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