



Professional Experience/Practicum/Internship  
(For Library Science Students)  
News Monitoring and Transparency Spotlight

**Name of Organization:**

- Freedom of Information and Privacy Association
- Email: fipa at fipa.bc.ca AND employment at fipa.bc.ca
- Address: PO Box 8308 Victoria Main, Victoria, BC V8W 3R9
- Website: <https://fipa.bc.ca> and <https://fipa.bc.ca/transparency-spotlight/>
- The BC Freedom of Information and Privacy Association (FIPA) is a non-partisan, non-profit society that was established in 1991 to promote and defend freedom of information and privacy rights in Canada.

**Supervising Librarian/Archivist:**

- Alexandra Wieland
- Others TBD

**Summary of activities required to carry out the project:**

- Monitoring FOI/ATI News Stories
- News/Journalism Analysis + Assessment
- Resource Maintenance
- Source Discovery
- Information Collection and Representation

**Project requirements:**

- Students need to have reliable internet.
- Students must be able to keep sensitive business financial information confidential.

## Project scope:

- The project will be distributed over 120 hours in a given term.
  - Roughly 10 hours a week
- Weekly supervision will be provided by the Executive Director of FIPA.
- Regular meeting opportunities are available with FIPA Board members who are accredited professional librarians, archivists, and information management specialists.
- Professional Experience will be remote.
- Hours can be flexible and agreed upon commencement. Commitment to the student selection of hours is critical. Our hours of operation are Monday to Friday, 9 am to 5 pm.
- There is an opportunity for continuing education through IAPP (CIPP-C, CIPP-E and CIPM training modules), InfoGovANZ (workshops), and other professional associations.

## Project details:

- Professional Experience is focused on updates and refinement to FIPA's Transparency Spotlight resource. This includes:
  - Applying a defined methodology to execute external scans of using content aggregation system.
  - Ensuring the online resource is updated at regular intervals. This may include analyzing, summarizing, and extracting key information from identified news stories.
  - Ensuring relevant Canadian Press Command News articles are presented on FIPA's News Feed.
- Monitor news media landscape as it relates to potential sources for Transparency Spotlight
- Execute assessments of journalism using a combination of internal and external metrics and standards
- Assess project for improvements in methodology or execution
- Taxonomy refinement
- Other duties as assigned.

### Preferred skills:

- Experience using Microsoft Suite - Word, Teams, SharePoint, Word-Press, etc.
- Familiarity with ProQuest, Feedly and Command News or similar programs is a benefit.

### Expectations of the end result of the project, for host and student:

- Host
  - Regularly updated and more populated Transparency Spotlight
  - Feedback on quality of methodology and execution
- Student
  - Understanding of external scans with applied search methodologies
  - Management for a small non-profit
  - Management of an open-source collection resource
  - Experience working with ProQuest, Feedly, and Command News, information capture, and indexing research methods
  - Writing and updating Transparency Spotlight workflows and policies as necessary

### Project term:

- 2022 Fall Term (September-December), 10hrs weekly (totaling 100-140 hours)
- 2023 Winter/Spring Term (January-April), 10hrs weekly (totaling 100-140 hours)
- 2023 Summer Term (May-August), 10hrs weekly (totaling 100-140 hours)

## Project Deadline:

- Ongoing

## Course requirements:

- Required:
  - Completion of the Library Core course, or equivalent
- Preferred, but not required:
  - Taxonomies: Research and Evaluation, or equivalent
  - Collection Management, or equivalent
  - Administering Records Under Freedom of Information and Protection of Privacy Legislation, or equivalent
  - Digital Libraries, or equivalent

## Apply

For interested applicants, please send your resume and cover letter (indicating project term) to [fipa at fipa.bc.ca](mailto:fipa@fipa.bc.ca) AND [employment at fipa.bc.ca](mailto:employment@fipa.bc.ca)