

Top Secret or Real Genius?:

Developing a Meaningful Internship for LIS Grad Students at Your Out-of-the-Way Library

Takeaways for Coordinators

- Start early to be competitive
- Housing is helpful
- Treat interns like professional colleagues
- Be aware of library and university calendars
- Provide information about the local area
- If at first you don't succeed... try again!

Takeaways for Interns

- Prepare for meetings and one on one interviews
- Ask to meet with faculty doing research in an area of interest
- Take notes and discuss observations and questions with your supervisor
- Think about how to address your experience in a job interview, ask your supervisor for advice
- Insert yourself into the professional life of the organization and campus activities as much as possible
- Ask people to serve as future references

— Planning —

Outcomes

Mix big & small projects

Tangible products for CV

Think scholarly impact, not just organizational need

Goals

Incorporate intern's interest

Map to institutional goals

Budget

Impact over time

Housing & per diem

Details

Schedules

Office space & technology

Supervision

Assessment

Exit interviews

Presentation, faculty talk

Course credit