Instructions for site supervisors

2. Add the following to the Help menu of the Internship Database (site supervisor view of the Database)

What would you like to do?

Create	Edit	View

• Register yourself and your institution
• Create an internship listing
• Add locations to your institution
• Add supervisors to your institution
	• Edit your contact/profile
	• Change your password
	• Change your email address
	• Edit your institution name/type
	• Edit saved, un-submitted internship listings
	• Edit an approved listing
	  • Change the semester it's offered
	  • Make the listing inactive, but keep it in the database
	  • Reactivate a deactivated listing
	  • Designate an internship as filled
	• Edit a location within your institution
		• View your contact/profile
		• View your institution name/type
		• View your locations
		• View your site supervisors
		• View your internship listings

Delete	**Evaluate**	
• Delete your profile • Delete your institution • Delete an internship listing • Delete a site supervisor from your institution • Delete a location from your institution	Evaluate an intern or multiple interns	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Register as a site supervisor Go to: http://slisapps.sjsu.edu/internships/new/register.php	**SLIS INTERNSHIP SITES – SITE SUPERVISOR REGISTRATION** LIBR 294 and MARA 294 Professional Experience: Internships are credit/no credit graded courses. They provide students with a field-based, supervised, professional learning experience that takes place in a library, an archival records repository, or other information services organization. For information on eligibility, process, and site supervisor responsibilities, please see the Internship Site Supervisor Handbook. To register as a new Internship Site Supervisor please complete the information on this page and submit. Note important browser requirements: 1. Pop-up blocker disabled (all users). 2. JavaScript enabled (all users). 3. Internet Explorer users: use version 9 or above **Already registered and trying to login or reset your password?** Go to: Internship Site Supervisor Login

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Scroll down and complete all required fields on the form.	* Indicates required field. *Full Name: *Title: *Email Address: *Verify Email: *Primary Phone Number: Alternate Phone Number: Fax Number: *Use the reload button in the reCAPTCHA image below to get another set of words / numbers if you cannot read them.* twerto upper Type the text Privacy & Terms reCAPTCHA™ stop spam. read books. register reset

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After clicking the **register** button, you will receive an on-screen confirmation as well as an email with a temporary password.

Home | Courses | LIBR 294 Professional Experience: Internships

YOUR REGISTRATION REQUEST WAS SUCCESSFUL.

A temporary password has been emailed to the address you provided below. Check your email now for the new temporary password and instructions on how to update your profile.
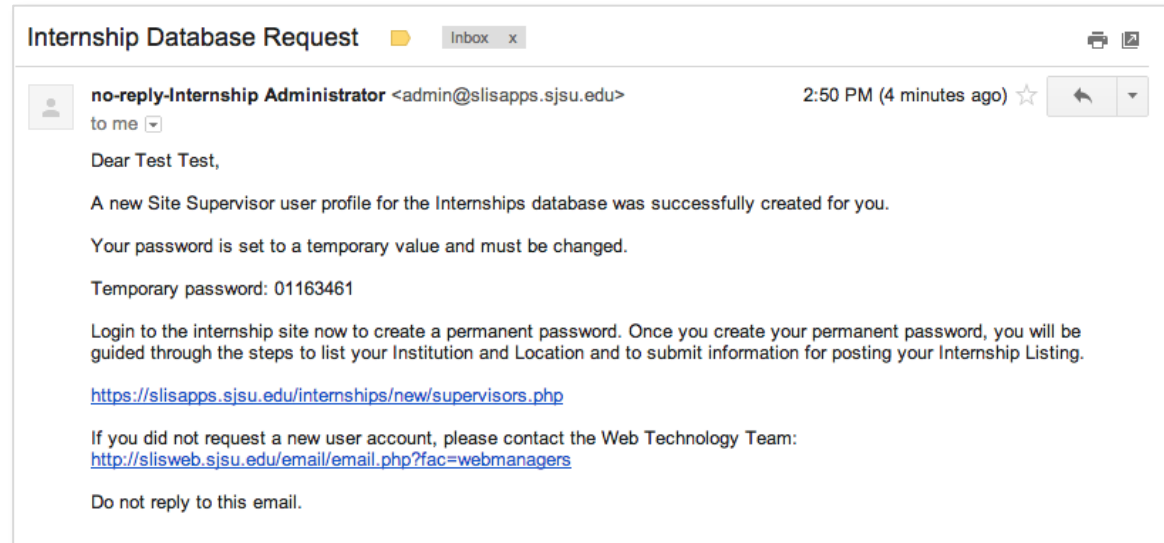
Data submitted:

Name: Test Test

Title: Librarian

Email: pulchrit@gmail.com

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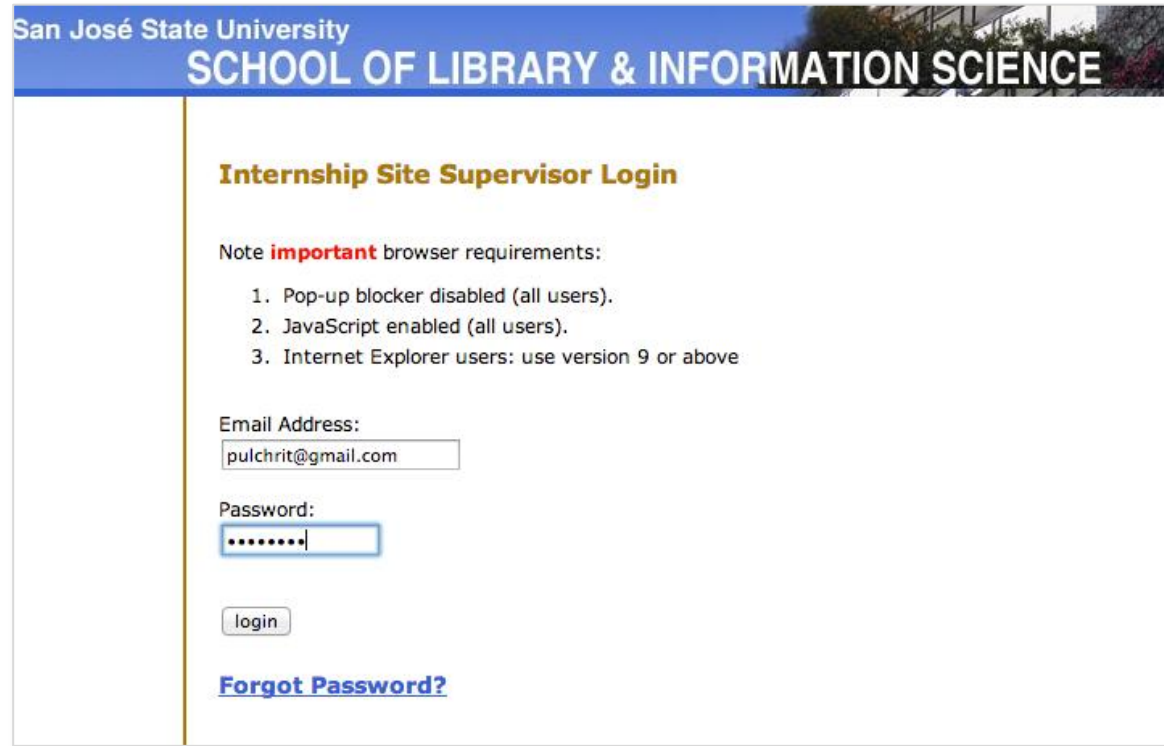| The email you receive will look something like what appears at the right:

(need to add thorough desc. to the html title attribute to allow for accessibility) | **Internship Database Request** 📁 Inbox x 🖨 ⬈

no-reply-Internship Administrator <admin@slisapps.sjsu.edu>   2:50 PM (4 minutes ago) ☆ ↩ ▾
to me ▾

Dear Test Test,

A new Site Supervisor user profile for the Internships database was successfully created for you.

Your password is set to a temporary value and must be changed.

Temporary password: 01163461

Login to the internship site now to create a permanent password. Once you create your permanent password, you will be guided through the steps to list your Institution and Location and to submit information for posting your Internship Listing.

https://slisapps.sjsu.edu/internships/new/supervisors.php

If you did not request a new user account, please contact the Web Technology Team:
http://slisweb.sjsu.edu/email/email.php?fac=webmanagers

Do not reply to this email. |

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

First, you will need to create a permanent password.

Click on the link provided in the email and login using your email address and the temporary password provided in the email.

San José State University
SCHOOL OF LIBRARY & INFORMATION SCIENCE

Internship Site Supervisor Login

Note **important** browser requirements:

1. Pop-up blocker disabled (all users).
2. JavaScript enabled (all users).
3. Internet Explorer users: use version 9 or above

Email Address:
pulchrit@gmail.com

Password:
••••••••

login

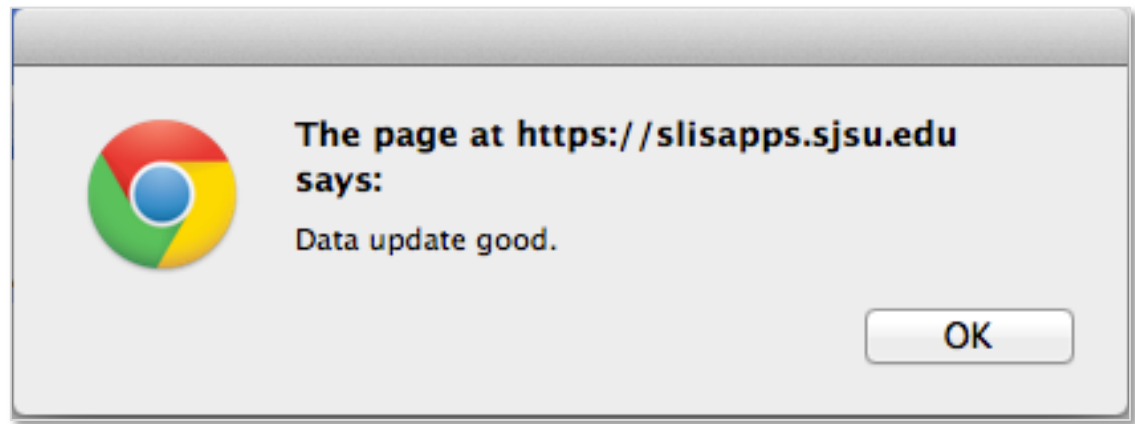**Forgot Password?**

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

You will immediately be prompted to create a new, permanent password.	**Internship Site Supervisor Login** Note **important** browser requirements: 1. Pop-up blocker disabled (all users). 2. JavaScript enabled (all users). 3. Internet Explorer users: use version 9 or above Your password is temporary, you must choose a permanent password. Valid passwords are 6 to 12 characters and have at least one number and one letter. All fields are required. Click *update* when form is complete. Temporary Password: New Password: Confirm New: update

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

To do so, enter the temporary password, a new password and confirm the new password. Click **update**.	**Internship Site Supervisor Login** Note **important** browser requirements: 1. Pop-up blocker disabled (all users). 2. JavaScript enabled (all users). 3. Internet Explorer users: use version 9 or above Your password is temporary, you must choose a permanent password. Valid passwords are 6 to 12 characters and have at least one number and one letter. All fields are required. Click *update* when form is complete. Temporary Password: •••••••• New Password: •••••••••• Confirm New: •••••••••• update

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

You will receive a pop-up that confirms your password has been changed. Clicking **OK** on the pop-up will return you to the home page.	**The page at https://slisapps.sjsu.edu says:** Data update good. OK

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking **OK** on the pop-up, you will automatically be taken to the page where you can select or add your institution and location.

Define Your Institution and Location

Thank you for creating your permanent password. Follow the steps below to list your Institution and Location and then to submit information for posting your Internship Listing.

Please first define an institution for this supervisor account.

Instructions: Check to see if your institution is already in the system by using the dropdown menu below. If your institution is already there, select it and click **MY INSTITUTION**. If your institution is not yet in the system, click **CREATE NEW** and complete the new institution form.

Once you submit your Institution information, you will be automatically logged in to the site supervisor administration interface. From there you can create new internship listings, modify your profile information, and perform other management tasks.

Note: Your institution may already be defined in the system—please check the dropdown list before defining a new institution.

Note: If your institution or company has multiple branches, departments, or offices (for example, San Jose Public Library, Evergreen Branch, or UC Berkeley, Ethnic Studies Library), you will be able to add them later.

[--- ▲▼]   [MY INSTITUTION]

[CREATE NEW]

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

|	
For example, if you worked at SJSU SLIS, you would select that option from the drop down and then click on **MY INSTITUTION** to designate it as your institution. Use the dropdown menu to check to see if your institution is already listed in the database.	San Francisco Symphony San Francisco Waldorf High School San Joaquin County Historical Society and Museum San Jose Museum of Art San Jose Museum of Quilts and Textiles San Jose Public Library San Jose Public Library / Partners in Reading San Jose State University Library San Jose State University, School of Library & Information Science San Leandro Public Library San Mateo County Library (See listing for branch) San Mateo County Medical Center San Mateo County Office of Education San Mateo Public Library Santa Barbara Botanic Garden Library Santa Barbara City College Santa Barbara Zoo Santa Clara County Archives ▼ [San Jose State University, Schoo ⇕] [MY INSTITUTION] [CREATE NEW]
If your institution is not in the dropdown list, click on the **CREATE NEW** button. A blank form will automatically open for you to complete.	[San Jose State University, Schoo ⇕] [MY INSTITUTION] [CREATE NEW]

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

*Indicates required field. Click *ADD NEW INSTITUTION* when form is complete.

*Organization Type:

[--- ▼]

*Main Institution Name (eg: UC Berkeley, Stanford University, San José Public Library, Microsoft):

[   ]

Library, Branch, Department, or Office Name (eg: Bancroft Library, Hoover Institution, Cambrian Branch, Colorado Research Unit):

[   ]

*Address Line 1:

[   ]

Address Line 2:

[   ]

*City:

[   ]

*Country:

[--- ▼]   ☐ The country is not in this list

*State/Province:

[--- ▼]   ☐ The state/province is not in this list

☐ My address does not include a state/province.

Post/Zip Code:

[   ]

Web Address (URL):

[   ]

[ADD NEW INSTITUTION]

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Complete all required fields and click **ADD NEW INSTITUTION**.	*Indicates required field. Click *ADD NEW INSTITUTION* when form is complete. *Organization Type: Archival Collections ⬍ *Main Institution Name (eg: UC Berkeley, Stanford University, San José Public Library, Microsoft): Test University Library, Branch, Department, or Office Name (eg: Bancroft Library, Hoover Institution, Cambrian Branch, Colorado Research Unit): Special Collections *Address Line 1: 1234 Main Street Address Line 2: *City: Seattle *Country: United States ⬍ ☐ The country is not in this list *State/Province: Washington ⬍ ☐ The state/province is not in this list ☐ My address does not include a state/province. Post/Zip Code: 98102 Web Address (URL): www.test.edu [ADD NEW INSTITUTION]

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

You will receive a pop-up that confirms your institution has been added. Clicking **OK** on the pop-up will return you to the home page.	**The page at https://slisapps.sjsu.edu says:** Data update good. OK
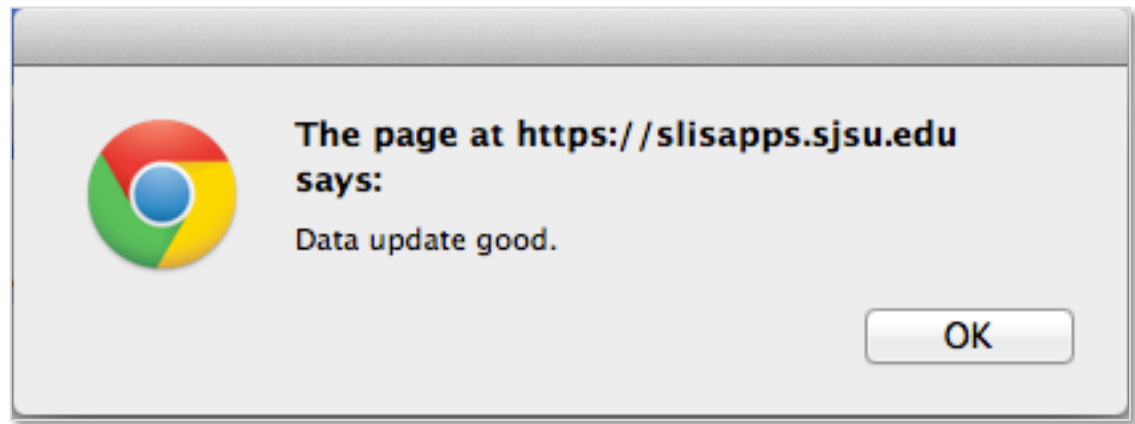
Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking **OK** on the pop-up you will automatically be taken to the Internship Site Supervisor Administration Page. From here you can create listings, update locations, evaluate students and much more. https://slisapps.sjsu.edu/internships/new/supervisors.php

Return to main menu

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Create a new internship listing

Then click on **create new** under *listings* in the left menu.

Internship Site Supervisor Administration page

USER: **Test Test**
INSTITUTION: **Test University**

The links on this page allow internship site supervisors to submit new internship opportunities (listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days.

Home 🏠

HELP

ℹ **listings**
create new
view/edit

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Please read the summary instructions and notes in the box at the top of the page.

Create New Internship Listing

Please fill out the information below to create a new internship listing. When submitted, your listing will be reviewed and approved by an internship faculty supervisor and should appear in our listings database within 3 business days. Your listing is *Pending* until approved. Please be as thorough as possible, especially regarding the site supervisor's degrees / credentials and contact information. You will be contacted if the faculty supervisor has questions.

Please read the Internship Guidelines and the semester dates and deadlines information before filling out this form. If you would like to propose a K-12 school library for a teacher librarianship field experience, please contact Mary Ann Harlan.

Before filling out this form, please visit the listings database and look at an example of a completed listing.

When you've completed the form, click **SUBMIT NEW INTERNSHIP** or **SAVE AND CONTINUE LATER**. You can continue working on a saved internship listing at any time by clicking the **view/edit** option in the main menu and selecting the internship you'd like to continue working on.

To be able to view or modify the internship later, you must add yourself as a contact. A listing can only be modified by one of its contacts.

*Indicates required field for submit. (At least title, location, and public contact are required for save.)

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Complete all required fields on the form. Specific instructions are included for many of the fields, but if you have a question about any of the information requested, please contact Dr. Bill Fisher for non-archival onsite internships, Lori Lindberg for archival on site internships, or Dr. Pat Franks for virtual internships.	***Internship/Job Title** Reference Internship – TEST ***Job Description** We are seeking a student interested in working at the University's Special Collections reference desk. The intern will work with researchers to locate appropriate collections from the University's closed stacks. See full internship description at www.testuniversity.edu ***Task Type** ◉ archival ○ non-archival ***Work to be done** ◉ onsite ○ virtual ***Qualifications** Student should have an interest in archives and have taken LIBR 256 Archives and Manuscripts and LIBR 210 Reference and Information Services. ***Work Hours** 10 hours per week

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

*Pay Status
◉ paid ○ unpaid

*Compensation:
$15/hour

*Semesters Available [Please check all relevant semesters. You must check at least one]

Spring 2014 ☐

Summer 2014 ☑

Fall 2014 ☐

Spring 2015 ☐

Summer 2015 ☐

Fall 2015 ☐

*Supervision [Professional supervision by a qualified person is required for an internship. Please describe how this requirement will be met at your location. This information is not displayed in the public listing.]

B *I* <u>U</u> | ☰ ☷ 🔍 | ✂ 🗐 📋 🗐 🗐 | ∞ ⚡ Ω 🔲 🅽

The University Librarian holds an MLIS degree from SJSU SLIS. He will be directly responsible for the intern's instruction, supervision, and evaluation. He understands the value of an internship to the intern and will work to be mentor and guide for him/her.

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*Contact Person(s) who will be the internship supervisor [select at least one, and indicate if this person will also be the public point of contact for the internship applications.]

Select	Contact	Public
☑	Test Test Librarian tel: 760-814-7935 pulchrit@gmail.com	◉

*Application Deadline?
◉ yes ○ no deadline

*Deadline:
Apply by March 15, 2014

*Application Process Description [Prospective interns are often required to follow an application process, such as submitting a letter of interest and qualifications, or a resume, or an additional site-specific application form. Please indicate in the box below how you wish the candidate to apply. You may also insert urls for additional application materials or information that is posted on your website. See other internship listings for examples.]

Please submit a letter of interest along with a resume or CV.
Selected interns will also need to complete a University
Employment Application and background check.
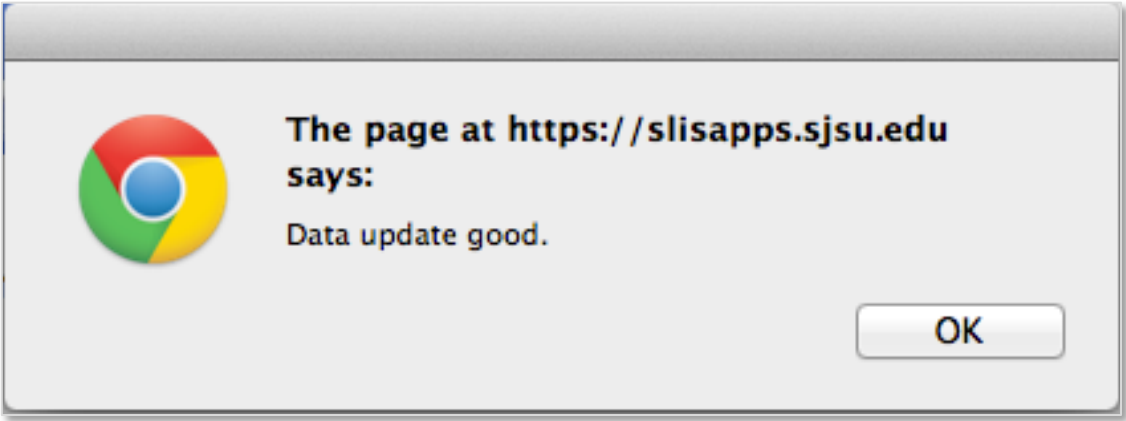
*Location(s) where on-site work will be performed or where virtual internship supervisor is located [select at least one].

Select	Location
☑	Test University Special Collections 1234 Main Street Seattle, WA 98102 United States www.test.edu

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	Responsibilities agreement. The internship supervisor listed above has reviewed and agreed to the responsibilities of the supervisor as defined in the Internship Guidelines. ⦿ Yes ◯ No If no, please explain: [ ]
Once you have completed the form to your satisfaction and are ready to submit it for review and approval, simply click the **SUBMIT NEW INTERNSHIP** button. Your listing will be reviewed within three days. If approved, it will be added to the database. If there are issues, a faculty supervisor will contact you with questions. If you are unable to complete the form in one sitting, you may save it and return to edit it at a later date. To use the save option, you must have completed at least the title, location, and public contact fields. Simply click the **SAVE AND CONTINUE LATER** button. (To edit a saved internship, you will need to choose **view/edit** from the left menu and then select the internship form you wish to edit.)	SUBMIT NEW INTERNSHIP SAVE AND CONTINUE LATER

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking submit, you will receive a pop-up that confirms your listing has been submitted. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
[Return to main menu](#)	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

To add a location to your institution

Click **add new** from the *locations* menu on the left.

Internship Site Supervisor Administration page

USER: **Test Test**
INSTITUTION: **Test University**

The links on this page allow internship site supervisors to submit new internship opportunities (listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days.

Choose from links in left column to:

- Create a new listing.
- View and/or modify listings for which you are a contact.
- Submit a listing for approval and publication in the internship database.

Home

HELP

listings
create new
view/edit

evaluations
evaluate student

locations
add new
view/edit

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Complete the form for your library, branch, department, or office. Click **ADD NEW LOCATION**.	**Add New Location** Use this form to create a new internship location (Department, branch, office, etc.) for your institution. * Indicates required field **Library, Branch, Department, or Office Name (eg: Bancroft Library, Hoover Institution, Cambrian Branch, Colorado Research Unit):** Kimber Special Collections Department ***Address Line 1:** 1234 Main Street **Address Line 2:** ***City:** Seattle ***Country:** United States ⬍ ☐ The country is not in this list! ***State/Province:** Washington ⬍ ☐ The state/province is not in this list! ☐ This address does not include a state/province. **Post/Zip Code:** 98102 **Web Address (URL):** www.test.edu ADD NEW LOCATION
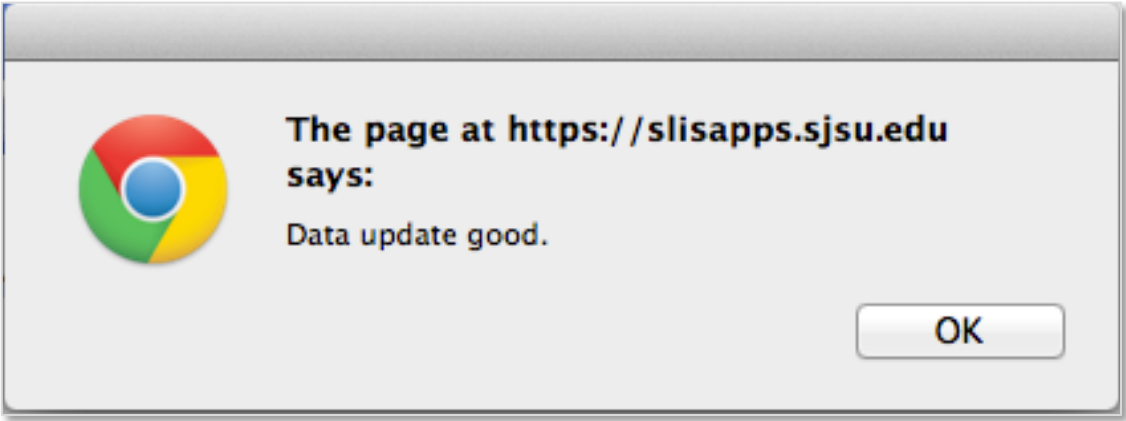
Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking, you will receive a pop-up that confirms your location has been added. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
[Return to main menu](#)	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Add a new supervisor to your institution

Click on **add new** from the *supervisors* menu on the left.

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Complete the form for the new supervisor. Click **ADD NEW SUPERVISOR**.	**Add New Supervisor** Fill out this form to add a new supervisor at your institution. The new supervisor will be notified via email that they have been added to the system and given a link to complete their profile creation process. Please first check the list of current supervisors by using **supervisors -> view** in the left menu to make sure the person you are adding is not already in the system. * Indicates required field *New Supervisor's Name: John Doe *New Supervisor's Title: Archivist *New Supervisor's Email: pulchrit@gmail.com ADD NEW SUPERVISOR
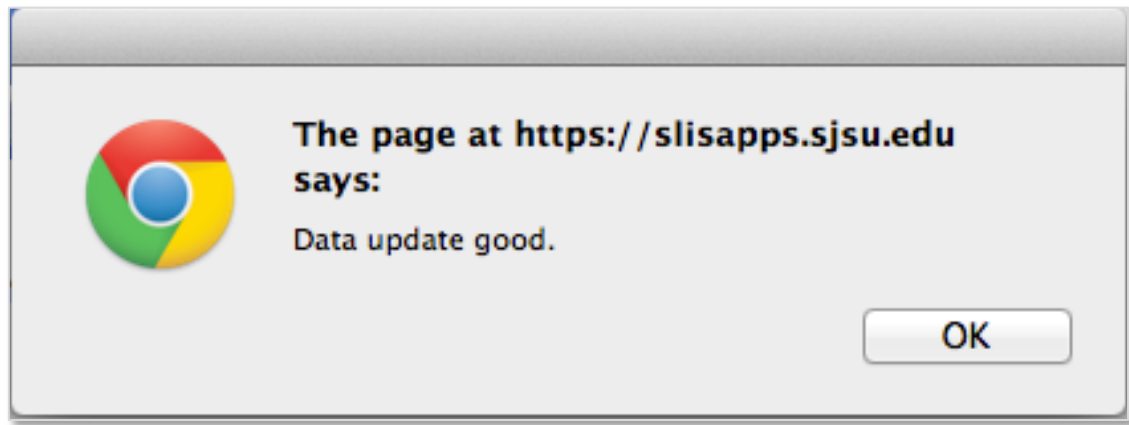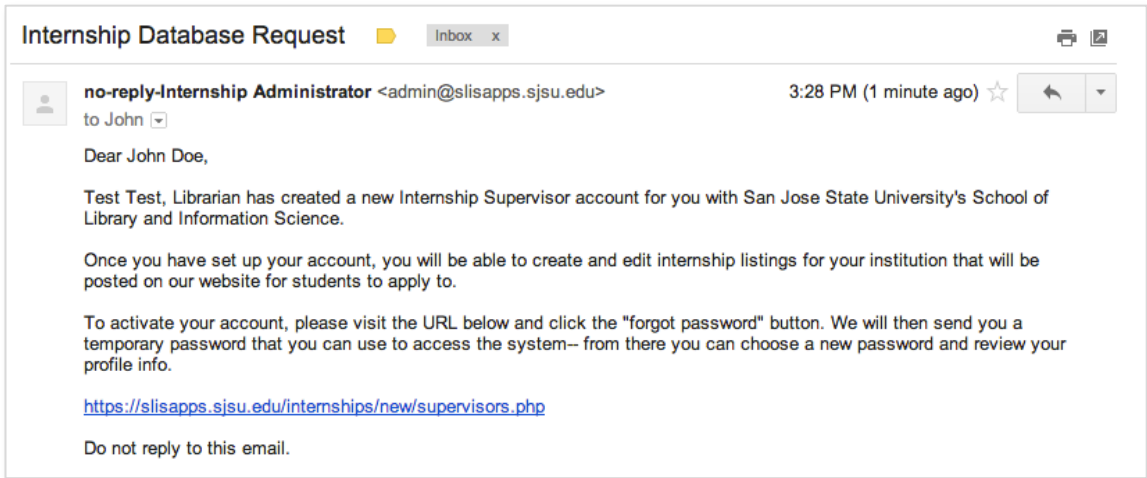
Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking, you will receive a pop-up that confirms your new supervisor has been added. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
The new supervisor will receive an email that look something like what appears on the right. He/she should click on the link in the email. (need to add thorough desc. to the html title attribute to allow for accessibility)	**Internship Database Request** Inbox x **no-reply-Internship Administrator** <admin@slisapps.sjsu.edu> 3:28 PM (1 minute ago) to John Dear John Doe, Test Test, Librarian has created a new Internship Supervisor account for you with San Jose State University's School of Library and Information Science. Once you have set up your account, you will be able to create and edit internship listings for your institution that will be posted on our website for students to apply to. To activate your account, please visit the URL below and click the "forgot password" button. We will then send you a temporary password that you can use to access the system-- from there you can choose a new password and review your profile info. https://slisapps.sjsu.edu/internships/new/supervisors.php Do not reply to this email.

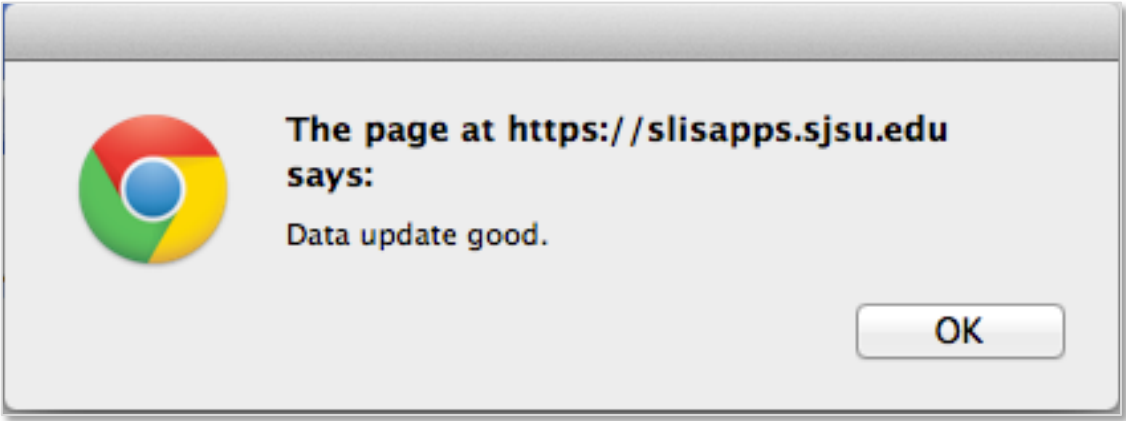**Please note:** Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

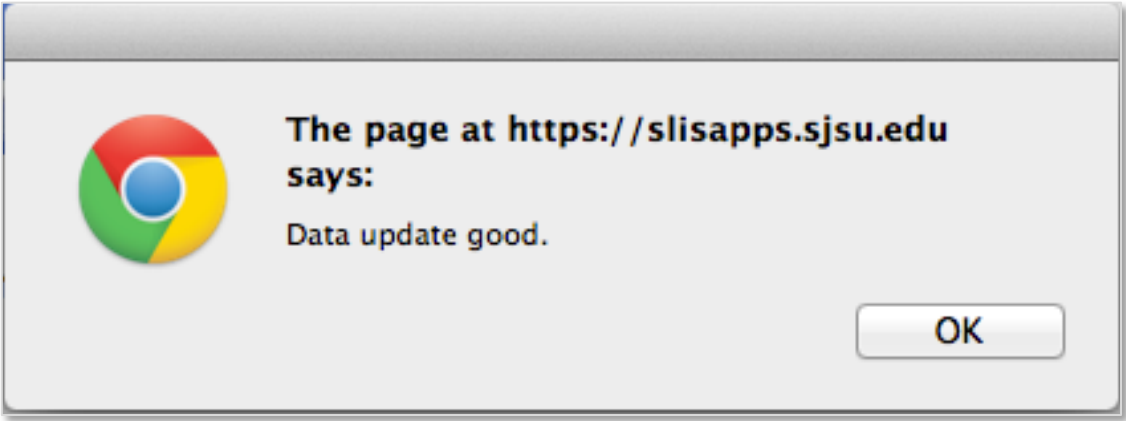|	
Doing so will open a login page. The supervisor should enter their email address and click on the **Forgot Password?** link. The system will automatically email him/her a temporary password and a link to create a new permanent password.	San José State University **SCHOOL OF LIBRARY & INFORMATION SCIENCE** **Internship Site Supervisor Login** Note **important** browser requirements: 1. Pop-up blocker disabled (all users). 2. JavaScript enabled (all users). 3. Internet Explorer users: use version 9 or above Email Address: melissa.lafranchise@sjsu.e Password: login **Forgot Password?**
He/she should then click on **contact** from the *my profile* menu on the left.	❷ **supervisors** add new view ❷ **institution** edit ❷ **my profile** pword email contact	▪ Add or modify address/contact info for internship locations at your institution (branches, departments, offices, etc.). ▪ Request a shared listing or grant sharing to a coworker. ▪ Change your system email address and password. ▪ Change your profile data (name, title, or phone numbers). ▪ The ❷ icon next to an item is clickable for topic-specific help. ▪ Click HELP in the left menu for an overview of this application. Click 🌐 in the navigation menu to return to this page at any time. Click ⏻ to log out.

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

He/she should complete the form and click on **update**.

Modifiy Profile Data

USER: **John Doe**, use this form to modify your profile data. Current data is in text fields and is editable.

* Indicates required field. Click *update* when form is complete.

*Full Name:

John Doe

*Title:

Archivist

*Primary Phone:

123-456-7890

Alternate Phone:

Fax:

update
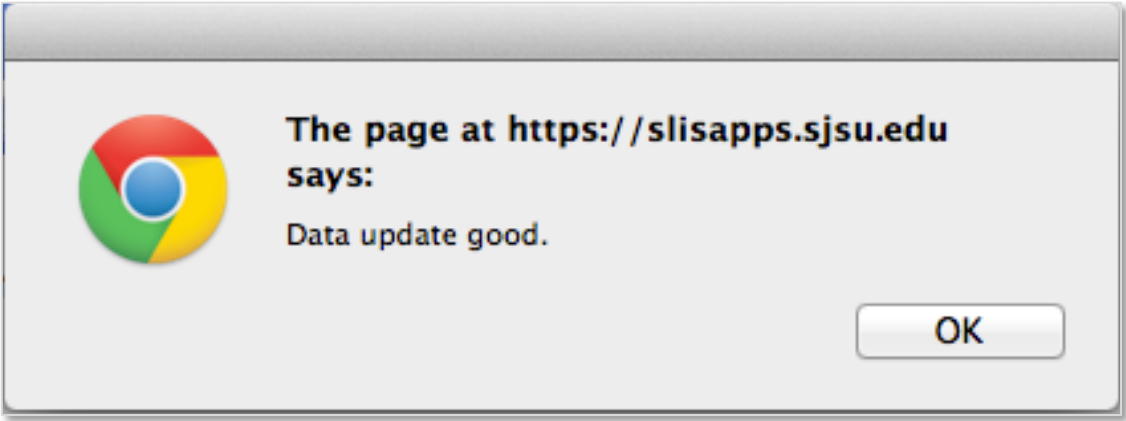
Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking, he/she will receive a pop-up that confirms the contact additions. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
Return to main menu	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

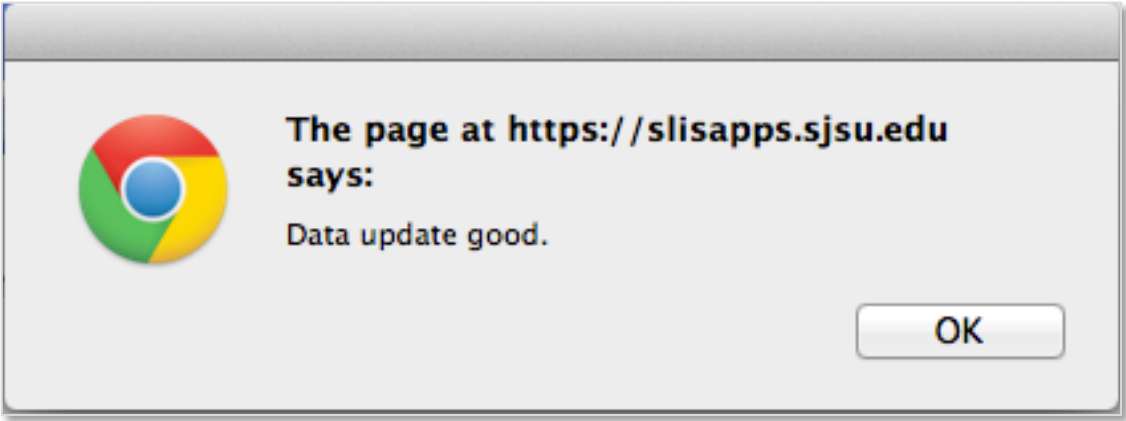|	

Edit your contact
 	
Click on **contact** from the *my profile* menu on the left.
	❷ **supervisors**
	  add new
	  view
	
	❷ **institution**
	  edit
	
	❷ **my profile**
	  pword
	  email
	  contact
	
	■ Add or modify address/contact info for internship locations at your institution (branches, departments, offices, etc.).
	■ Request a shared listing or grant sharing to a coworker.
	■ Change your system email address and password.
	■ Change your profile data (name, title, or phone numbers).
	■ The ❷ icon next to an item is clickable for topic-specific help.
	■ Click HELP in the left menu for an overview of this application.
	
	Click ⊕ in the navigation menu to return to this page at any time. Click ⏻ to log out.

Edit your name, title, or phone/fax numbers.
 	
Click **update**.
	Modifiy Profile Data
	
	USER: **John Doe**, use this form to modify your profile data. Current data is in text fields and is editable.
	
	* Indicates required field. Click *update* when form is complete.
	
	***Full Name:**
	`John Doe`
	
	***Title:**
	`Archivist`
	
	***Primary Phone:**
	`123-456-7890`
	
	Alternate Phone:
	`_____`
	
	Fax:
	`_____`
	
	[update]

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

|	
After clicking, you will receive a pop-up that confirms the contact edits. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
Return to main menu	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Change your password Click on **pword** from the *my profile* menu on the left.	
Enter your old and new passwords and confirm your new password. Click **update**.	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

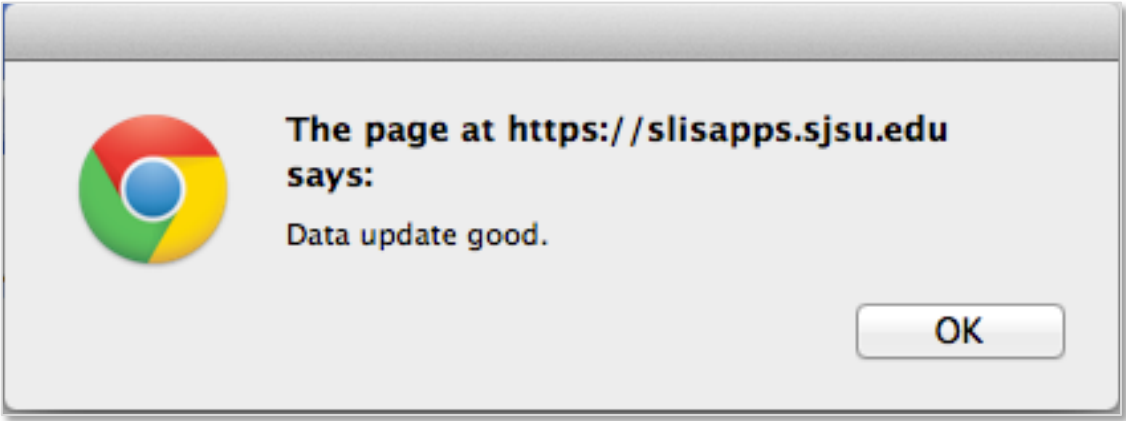|	
After clicking, you will receive a pop-up that confirms the password change. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
Return to main menu	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Change your email address Click on **email** from the *my profile* menu on the left.	
Enter your new email address and confirm it. Remember that your email address is also your user login. Click **update**.	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking, you will receive a pop-up that confirms the email change. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
[Return to main menu](#)	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Edit your institution name/type Click on **edit** from the *institution* menu on the left.	**❷ supervisors** add new view **❷ institution** edit ▪ Add or modify address/contact info for internship locations at your institution (branches, departments, offices, etc.). ▪ Request a shared listing or grant sharing to a coworker. ▪ Change your system email address and password. ▪ Change your profile data (name, title, or phone numbers).
Change the name of your institution and/or the Organization Type. Click **SAVE CHANGES**.	**Review/Approve Institution** Institution #**1108** ***Institution Name (eg: UC Berkeley, Stanford University, San José Public Library):** Test University ***Organization Type:** Archival Collections ⬍ SAVE CHANGES

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking, you will receive a pop-up that confirms the institution change. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
[Return to main menu](#)	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Edit saved, un-submitted internship listings Click on **view/edit** from the *listings* menu on the left.	**Home** 🏠 HELP ❓ **listings** create new view/edit USER: **Test Test** INSTITUTION: **Test University Rev** The links on this page allow internship site supervisors to submit new internship opportunities (listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days.
Click the **view/edit** next to the listing you would like to edit.	**View/Edit Internship Listings** Current internship listings at your institution that you are a contact for are shown in the table below. Click **view/edit** to view details or make changes. | Internship	Status	View/Edit | |---|---|---|
Web development Intern	saved (not public)	view/edit	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Complete the listing.

Click **SUBMIT**.

Your listing will be reviewed within three days. If approved, it will be added to the database. If there are issues, a faculty supervisor will contact you with questions.

Edit Internship Listing

Use this form to modify the selected internship listing.

When submitted, your listing edits will be reviewed and approved by an internship faculty supervisor and should be reflected in our listings database within 3 business days. Your listing is Pending until approved. You will be contacted if the faculty supervisor has questions.

Please read the Internship Guidelines and the semester dates and deadlines information before filling out this form.
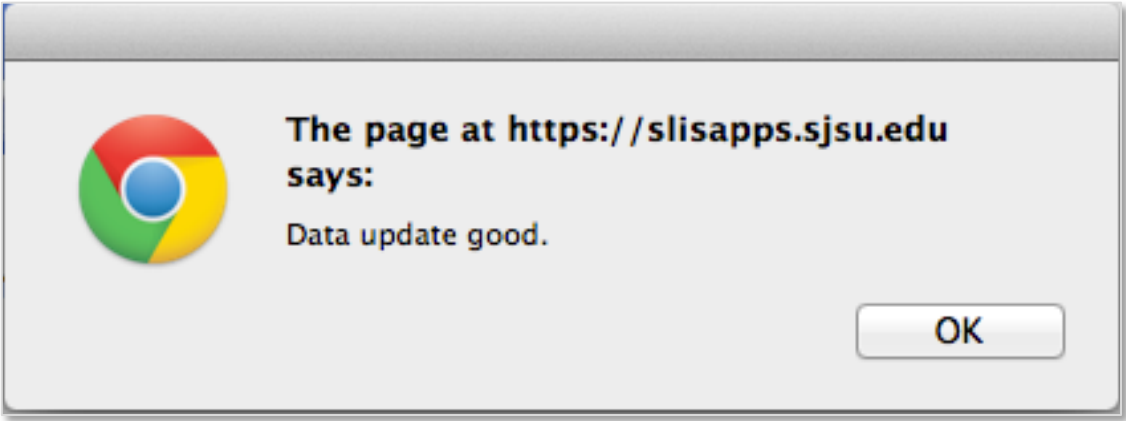
When you've completed the form, click **SUBMIT CHANGES** or **SAVE AND CONTINUE LATER**. You can continue working on a saved internship listing at any time by clicking the **view/edit** option in the main menu and selecting the internship you'd like to continue working on.

*Indicates required field for submit. (At least title, location, and public contact are required for save.).

*Internship/Job Title

Web development Intern

*Job Description

B *I* U | :≡ ≡ 🔍 | ✂ 📋 📋 📋 📋 | ⇔ 🔗 Ω 🔲 🔃

Help make improvements to the institution's website.

...

If no, please explain:

SUBMIT   SAVE AND CONTINUE LATER

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking, you will receive a pop-up that confirms the listing has been submitted. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
[Return to main menu](#)	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

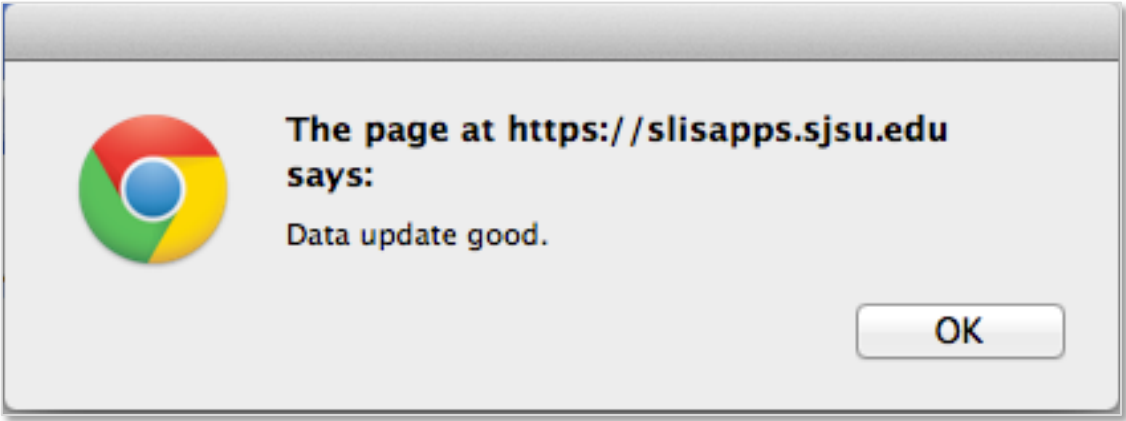|	
Edit an approved listing Click on **view/edit** from the *listings* menu on the left.	Home 🏠 HELP ❓ **listings** create new view/edit USER: **Test Test** INSTITUTION: **Test University Rev** The links on this page allow internship site supervisors to submit new internship opportunities (listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days.
Click on **view/edit** next to the internship listing.	**View/Edit Internship Listings** Current internship listings at your institution that you are a contact for are shown in the table below. Click **view/edit** to view details or make changes. <table><tr><th>Internship</th><th>Status</th><th>View/Edit</th></tr><tr><td>Web development Intern</td><td>active (public) Share link: http://slisapps.sjsu.edu/internships/new/view.php?listing=1595</td><td>view/edit</td></tr></table>

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Edit the listing. Click **SUBMIT**.	**Edit Internship Listing** Use this form to modify the selected internship listing. When submitted, your listing edits will be reviewed and approved by an internship faculty supervisor and should be reflected in our listings database within 3 business days. Your listing is Pending until approved. You will be contacted if the faculty supervisor has questions. Please read the Internship Guidelines and the semester dates and deadlines information before filling out this form. When you've completed the form, click **SUBMIT CHANGES** or **SAVE AND CONTINUE LATER**. You can continue working on a saved internship listing at any time by clicking the **view/edit** option in the main menu and selecting the internship you'd like to continue working on. ***Indicates required field for submit. (At least title, location, and public contact are required for save.).** ***Internship/Job Title** Web development Intern ***Job Description** **B** *I* U ☰ ☷ 🔍 ✂ 🗐 📋 📑 📝 🔗 🔗 Ω ▦ ◪ Help make improvements to the institution's website. ... If no, please explain: [ ] SUBMIT SAVE AND CONTINUE LATER

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking, you will receive a pop-up that confirms the listing has been edited. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
[Return to main menu](#)	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Change the semester an internship is offered Click on **view/edit** from the *listings* menu on the left.	Home 🏠 HELP ❔ **listings** create new view/edit USER: **Test Test** INSTITUTION: **Test University Rev** The links on this page allow internship site supervisors to submit new internship opportunities (listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days.
Click on **view/edit** next to the internship listing.	**View/Edit Internship Listings** Current internship listings at your institution that you are a contact for are shown in the table below. Click **view/edit** to view details or make changes. <table><tr><th>Internship</th><th>Status</th><th>View/Edit</th></tr><tr><td>Web development Intern</td><td>active (public) Share link: http://slisapps.sjsu.edu/internships/new/view.php?listing=1595</td><td>view/edit</td></tr></table>

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Change the semester as necessary.	***Semesters Available [Please check all relevant semesters. You must check at least one]** Spring 2014 ☐ Summer 2014 ☐ Fall 2014 ☑ Spring 2015 ☐ Summer 2015 ☐ Fall 2015 ☐
Click **SUBMIT**.	If no, please explain: [ ] [SUBMIT] [SAVE AND CONTINUE LATER]
After clicking, you will receive a pop-up that confirms the listing has been edited. Clicking **OK** on the pop-up will return you to the home page.	**The page at https://slisapps.sjsu.edu says:** Data update good. [OK]

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

[Return to main menu](#)	
Make the listing inactive, but keep it in the database Click on **view/edit** from the *listings* menu on the left.	Home 🏠 HELP ❓ **listings** create new view/edit USER: **Test Test** INSTITUTION: **Test University Rev** The links on this page allow internship site supervisors to submit new internship opportunities (listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days.
Click on **view/edit** next to the internship listing.	**View/Edit Internship Listings** Current internship listings at your institution that you are a contact for are shown in the table below. Click **view/edit** to view details or make changes. | Internship	Status	View/Edit
---	---	---
Web development Intern	active (public) Share link: http://slisapps.sjsu.edu/internships/new/view.php?listing=1595	view/edit	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Scroll to the bottom of the Edit Internship Listing page. You will see a section titled Want to deactivate or delete this listing? Deactivating a listing will keep it in the database as inactive. You can reactivate the listing when you are ready to hire another intern. Enter the reason for deactivation in the box. Click **Request deactivation**.	**Want to deactivate or delete this listing?** Note: **Deactivated listings** are still visible to students and browseable from a link in the public listings search, but are indicated as inactive. **Deleted listings** are removed from public view completely and are not visible to students or site supervisors. Deactivated listings can be edited and re-activated by the site supervisor through the view/edit option in the main menu. *Reason for deactivation/deletion? Please explain briefly why you are requesting de-activation (for example - position filled, position not available next semester but will be in future, etc.) or deletion (for example - library closing, supervisor leaving institution, etc.) [Request deactivation] [Request deletion]
After clicking, you will receive a pop-up that confirms the deactivation request has been sent. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. [OK]

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Reactivate a deactivated listing Click on **view/edit** from the *listings* menu on the left.	Home 🏠 HELP ❓ **listings** create new view/edit ➡️	USER: **Test Test** INSTITUTION: **Test University Rev** The links on this page allow internship site supervisors to submit new internship opportunities (listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days.
Click on **view/edit** next to the internship listing.	**View/Edit Internship Listings** Current internship listings at your institution that you are a contact for are shown in the table below. Click **view/edit** to view details or make changes. | Internship	Status	View/Edit
---	---	---
Web development Intern	inactive (public)	view/edit	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Make any necessary changes to the listing. Check **Yes** for the Responsibilities agreement section. Click **SUBMIT**. Your listing will be reviewed within three days. If approved, it will be reactivated in the database. If there are issues, a faculty supervisor will contact you with questions.	**Responsibilities agreement. The internship supervisor listed above has reviewed and agreed to the responsibilities of the supervisor as defined in the Internship Guidelines.** ⦿ **Yes** ◯ **No** If no, please explain: [ ] [SUBMIT] [SAVE AND CONTINUE LATER]
After clicking, you will receive a pop-up that confirms the activation request has been sent. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. [OK]
Return to main menu	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Designate an internship as filled Click on **view/edit** from the *listings* menu on the left.	USER: **Test Test** INSTITUTION: **Test University Rev** The links on this page allow internship site supervisors to submit new internship opportunities (listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days.
Click on **view/edit** next to the internship listing.	**View/Edit Internship Listings** Current internship listings at your institution that you are a contact for are shown in the table below. Click **view/edit** to view details or make changes. <table><tr><th>Internship</th><th>Status</th><th>View/Edit</th></tr><tr><td>Web development Intern</td><td>active (public) Share link: http://slisapps.sjsu.edu/internships/new/view.php?listing=1595</td><td>view/edit</td></tr></table>
Scroll down to the Position Status section and check **Filled**. IMPORTANT: Your intern must apply for the position BEFORE you designate it as Filled. If you change the status to Filled before they apply, they will not be able to apply	***Position Status** ◯ Open ◉ Filled
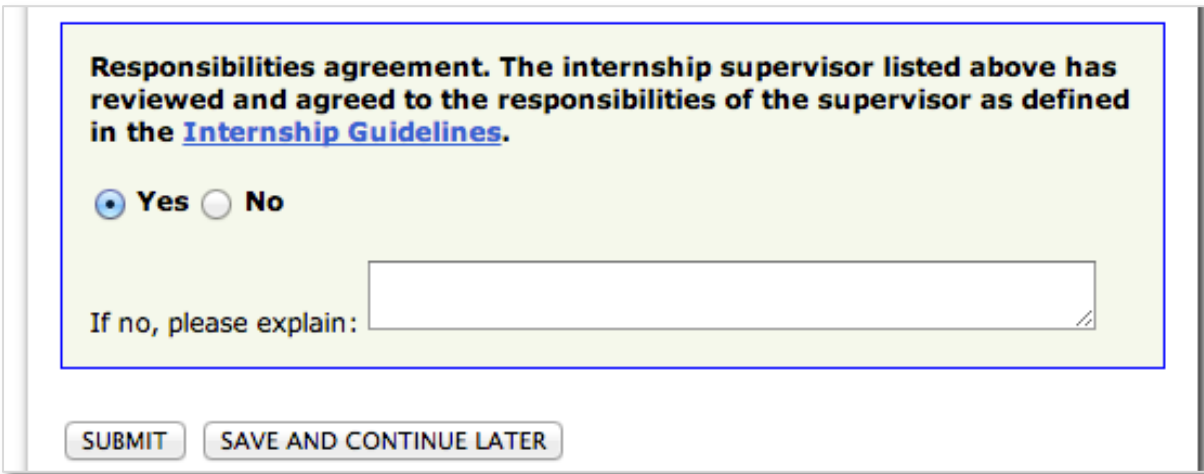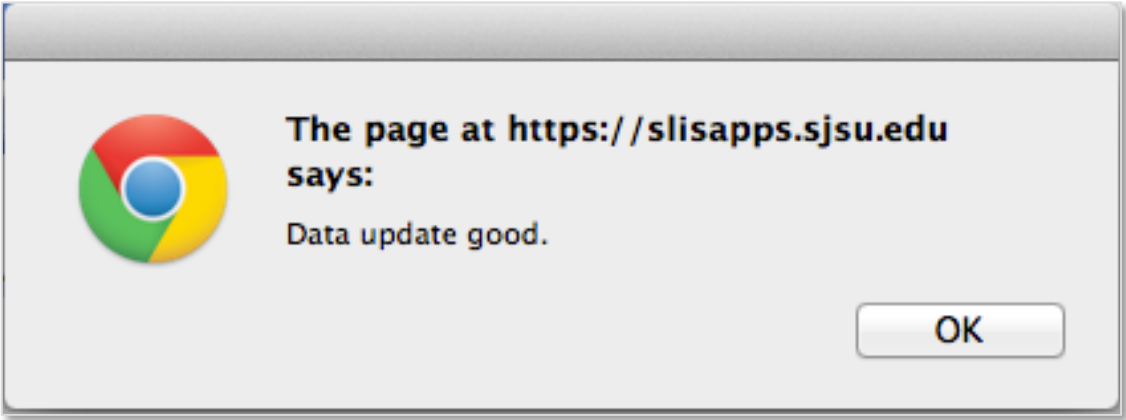
Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

to the internship. You will also need to change it to open to evaluate the student at the end of the semester.	
Check **Yes** for the Responsibilities agreement section. Click **SUBMIT**. Your listing will be reviewed within three days. If approved, it will remain active database but will be designated as Filled. If there are issues, a faculty supervisor will contact you with questions.	Responsibilities agreement. The internship supervisor listed above has reviewed and agreed to the responsibilities of the supervisor as defined in the **Internship Guidelines**. ◉ **Yes** ○ **No** If no, please explain: SUBMIT SAVE AND CONTINUE LATER
After clicking, you will receive a pop-up that confirms the activation request has been sent. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
Return to main menu	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Edit a location within your institution Click on **view/edit** from the *locations* menu on the left.	❷ **evaluations** evaluate student ❷ **locations** add new view/edit Choose from links in left column to: ▪ Create a new listing. ▪ View and/or modify listings for which you are a contact. ▪ Submit a listing for approval and publication in the internship database.
Click on **view/edit** next to the location that you'd like to edit.	**View/Edit Locations** Current internship locations for your institution are listed in the table below. Click **view/edit** to view details or make changes. <table><tr><td>**Location**</td><td>**Status**</td><td>**View/Edit**</td></tr><tr><td>Kimber Special Collections Department</td><td>active</td><td>view/edit</td></tr><tr><td>Special Collections</td><td>active</td><td>view/edit</td></tr></table>

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

| Make necessary changes to the location information.

Click on **UPDATE LOCATION**. | **Edit Location**

Use this form to modify the selected internship location (Department, branch, office, etc.).

* Indicates required field

Library, Branch, Department, or Office Name (eg: Bancroft Library, Hoover Institution, Cambrian Branch, Colorado Research Unit):
Special Collections

***Address Line 1:**
1234 Main Street

Address Line 2:

***City:**
Seattle

***Country:**
United States   ☐ The country is not in this list!

...

Web Address (URL):
www.test.edu

UPDATE LOCATION

REMOVE LOCATION |

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

After clicking, you will receive a pop-up that confirms the location has been updated. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
[Return to main menu](#)	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

View your contact/profile
 	
Click on **contact** from the *my profile* menu on the left.
	● supervisors
	  add new
	  view
	
	● institution
	  edit
	
	● my profile
	  pword
	  email
	  contact
	
	■ Add or modify address/contact info for internship locations at your institution (branches, departments, offices, etc.).
	■ Request a shared listing or grant sharing to a coworker.
	■ Change your system email address and password.
	■ Change your profile data (name, title, or phone numbers).
	■ The ● icon next to an item is clickable for topic-specific help.
	■ Click HELP in the left menu for an overview of this application.
	
	Click ● in the navigation menu to return to this page at any time. Click ● to log out.

Your profile and contact information are displayed.	**Modifiy Profile Data** USER: **Test Test**, use this form to modify your profile data. Current data is in text fields and is editable. * Indicates required field. Click *update* when form is complete. *Full Name: Test Test *Title: Librarian *Primary Phone: 760-814-7935 Alternate Phone: Fax: update

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Click on **Home** from the menu on the left to return to the home page.	**Modifiy Profile Data** Home 🏠 HELP USER: **Test Test**, use this form to modify your profile data. Current data is in text fields and is editable. * Indicates required field. Click *update* when form is complete.
View your institution name/type Click on **edit** from the *institution* menu on the left.	❷ **supervisors** add new view ❷ **institution** edit ▪ Add or modify address/contact info for internship locations at your institution (branches, departments, offices, etc.). ▪ Request a shared listing or grant sharing to a coworker. ▪ Change your system email address and password. ▪ Change your profile data (name, title, or phone numbers). The ❷ icon next to an item is clickable for topic-specific help.
Your institution information is displayed.	**Review/Approve Institution** Institution#**1108** ***Institution Name (eg: UC Berkeley, Stanford University, San José Public Library):** Test University Rev ***Organization Type:** Archival Collections ⇕ SAVE CHANGES

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Click on **Home** from the menu on the left to return to the home page.	**Modifiy Profile Data** Home 🏠 HELP USER: **Test Test**, use this form to modify your profile data. Current data is in text fields and is editable. * Indicates required field. Click *update* when form is complete.
[Return to main menu](#)	
View your locations Click on **view/edit** from the *locations* menu on the left.	❓ **evaluations** evaluate student ❓ **locations** add new view/edit Choose from links in left column to: ▪ Create a new listing. ▪ View and/or modify listings for which you are a contact. ▪ Submit a listing for approval and publication in the internship database.
Your locations are displayed.	**View/Edit Locations** Current internship locations for your institution are listed in the table below. Click **view/edit** to view details or make changes. <table><tr><td>**Location**</td><td>**Status**</td><td>**View/Edit**</td></tr><tr><td>Kimber Special Collections Department</td><td>active</td><td>view/edit</td></tr><tr><td>Special Collections</td><td>active</td><td>view/edit</td></tr></table>

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

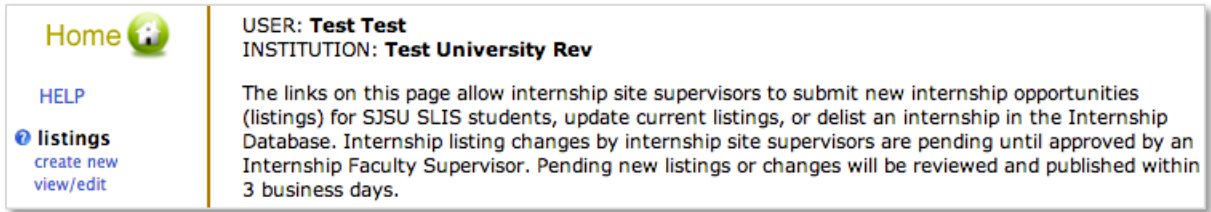|	
Click on **Home** from the menu on the left to return to the home page.	**Modifiy Profile Data** Home 🔴 HELP USER: **Test Test**, use this form to modify your profile data. Current data is in text fields and is editable. * Indicates required field. Click *update* when form is complete.
Return to main menu	
View your site supervisors Click on **view** from the *supervisors* menu on the left.	❓ **locations** add new view/edit ❓ **supervisors** add new view ▪ Create a new listing. ▪ View and/or modify listings for which you are a contact. ▪ Submit a listing for approval and publication in the internship database. ▪ Add or modify address/contact info for internship locations at your institution (branches, departments, offices, etc.). ▪ Request a shared listing or grant sharing to a coworker.
Your site supervisors are displayed.	**View Supervisors** Other contacts affiliated with your internship listings are shown below: | Name	Title	Email
---	---	---
John Doe	Archivist	melissa.lafranchise@sjsu.edu	

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Click on **Home** from the menu on the left to return to the home page.	**Modifiy Profile Data** Home 🏠 USER: **Test Test**, use this form to modify your profile data. Current data is in text fields and is editable. HELP * Indicates required field. Click *update* when form is complete.
[Return to main menu](#)	

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View your internship listings Click on **view/edit** from the *listings* menu on the left.	Home 🏠 HELP ℹ️ **listings** create new view/edit USER: **Test Test** INSTITUTION: **Test University Rev** The links on this page allow internship site supervisors to submit new internship opportunities (listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days.
You internship listings are displayed.	**View/Edit Internship Listings** Current internship listings at your institution that you are a contact for are shown in the table below. Click **view/edit** to view details or make changes. <table><tr><td>**Internship**</td><td>**Status**</td><td>**View/Edit**</td></tr><tr><td>Web development Intern</td><td>active (public) Share link: http://slisapps.sjsu.edu/internships/new/view.php? listing=1595</td><td>view/edit</td></tr></table>
Click on **Home** from the menu on the left to return to the home page.	Home 🏠 HELP **Modifiy Profile Data** USER: **Test Test**, use this form to modify your profile data. Current data is in text fields and is editable. * Indicates required field. Click *update* when form is complete.

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

[Return to main menu](#)	

Delete your profile	To delete your profile, please contact the appropriate SLIS Faculty Supervisor:
	
	    ■ Bill Fisher is faculty supervisor for non-archival onsite internships.
	
	    ■ Lori Lindberg is faculty supervisor for onsite archival internships.
	
	    ■ Dr. Patricia Franks is faculty supervisor for all virtual internships.
	
	    ■ Lisa Daulby is faculty supervisor for all MARA internships.
	
	    ■ Mary Ann Harlan is faculty supervisor for all teacher librarianship field experiences in K-12 school libraries.

Return to main menu	

Delete your institution	To delete your institution, please contact the appropriate SLIS Faculty Supervisor:
	
	    ■ Bill Fisher is faculty supervisor for non-archival onsite internships.
	
	    ■ Lori Lindberg is faculty supervisor for onsite archival internships.
	
	    ■ Dr. Patricia Franks is faculty supervisor for all virtual internships.
	
	    ■ Lisa Daulby is faculty supervisor for all MARA internships.
	
	    ■ Mary Ann Harlan is faculty supervisor for all teacher librarianship field experiences in K-12 school libraries.

Return to main menu	
Delete an internship listing Click on **view/edit** from the *listings* menu on the left.	 **USER: Test Test** **INSTITUTION: Test University Rev** The links on this page allow internship site supervisors to submit new internship opportunities (listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days.

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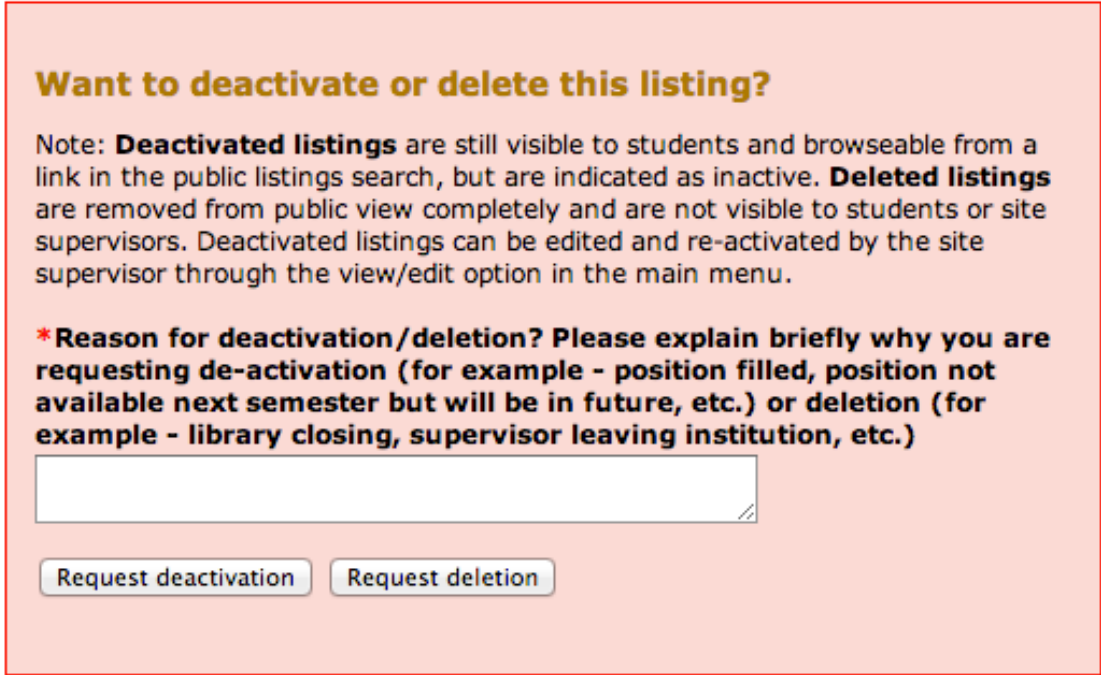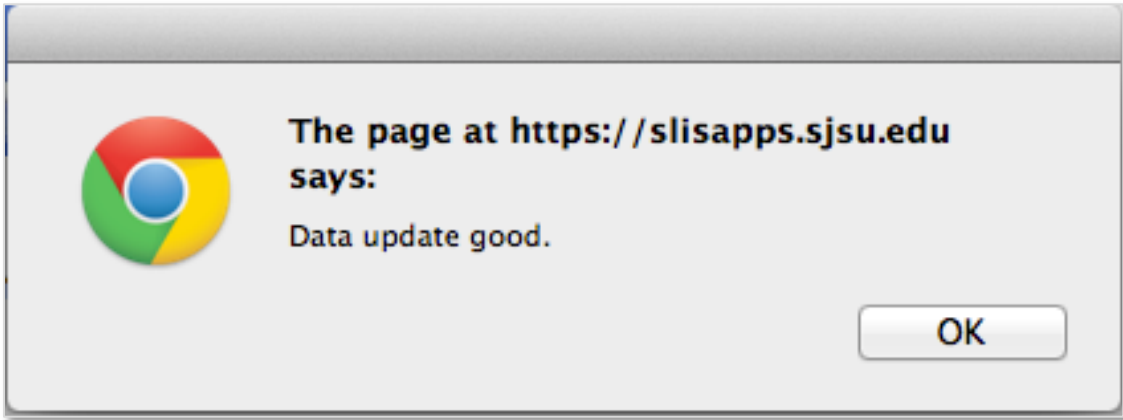| Click on **view/edit** next to the internship listing. | **View/Edit Internship Listings**

Current internship listings at your institution that you are a contact for are shown in the table below.

Click **view/edit** to view details or make changes.

| Internship | Status | View/Edit |
|---|---|---|
| Web development Intern | active (public)

Share link:
http://slisapps.sjsu.edu/internships/new/view.php?listing=1595 | view/edit | |

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Scroll to the bottom of the Edit Internship Listing page. You will see a section titled Want to deactivate or delete this listing? Deleting a listing will remove it from the database. Enter the reason for deletion in the box. Click **Request deletion**.	**Want to deactivate or delete this listing?** Note: **Deactivated listings** are still visible to students and browseable from a link in the public listings search, but are indicated as inactive. **Deleted listings** are removed from public view completely and are not visible to students or site supervisors. Deactivated listings can be edited and re-activated by the site supervisor through the view/edit option in the main menu. *Reason for deactivation/deletion? Please explain briefly why you are requesting de-activation (for example - position filled, position not available next semester but will be in future, etc.) or deletion (for example - library closing, supervisor leaving institution, etc.) [Request deactivation] [Request deletion]
After clicking, you will receive a pop-up that confirms the deletion request has been sent. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. [OK]
[Return to main menu](#)	

Please note: Your browsers Back and Forward buttons are disabled in the database. You must navigate using the options located in the left menu of the database itself. If you accidentally click on the browser's Back or Forward button, you will need to login again and return to your previous location within the database.

Delete a site supervisor from your institution	To delete a site supervisor from your institution, please contact the appropriate SLIS Faculty Supervisor: • Bill Fisher is faculty supervisor for non-archival onsite internships. • Lori Lindberg is faculty supervisor for onsite archival internships. • Dr. Patricia Franks is faculty supervisor for all virtual internships. • Lisa Daulby is faculty supervisor for all MARA internships. • Mary Ann Harlan is faculty supervisor for all teacher librarianship field experiences in K-12 school libraries.
Return to main menu	
Delete a location from your institution Click on **view/edit** from the *locations* menu on the left.	**evaluations** evaluate student **locations** add new view/edit Choose from links in left column to: • Create a new listing. • View and/or modify listings for which you are a contact. • Submit a listing for approval and publication in the internship database.
Click on **view/edit** next to the location that you'd like to delete.	**View/Edit Locations** Current internship locations for your institution are listed in the table below. Click **view/edit** to view details or make changes. | Location	Status	View/Edit
---	---	---
Kimber Special Collections Department	active	view/edit
Special Collections	active	view/edit	

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Scroll to the bottom of the Edit Location form.

Click on **REMOVE LOCATION**.

IMPORTANT: If there are active or inactive listings tied to a particular location, you will NOT be able to delete it. You must either delete the internship associated with this location or associate the internship with another location by editing the internship listing.

Edit Location

Use this form to modify the selected internship location (Department, branch, office, etc.).

* Indicates required field

Library, Branch, Department, or Office Name (eg: Bancroft Library, Hoover Institution, Cambrian Branch, Colorado Research Unit):

Special Collections

*Address Line 1:

1234 Main Street

Address Line 2:

*City:

Seattle

*Country:

United States   ☐ The country is not in this list!

...
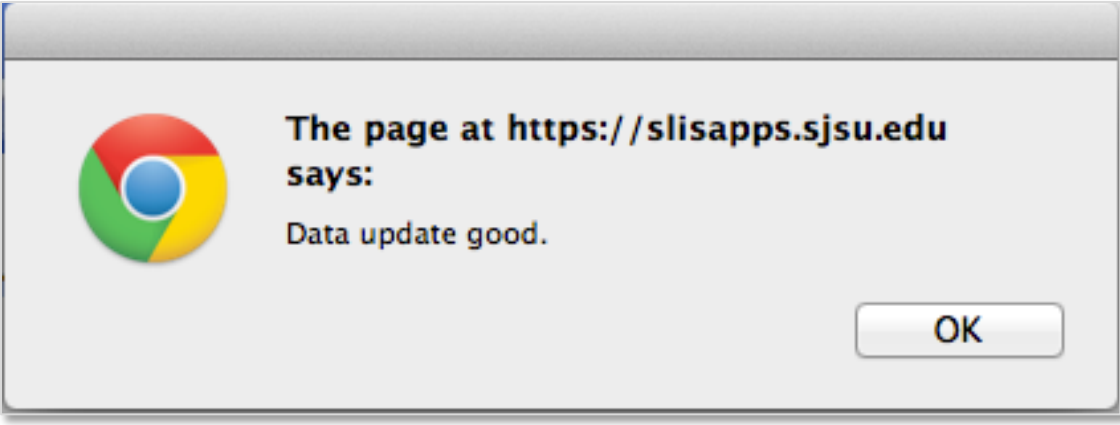
Web Address (URL):

www.test.edu

UPDATE LOCATION

REMOVE LOCATION

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After clicking, you will receive a pop-up that confirms the deactivation request has been sent. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
Return to main menu	

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Evaluate an intern or multiple interns Click on **evaluate student** from the *evaluations* menu on the left.	(listings) for SJSU SLIS students, update current listings, or delist an internship in the Internship Database. Internship listing changes by internship site supervisors are pending until approved by an Internship Faculty Supervisor. Pending new listings or changes will be reviewed and published within 3 business days. ❸ **listings** create new view/edit ❸ **evaluations** evaluate student Choose from links in left column to:
Complete one evaluation form per intern. Click **Submit**. You will receive a copy of your evaluation.	**Evaluate Student** **LIBR 294 or MARA 294. Professional Experience: Internships - Site Supervisor Evaluation of Student** *Note to Supervisor:* If you worked with more than one student this term, please complete one evaluation form for each student. Please answer the following. This confidential form allows you to provide feedback on the intern's performance. Your input contributes substantially to the intern's grade (credit / no credit). Please click **Submit** when you have finished. You will receive a copy of your submission. Thank you very much! **All fields are required.** **Select Student/Internship:** [≑] **SLIS Faculty Supervisor:** [Dr. Pat Franks ≑] **Semester Semester:** [Summer 2013 ≑] **Number of Hours Completed:** [ ]

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Learning Outcomes

The student was to have had a list of learning outcomes for the internship. You may paste in that list and mark each outcome with an indication of "Acceptable" or "Unacceptable." Or you may comment here about how well the student achieved the learning outcomes for the internship.

What were the student's particular strengths?

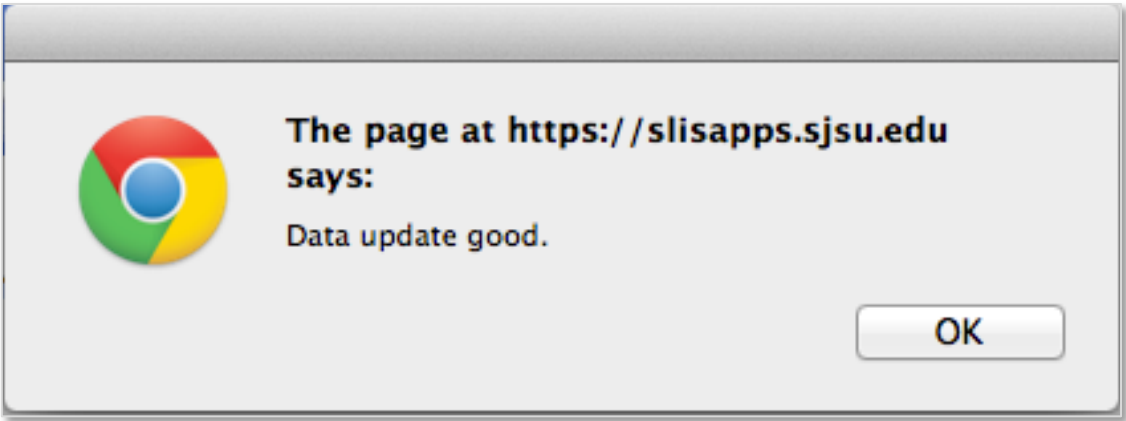**In what area(s) could the student have improved?**

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In addition, please rate the intern as follows:

1. Rate Student Professionalism

   This student exhibits the professionalism (e.g., ability to do the work assigned, ability to work with minimal direction from supervisor and/or others, ability to meet deadlines) needed to serve as an information professional.

   ○ ○ ○ ○ ○

   Strongly Disagree **1   2   3   4   5** Strongly Agree

   Comments on professionalism:

   ┌───┐
   │   │
   │   │
   └───┘

2. Rate Personal Characteristics

   This student has the personal characteristics (e.g., enthusiastic, persistent, self-confident, organized, creative) needed to work effectively with administrators, other information professionals, staff, and the general public (clients of the organization).

   ○ ○ ○ ○ ○

   Strongly Disagree **1   2   3   4   5** Strongly Agree

   Comments on personal characteristics:

   ┌───┐
   │   │
   │   │
   └───┘

3. Rate Hiring Probability

   If I was an administrator and there was a beginning professional position in my organization, I would recommend this person for hiring.
   ○ **yes** ○ **no**

   Comments on hiring probability:

   ┌───┐
   │   │
   │   │
   └───┘

   [Submit]

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After clicking, you will receive a pop-up that confirms the evaluation has been sent. Clicking **OK** on the pop-up will return you to the home page.	The page at https://slisapps.sjsu.edu says: Data update good. OK
[Return to main menu](#)	

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