

Be an IDEA Lab Tech Team Intern!

What is the IDEA Lab?

The IDEA Lab is on the 8th floor of Central Library. It is a multimedia lab with ten computers that have all the latest software in video, music, animation, graphics, architecture and 3-D rendering, a multi-touch coffee table, three large display monitors, a photo printer, and a large-format printer.



What is an IDEA Lab Tech Team Intern?

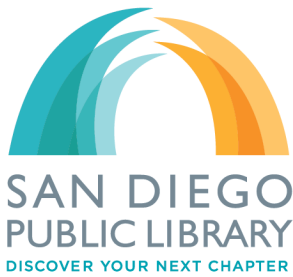
IDEA Lab Tech Team Interns have a passion for the arts, a willingness to learn about new technology, and a desire to teach and reach out to the community. IDEA Lab Tech Team Interns will undergo training to be teachers of technology and support San Diego Public Library's mission to inspire lifelong learning.

As an IDEA Lab Tech Team Intern, you would

- Take multimedia workshops after school on Wednesdays and practice your skills throughout the week during open hours.
- Introduce multimedia software and lead workshops for your peers.
- Promote the IDEA Lab and the services it offers.
- Explore careers in the arts and technology.
- Receive a \$300 stipend per semester for your service to the San Diego Public Library.

To apply, complete an application packet (available in Dr. Griffith's office.)

Questions? Contact Monnee Tong, librarian at Central Library, at mtong@sandiego.gov, 619-238-6674



San Diego Central Library @ Joan A Irwin Jacobs Common

Idea Lab Tech Team Intern Application

All forms due by June 20 to Dr. Griffith

Questions? Contact Monnee Tong, Librarian at Central Library
mtong@sandiego.gov, 619-238-6674

Name: _____ Student ID: _____
e3 email address: _____ Phone number: _____
Address: _____

Grade: _____ GPA: _____ Citizenship grade: _____

Parent name: _____ Parent signature: _____

Parent address: _____

Parent phone number: _____ Parent email address: _____

Requirements

You must meet all the following requirements to be an intern:

- 2.5 minimum GPA maintained throughout the internship
- Satisfactory citizenship grade (no Ns or Us) maintained throughout the internship
- No unexcused tardies to internship, including meetings and workshops
- Commitment to the IDEA Lab Tech Team until the end of the school year.
- Ability to commit to schedule
- Professional e3 attire
- Completion of the IDEA Lab Tech Team Intern application form: the student information form, the teacher recommendation form, a cover letter and resume, and an interview with a short (5 minute) teaching demo.

Failure to meet all requirements may result in the loss of your intern stipend and removal from the program.



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IDEA LAB TECH TEAM INTERN APPLICATION STUDENT INFORMATION

Name: _____

e3 email: _____ Student ID: _____

1. In the space below, write a short paragraph about why you want to be an IDEA Lab Tech Team Intern at Central Library. Be sure to include information about your desire and passion to teach and your interest in the arts and technology.

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Please return all forms to Dr. Griffith by June 20.



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IDEA LAB TECH TEAM INTERN APPLICATION TEACHER RECOMMENDATION FORM

Student's Name: _____

Advisory Teacher: _____

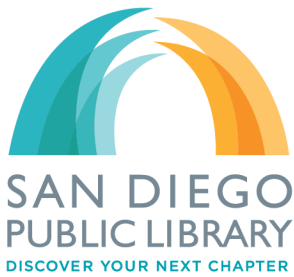
Recommended by: _____

Teacher's Name

Write a short paragraph in the space below about why you are recommending this student to be an IDEA Lab Tech Team Intern. Please reflect on the student's desire and passion to teach, and his or her interest in the arts and technology :

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IDEA LAB TECH TEAM INTERN APPLICATION INTERVIEW INFORMATION

This sheet is for your own information and does not need to be turned in with the rest of your materials.

You may be contacted for an interview that will require a short (5 minute) one-on-one teaching demo. **Review the information below if you are selected for an interview.**

Some examples of topics you may choose for your 5 minute demonstration:

- How to create an email account
- Introduction to a website, such as Pinterest, Khan Academy, YouTube, etc., and how to navigate that website
- How to play a game, like checkers or go fish

Or, you can come up with a topic of your choice! It should be a short demonstration that lasts about 5 minutes.

Visual aids (powerpoint slides, handouts, etc.) are not required.

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IDEA LAB TECH TEAM INTERN APPLICATION RESUME AND COVER LETTER INFORMATION

This sheet is for your own information and does not need to be turned in with the rest of your materials.

A resume and cover letter are required as part of this application. **Turn in your resume and cover letter with your other application forms to Dr. Griffith by June 20.**

What is a resume?

A resume is a short summary of your experience (this can include unpaid work,) and accomplishments organized into different sections with bullet-pointed lists. As you're starting out, your resume should be no more than one page.

What is a cover letter?

A cover letter is a formal letter to the hiring manager about your experience, accomplishments, and interest in the position. Like your resume, it should be no more than one page.

The Library has many books about resumes and cover letters under the call number **650.142** on the 2nd floor. You can also watch classes about resumes and cover letters in the IDEA Lab with the Library's Lynda.com subscription. If you need further help, ask any of the librarians at the reference desks to point you to more resources, or email librarian Monnee Tong, mtong@sandiego.gov.

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