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**Re: Library Certificate Programs Internship Site**

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**From** Guo, Hong <hguo@mtsac.edu>

**Date** Thu 2024-05-30 11:42 AM

**To** Joanna C. Cham <jcham@pasadena.edu>; Isabel Ochoa <iochoa12@pasadena.edu>

**Cc** Chavez, Monika <monika.chavez@mtsac.edu>

 1 attachment (34 KB)

LIB Tech Internship Description-Spring2024.pdf;

Hi Joanna,

As I mentioned before, we're currently developing our Lib Tech Program at Mt. SAC. We plan to create an internship work experience course eventually. But for right now we have the attached description for Lib Tech students enrolled in another college to intern at our library without enrolling in a class.

Best,  
Hong

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**From:** Joanna C. Cham <jcham@pasadena.edu>

**Sent:** Thursday, May 30, 2024 10:27 AM

**To:** Guo, Hong <hguo@mtsac.edu>; Isabel Ochoa <iochoa12@pasadena.edu>

**Subject:** Re: Library Certificate Programs Internship Site

**EXTERNAL SENDER** - Exercise caution with requests, links, and attachments.

Hello Hong,

Thank you for being willing to serve as a potential internship site for our students! Are students required to enroll in the course, or are they able to volunteer/intern without enrolling as well?

I'm also cc'ing Isabel here, who can help move the contract forward. Isabel, could we move forward with a multi-year contract (not required to have an intern ever year, but just reduces the need to approve ever year) here to make sure it's an available opportunity for our students if there is mutual interest?

Best,  
Joanna

**Joanna Chen Cham, MLIS**

*Assistant Professor*

*Librarian and Library Certificate Programs Coordinator*

**Pasadena City College | Shatford Library**

[jcham@pasadena.edu](mailto:jcham@pasadena.edu)

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To learn more, please visit my Library Guide [profile](#). If you would like to book an appointment/consultation, please visit:  
<https://pasadena.libcal.com/appointments/jochencham> If you are a prospective/current/alumni Library Certificate Programs student and are not able to meet during the listed availabilities, please email to arrange for an alternative meeting time.

*Out of respect for differences in working needs and preferences, if this e-mail comes to you outside of your typical working hours, please do not feel pressure to reply until you are working again.*

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**From:** Guo, Hong <hguo@mtsac.edu>  
**Sent:** Thursday, March 14, 2024 2:54 PM  
**To:** Joanna C. Cham <jcham@pasadena.edu>  
**Subject:** Re: Library Certificate Programs Internship Site

You don't often get email from hguo@mtsac.edu. [Learn why this is important](#)

Hi Joanna,

We just recently got board approved to be an internship site for LBCC's library tech program, and haven't had any intern at our library yet. Does PCC have a required internship agreement that we need to sign - if so, it needs to get board approval and may take some time.

If there isn't an agreement, we can work with you based on your internship course objectives and requirements. We haven't developed a formal document yet 😊 If you have one that you could share with us, I'd be grateful.

Thanks!  
Hong

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**From:** Joanna C. Cham <jcham@pasadena.edu>  
**Sent:** Thursday, March 14, 2024 2:40 PM  
**To:** Guo, Hong <hguo@mtsac.edu>  
**Subject:** Re: Library Certificate Programs Internship Site

**EXTERNAL SENDER** - Exercise caution with requests, links, and attachments.

Hello Hong,

Our summer internships are fast approaching and I wanted to follow up to see whether you might still be interested in having summer interns this year. If so, could you please send a description of your

internship opportunity, hours/schedule, and number of potential interns? Our process may be in the midst of changing, but students who are enrolled in an internship course would need to complete 56 hours between mid-June to early August.

Best,  
Joanna

## Joanna Chen Cham, MLIS

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**From:** Guo, Hong <hguo@mtsac.edu>  
**Sent:** Tuesday, September 26, 2023 9:00 AM  
**To:** Joanna C. Cham <jcham@pasadena.edu>  
**Cc:** Chavez, Monika <mchavez208@mtsac.edu>  
**Subject:** Library Certificate Programs Internship Site

Hi Joanna,

My name is Hong Guo. I'm a librarian and a library department co-chair at Mt. SAC. I'm reaching out to let you know that the Mt. SAC Library is interested in becoming an internship site for your students in the library certificate programs. I understand that we need to complete an internship agreement contract. Could you send us a copy of the contract? Is there anything else that we need to do? Please advise.

Thank you!  
Hong

## Hong Guo

Professor, Online Learning Librarian  
Library Department Co-Chair  
(she/her/hers)



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