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Note 1: For my final interview, I used a SWOT Analysis Matrix photo from this website:

https://upload.wikimedia.org/wikipedia/commons/thumb/0/0b/SWOT_en.svg/800px-SWOT_en.svg.png.

Note 2: Emily Daly prepared two questions in addition to the SWOT Analysis Matrix. Daly asked:

1. Consider your work this semester, and comment on what you're most proud of and also what you might do differently if you were to do the practicum again.
2. I'm also interested in hearing what about the AUX practicum has worked particularly well for you and what you'd recommend improving or changing in future semesters.

Report:

The meeting was split into two parts, the first part focusing on the SWOT Analysis Matrix and the second part on Emily Daly's questions. The first part of the matrix focuses on strengths. I brought up that I felt that my time management and the quality of my work were my primary strengths. I shared that I felt that I understood how to dedicate the proper amount of time to a certain project and when it was time to move onto the next thing. Daly shared that they thought I asked good questions and was on top of budgeting my time. They thought that I did a good job of making sure that I was not getting too behind on my work. They added that I communicated and asked questions to ensure that I understood how much time I should be dedicating to specific projects.

For weaknesses, I asked Daly for their opinion about boundary setting. Throughout the practicum, I was juggling the practicum itself, two part-time jobs, and my coursework. I asked Daly if I communicated well when I was not in the best headspace or if I felt overwhelmed from the amount of work I was doing. They thought that I was doing a good job of updating them on any general disruptions in life. However, they suggested that for future jobs, I should sit down with my manager when I first start and clarify both my own boundaries and their boundaries to ensure that I know when best to communicate when I am feeling overwhelmed or need extra time.

For opportunities, I shared that I was excited to have an opportunity to participate in departmental meetings and to have an idea of the hierarchy and inner workings of academic libraries. I was also grateful for the opportunity to present my first project at a First Wednesday meeting, a meeting for the department to share projects and updates (on Wednesday December 1st).

For threats, I shared that I was concerned about not finishing the current project on time. However, Daly shared that not finishing the project was okay as long as I left notes for ways the department could continue the project in the future. In addition, moving from the first major project to the second project was difficult. I had to consider when it was time to fully wrap up

that first project. However, I shared that I thought that worked out well and we managed to create two final products that I was satisfied with.

In response to Daly's questions, I shared that I appreciated doing the environmental scan and getting an idea of the resources available at other academic libraries. I shared that it helped me consider what I want to look for when I start applying for my first post-graduate job. I also shared that doing the usability test was helpful in getting experience with management and leadership. I was also enrolled in a management course at UNCG so it overlapped well with the responsibilities of the practicum. For the second question, I said that a fellow practicum student working with me was helpful in getting everything complete on time. I also suggested that it might be helpful to incorporate space for doing informational interviews or a campus visit for future practicum students (if they are still remote).