Gustavus Adolphus College Library Internship Syllabus, [Semester Year]

Intern: [Name]
Faculty Sponsor: [Name, e-mail, telephone]
Your schedule: arranged with site supervisor [Name]

Purpose of the Library Internship:
Students will learn about the library's mission, vision, and strategic plan. Students will also have the opportunity to see how those values and ideals are reflected in the programs and services offered by the library. By working in various departments (acquisitions, cataloging, processing, circulation, audio-visual, government documents, interlibrary loan, archives, reference, instruction, collection development), students will have the opportunity to get a wide range of experience. Students' interests and aptitudes will determine the special projects. Projects may include, but are not limited to: developing a research guide on a particular subject, weeding an area of the collection, planning a marketing/promotional event, and projects specific to a particular department.

To enhance your internship experience and help you learn more about the profession, your faculty sponsor will ask you to read and respond to assigned texts and a text of your choosing, write three reflection papers, complete an exit interview, and develop an annotated list of your internship projects. The assignments are described in more detail below. Since I am on site we won't need to have a formal “site visit,” but we will be in regular contact throughout the semester. In addition, you will complete internship program assignments required by the Career Development office.

General learning outcomes:
- Get a basic overview and hands-on experience with multiple aspects of academic library work
- Get a grasp of state-of-the-art thinking about library issues. (This could be useful for graduate program interviews.)
- Understand library decision-making and day-to-day work through attending meetings.
- Understand how a particular library serves its community and what that involves.
- Conduct projects that provide hands-on experience while contributing to the library’s goals.

Additional possible outcomes:
These are optional depending on your personal goals and interests and decided with your site supervisor. Specific learning outcomes and related internship tasks will be listed on your Internship Registration Form.

- Learn about outreach and promotion through creating displays and/or webpages.
- Explore other kinds of librarianship by observing and speaking with a librarian at another institution such as the St. Peter Public Library, the Minnesota State Mankato Library, or others.
- Explore archives and special collections as a professional specialty.
- Explore instructional models by observing and helping with teaching sessions.
- Conduct research on library user experience under the guidance of a librarian.

We hope we can match library needs with your plans for the future.
Academic Assignments:

1. **Career Development Assignments** (Career Development will send copies to me).
2. **Readings.** I will suggest several readings that relate to different library specialties and will ask you to identify one additional reading of interest to you. You may want to complete relevant readings before meeting with relevant library personnel. Other resources are of a more general nature but may be useful as you consider applying for library school. I will not assign specific due dates for the readings; you will be responsible for reading them over the course of the semester and highlighting connections between the readings and your internship experience in your reflection papers.
3. **Reflection papers.** These papers don’t need to be long, they just need to be thoughtful. If you keep an internship journal (recommended but not required) you may find it helpful to review your journal entries as you write your reflection papers. Papers 1 and 2 should be about 3 pages. The final paper should be about 5 pages.
   - **Reflection Paper 1 (due February 28):** Reflect on your internship experience so far. What are you learning from your projects? Is it what you expected so far, has anything surprised you? What do you hope to do/experience during the rest of your internship? Reflect on at least two of the assigned readings you’ve read so far, highlighting any connections you’ve drawn between the readings and your internship experience.
   - **Reflection Paper 2 (due March 24):** Reflect on your internship experience so far. What are you learning from your projects? Is it what you expected so far, has anything surprised you? What do you hope to do/experience during the rest of your internship? Reflect on at least two assigned readings you’ve read so far, highlighting any connections you’ve drawn between the readings and your internship experience.
   - **Final Reflection paper (due May 19):** Reflect on your overall internship experience. What did you learn from this experience? What did you learn about libraries and about this particular organization? What did you learn about yourself and how did you grow during the internship? Reflect on how this experience might affect your future plans. In your final paper, reflect on at least two assigned readings you read this semester, highlighting connections you’ve drawn between the readings and your internship experience.
4. **Annotated list of internship projects that can be included in a resume (due May 19).**
5. **Final exit interview** with me to reflect on your internship experience. Date TBD.

**Readings** I will email you pdfs of those that aren’t readily available online. Please complete these readings over the course of the semester and highlight connections between the readings and your internship experience in your reflection papers.

**Acquisitions / Collection Development**


**Reference / Instruction**


Fister, Barbara. "The Library's Role in Learning: Information Literacy Revisited," *Library Issues* 33.4 (March 2013). (A basic overview of the topic and how libraries provide instruction)


http://crln.acrl.org/content/74/6/288.full


**Academic Libraries**


**General Resources on entering the field of Librarianship**

Gustavus Library’s “Careers in Librarianship” Guide. http://libguides.gustavus.edu/LIScareers

Pressley, Lauren *So You Want to Be a Librarian* Duluth: Library Juice, 2009.

In the library at Z682.35.V62 P74 2009 or free online at http://archive.org/download/SoYouWantToBeALibrarian/SoYouWantToBeALibrarian.epub

(Note: Skim through the table of contents and select two chapters of interest to read closely)


http://lj.libraryjournal.com/2013/03/careers/how-to-become-a-21st-century-librarian/
For continuing conversations about what’s going on in the field, take a look at these blogs. Read a few entries that look interesting to you.

In the Library with the Lead Pipe http://inthelibrarywiththeleadpipe.org/
Letters to a Young Librarian http://letterstoayounglibrarian.blogspot.com/
Hack Library School http://hacklibschool.wordpress.com/

Reading of your choice
Please identify one additional reading (article, report, etc.) on a topic of interest to you. One good place to search is the LISTA (Library, Information Science & Technology Abstracts) database. If you need ideas, talk with your site supervisor, faculty sponsor, or a librarian who works in your area of interest.

Also . . .
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[Insert details]