Emails for Site Supervisor Panels – April 3, 6-7:15 pm and April 8, 6-7:15 pm

Subject: Present your internships to interested SJSU SLIS students

Dear Internship Site Supervisor,

The SJSU SLIS Internship Program and Dr. Patricia Franks would like to invite you to present your open positions to students investigating Summer and Fall 2014 internships during our upcoming Site Supervisor Panels. During a live online meeting, you'll have 10 minutes to describe your organization, your internship opportunity, traits you're looking for in an intern, and how students should apply. You will have direct contact with prospective interns and be able to tell them exactly why your internship is exciting and rewarding.

We will be hosting two Site Supervisor Panels: one on April 3 from 6-7:15 pm PDT, one on April 8 from 6-7:15 pm PDT. Each session will be limited to six site supervisors and time slots will be allotted on a first come, first served basis. If you'd like to present, please tell us which of the two dates will work for your schedule by emailing Melissa Lafranchise, Student Research Assistant, at melissa.lafranchise@sjsu.edu. We'd like to hear from you by March 7, but please know that the time slots tend to fill quickly. If you'd like to present, it would be best to let us know as soon as possible.

We look forward to hearing from you. We have successfully completed eight Site Supervisor Panels in the past. They are effective venues for sharing your opportunities and your enthusiasm. Our students are eager to hear from you.

Please let us know if you're interested in presenting by March 7.

Thank you.

Subject: Site Supervisor Panels – all presentation slots have been filled

Due to the overwhelming response, all presentation slots for both dates have been filled. Apologies, we can no longer accept additional panelists. We will, however, offer another internship panel in the fall for those who weren't able to present during one of these sessions.

We will be contacting those Site Supervisors who will be presenting in April later this week with details.

Thank you so much for the overwhelming interest in our internship program!

Subject: Detailed Information for the SJSU SLIS Site Supervisor Panel

Dear name:

Thank you for expressing an interest in our Site Supervisor Panels. You have been scheduled to present during the April 3 6-7:15 pm session / April 8 6-7:15 pm session. Each site supervisor will have a maximum of 10 minutes to present. Thank you in advance for striving to stay within your allotted time slot.

We're excited that you'd like to share your internship opportunity with our students. Please review the details below to learn next steps.

1. You will create a 3 to 5 slide Power Point presentation (or provide jpg images) that covers the following. We've created a template for your use; please see attached.
    a. Introduction
        i. Include your organization/company name
        ii. Include image(s) of your organization/company and your team
        iii. Discuss your work, its value, your clients, and anything you'd like prospective interns to know about your organization
    b. Internship information
        i. Include a descriptive internship title
        ii. Include a brief list of responsibilities, tasks to be completed, projects, goals, or expected outcomes for the internship
        iii. Discuss the opportunity, why you created the internship, and how the work benefits your organization
    c. Student qualifications
        i. Include a list of traits/skills/qualifications for your ideal intern
        ii. Discuss the behavior and accomplishments of successful past interns
    d. Contact information
        i. Include your contact information
        ii. Include application instructions and requirements
2. You will need to submit your Power Point presentation to Melissa Lafranchise via email at melissa.lafranchise@sjsu.edu by March 31 / April 3. Dr. Pat Franks will review and prepare the slides for use during the session.
3. Please also email Melissa a photo/head shot of yourself.
4. As soon as possible, please review the attached Guest Speaker Guide to setup your system and familiarize yourself with the Blackboard Collaborate Web Conferencing software. The highlighted section, "For the Presenter", contains specific instructions. The link for your presentation session is

https://sas.elluminate.com/m.jnlp?sid=2011274&password=M.8A0BA59D6 0D3E0F339D504A8FE3C08

5. If you'd like to practice your presentation in the online meeting environment, please let us know which day and time you'd like to practice. Dr. Franks will be available for practice sessions on March 26, 6-7 pm PDT and March 28, 10-11 am PDT.
6. If necessary, three days prior to your presentation, update your listing(s) in the SLIS Internship Database http://slisapps.sjsu.edu/internships/new/.
7. A detailed agenda will be provided to you by March 28 / April 2.
8. Join the meeting session by 5:50 pm PDT on April 3 / April 8.
9. Present during your 10-minute time slot.
10. Please stay to answer questions from students at the end of the session.

Again, thank you for your interest in presenting to our students. We look forward to hearing from you on April 3 / April 8.

Should you have questions, please contact Melissa Lafranchise at [melissa.lafranchise@sjsu.edu.](mailto:melissa.lafranchise@sjsu.edu)

Thank you.

Reminder with Agenda: Site Supervisors who will present
Send out: 10 am, March 28 (for Apr 3) and April 2 (for Apr 8)

Subject: Reminder: April 3/April 8 Internship Site Supervisor Panel

 Hello Site Supervisors,

Just sending a friendly reminder about the Internship Site Supervisor Panel starting at 6 pm PDT April 3 / April 8. The agenda is attached and specifies your 10 minute time slot

A few other notes:

- As the schedule is full, it will be important that each speaker try to stay within his/her allotted time slot. :)
- Your ppt will be projected for you. All you will need to do is speak to it and advance the slides. This literally means pushing an arrow button on screen, so pretty simple. :)
- Please login 10 minutes prior to the start of your session. The login link is https://sas.elluminate.com/m.jnlp?sid=2011274&password=M.8A0BA59D60D3E0F339D504A8FE3C08
- Please stay until the end of the session to answer student questions.

- Please be sure your system is set up. You'll find instructions in the attached Guest Speaker Guide.

We look forward to hearing from you!

Let me know of any questions or issues.

Thank you!
Melissa Lafranchise
SJSU SLIS Student Research Assistant – Internship Program

Subject: TONIGHT: Internship Site Supervisor Panel

 Hello Site Supervisors,

Just sending a friendly reminder about tonight's Internship Site Supervisor Panel starting at 6 pm PDT. The agenda is attached and specifies your 10 minute time slot

A few other notes:

- As the schedule is full, it will be important that each speaker try to stay within his/her allotted time slot. :)
- Your ppt will be projected for you. All you will need to do is speak to it and advance the slides. This literally means pushing an arrow button on screen, so pretty simple. :)
- Please login 10 minutes prior to the start of your session. The login link is https://sas.elluminate.com/m.jnlp?sid=2011274&password=M.8A0BA59D60D3E0F339D504A8FE3C08
- Please stay until the end of the session to answer student questions.
- Please be sure your system is set up prior to tonight. You'll find instructions in the attached Guest Speaker Guide.

We look forward to hearing from you!

Let me know of any questions or issues.

Thank you!
Melissa Lafranchise
SJSU SLIS Student Research Assistant – Internship Program