Diverse Librarianship Career Training and Education Program

Statement of Work

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Begin date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End date: \_\_\_\_\_\_\_\_June 30, 2024\_\_\_\_\_\_\_\_\_

# Summary

**Southern Illinois University Edwardsville** is partnering with the **Sumner High School Career Technical Education (CTE) Program** and **St. Louis Public Library** - **Julia Davis Branch** on the Diverse Librarianship Career Training and Education Program (Program) to introduce students to job opportunities and possible careers in librarianship. Students participate in the program in their senior year of high school. The program culminates in May of 2024.

The funding for this program comes from a grant received from the Institute for Museum and Library Services’ (IMLS) and their investment in U.S. library initiatives.

# Mentors

**Tammie Busch**, MLIS, MA, is the Cataloging Unit Supervisor, Catalog and Metadata Librarian, and an Assistant Professor at Southern Illinois University Edwardsville. Tammie has over twenty years of experience working in public, school, special, and academic libraries.

**Lora Del Rio**, MLIS, is the Director for Research, Teaching, and Learning, and an Associate Professor at Southern Illinois University Edwardsville. Lora has over twenty years of experience working in academic and special libraries. She has worked at SIUE for 10 years.

**Jacob Del Rio**, MLS, is the Electronic Resources Librarian and an Assistant Professor at Southern Illinois University Edwardsville. He has worked in libraries for 21 years with over a decade of professional library experience in reference and adult services positions in public libraries.

**Elizabeth Kamper**, MLIS, is the Information Literacy Librarian and an Assistant Professor at Southern Illinois University Edwardsville. They have been teaching information literacy instruction in libraries for the past eight years at three different institutions.

# Program Expectations

**CTE Component**

You will remain a student in good standing in the CTE program while participating in the Program. If you withdraw from the CTE program or quit attending the required components of the CTE program, you will also forfeit your grant-sponsored employment with your workplace partner.

**Workplace Component**

You will work with your workplace supervisor to set a weekly schedule and become familiar with and abide by the policies and procedures of your workplace partner site. If you are unable to meet the expectations of your workplace partner, your participation in the Program may be terminated. All reviews of termination are made by a decision of the granting committee in conjunction with workplace partners.

**Assessment Component**

You will be asked to participate in surveys and focus groups throughout the program year to assess your experiences in the workplace and the program overall.

**Mentor and Curriculum Component**

As part of the Program, you will participate in curriculum and weekly mentor check-ins. Both curriculum and mentor meetings are required to remain in the Program and count toward your 24-hour work week. If you are unable to attend a scheduled curriculum meeting, you will work with your mentor to review all curriculum materials for that session.

**At minimum, text your mentor every Monday to give a brief update of the previous week. Reminder: your mentor is there to support you throughout the program.**

**ILA Conference**

The Illinois Library Association hosts an annual conference. The 2023 conference will be held in Springfield, Illinois from October 23-26. As a component of the program, you will be invited to attend the conference with your fellow program cohort and SIUE librarians. All expenses for this trip will be paid with grant funds.

**Summer Institute and Presentation Component**

At the end of the program, you will attend a three-day summer institute in which you will participate in the creation of a culminating project and presentation. Transportation will be provided, if necessary. You will receive a flat stipend of $800 for your participation in and completion of the summer institute.

**Schedule, Personal Leave, Payment for Work, and Minimum Hour Requirements**

You will be paid $15/hour to work a maximum of 24 hours a week for up to 38 weeks at your workplace partner site. This 24 hours/week includes time for curriculum and mentor check-ins. You will begin the program with 8 hours of paid leave and will accumulate 2 hours of additional paid leave at the end of each pay period (based upon a minimum of 15 worked hours per week). A leave policy document can be found in your orientation packet. Requests for time off need to be made to the workplace supervisor. Please confirm with your supervisor how you should report an absence. Long-term illnesses that require more time than accumulated should be discussed with your supervisor and mentor. You will be paid bimonthly according to the hours you record on your supervisor-approved timesheet. Timesheets must be signed by both you and your supervisor. Your supervisor will submit your timesheet.

To remain in the Program, you are expected to work a minimum of 10 hours per week as set by your workplace partner. Your supervisor will keep your mentor informed of hours worked. Failure to meet the hour requirements for a period of two weeks, will initiate a review of your participation in the Program. All reviews of termination are made by a decision of the granting committee in conjunction with workplace partners.

**Paychecks and Taxes**

SIUE cannot deposit your check directly into your checking account. Your paychecks will be mailed to the address on your W-9. The process is slow, unfortunately, so submitting your timesheet to your supervisor in a timely manner will expedite the processing and mailing of your paycheck. On rare occasions a paycheck may get lost in the mail. Instructions for reporting a missing paycheck can be found in your orientation packet.

SIUE cannot take taxes out of your paycheck either, so you need to plan to set money aside for this. This subject will be covered more in Unit 1 of our curriculum.

**Laptops**

Students will be provided with a laptop computer for their personal use and will retain ownership of the laptop if they complete the Program and the summer institute. If a student leaves the Program before completion of the Summer Institute, the student must return the laptop.

# Program Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Printed Name], acknowledge that I have read the Diverse Librarianship Career Training and Education Program Agreement and understand everything it contains. I agree to its expectations and timeline and to adhere to them.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature (for Program participant under 18):

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