

[EXAMPLE] Proposed timeline and schedule of internship activities (8-week internship)

[Tip: Formatting, such as line breaks and bullets, may not show in the online application narrative box when copied and pasted from a Word document.]

Timeline: April 1 - Advertise intern position ** April 29 - Set up interviews May 2-7th - Conduct interviews ** June 1 - Intern completes Intern Baseline and commences activities according to the proposed schedule of activities included below ** August 12 - Intern completes Post Internship Assessment ** September 1 - Supervisor submits Post-Internship Assessment -- Library Intern Schedule of Activities ** Week 1 Complete Intern Baseline survey; expectations activity, library policy orientation, library tour, and introduction to the role of librarians, set up daily time sheet and brief record of duties performed Borrower's Services: circulation desk functions; getting a library card; shadow at circulation desk; searching the catalog, and supervise check-in/check-out ** Week 2 Youth Services: Interacting with summer readers & assist with summer reading program Borrower's Services: Assist with unloading and re-shelving the bookmobile in preparation for school bookmobile runs ** Week 3 Borrower's Services: Dewey training; shelve books, collection organization Borrower's Services: Interlibrary loan training, overdue books ** Week 4 Library careers - research types of libraries, library occupations, schedule and plan field trip visitation with partner library according to intern interests with supervisor ** Week 5 Library training: Intern will choose and complete at least two library online training options of intern's choice Borrower's Services: Assisting patrons on computers & weekly maintenance of public access computers ** Week 6 Information Services: Databases & Internet searching, usage of Ebooks/reference books and introduction to services available through library websites Information Services: Assist with updating library website ** Week 7 Technical Services: Training on collection development & selection, receipt of incoming books, shadow cataloging & processing of new books Youth Services: Summer reading letter mailed to students Public Relations: Assist with Foundation brochure revision and patron bookmarks ** Week 8 Technical Services: Book repair Administration: Financial records required, claims & library reports Library careers: Visitation to scheduled library from week 3 with supervisor Complete Post-internship survey; evaluations; farewell