

IST-491 Practicum in Information Science
Summer 2024
Time Sheet
Michael Pyant
Dr. T. Zachary Frazier, Professor

Date	Hours	Notes
20-May	5	Office equipment inventory, management, ancillary assistance
21-May	5	Strategy planning for general conference
22-May	5	Office preparation, ancillary assistance
23-May	5	Office preparation, ancillary assistance
24-May	5	Office preparation, ancillary assistance
May Total	25	
Subtotal	25	
10-Jun	5	General Conference preparation, ancillary assistance
11-Jun	5	General Conference preparation, ancillary assistance
12-Jun	5	General Conference preparation, ancillary assistance
13-Jun	5	General Conference preparation, ancillary assistance
14-Jun	5	Office equipment and supply inventory, ancillary assistance
18-Jun	5	Office equipment and supply inventory, ancillary assistance
21-Jun	5	Office equipment and supply inventory, ancillary assistance
25-Jun	5	Office equipment and supply inventory, ancillary assistance
27-Jun	5	Office equipment and supply inventory, ancillary assistance
June Total	45	
Subtotal	70	
24-Jul	8	Onsite General Conference
25-Jul	8	Onsite General Conference
26-Jul	8	Onsite General Conference
27-Jul	8	Onsite General Conference
28-Jul	0	Onsite General Conference (Sunday worship, no work)
29-Jul	8	Post conference inventory and logistics
30-Jul	8	Post conference inventory and logistics
31-Jul	8	Office management, inventory logistics, transition.
July Total	56	
Summer Total	126	

About

Originally, I wanted to intern with an attorney and follow their daily routine to gain understanding and practical experience as a rising information scientist. I feel law is a profession with immense and diverse needs for the skills developed through the degree program. The idea was loosely pitched to one of my mom's college friends who is a practicing lawyer in Charlotte. Unfortunately, communication between us was not the best. I did not convey the hour requirement well enough, as her practice is now completely virtual, and she does not maintain office hours. She has a dedicated set of clients and projects she works on and would not have been the best fit for my practicum. It was already too late for me to exit the course, so I sent out a resume to others I am associated with and asked for help. I will still be working with her throughout the upcoming semester but not for the summer practicum.

Rev. Dr. George McKain who directs the Office of Public Affairs and Convention Management for the AME Zion Church reached out to see if I was interested in working with him. I have worked in his office before and agreed to help. I felt this would have been a good opportunity to use my newfound community informatics and data management skills to assist an established organization with real information needs. The main components of this agreement would be to assist him manage his office, prepare for General Conference, and his transition into retirement. The "assisting" part as anyone would understand working in an office setting for a c-level executive deals with a myriad of tasks and responsibilities. He has served in this position for over two decades and will be retiring at our General Conference in July which coincidentally meets in Greensboro this year.

The African Methodist Episcopal Zion Church's General Conference meets once every four years, with hundreds of delegates from all around the world in order to elect new bishops, general officers, a judicial council and to codify the laws and doctrines of the denomination. It is the highest level or form of governance for the denomination similar to the DNC or RNC within a general election year for our country.