	Submission comments
No attempt	Not graded	Friday, 9 December 2016, 5:00 PM	16 days 8 hours	-	Comments (0)

Figure 4 (below): A mock-up of the proposed database that combines current internship site information with students' personal descriptions of their experiences working there.

Recommendations

1. Update the Site Supervision form to a PDF fillable form. This change from paper to digital will be easier for students to get the required permissions in a timely manner and without extra travel or multiple prints and scans of the same document.

2. Make digital surrogates of the Site Supervision form, Syllabus, and any other Internship-related documents available on CCLE. Students often lose paper copies of these documents and appreciate having electronic versions available.

3. Allow all Internship assignments and the Site Supervision form to be turned in via CCLE uploads. Students will always have a reminder of due dates, and Keri will not have to download attachments from email. Additionally, the CCLE interface will make it much easier for Keri to know how many students have outstanding assignments.

4. Long Term Goal: Create a database of internship options specifically for students that is password protected and accessible on the GSEIS website. This is by far the most difficult change to implement and may work best as its own internship project. In the short term, research plug-ins for Microsoft Access that potentially can publish some of Keri's internship database to the web.

Acknowledgments

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