

### **Appendix C: Checklist for Library Internships**

Note: For more details, see UC Berkeley Library [Guidelines for Working with Students Engaged in Internships and Field Experiences](#)

- ❑ **Interview** between student and potential library supervisor
- ❑ **Students** responsible for:
  - ❑ ensuring that his or her School's requirements and guidelines are met
  - ❑ obtaining faculty supervision
  - ❑ registering for credit
- ❑ **Compensation** - if students are to be compensated, consult with LHRD as early as possible!
- ❑ **Work plan** written and agreed to by:
  - ❑ student
  - ❑ library supervisor
  - ❑ faculty supervisor at School

Work plan should include the following elements:

- ❑ learning objectives
- ❑ project description including goals and objectives
- ❑ students' work responsibilities (role: general employee? special assistant? etc.)
- ❑ supervisor's responsibilities
  
- ❑ compensation, if any; terms and conditions thereof
- ❑ academic credit
- ❑ schedule: regular hours? number of hours?
- ❑ whether work is to take place on-site or off-site
- ❑ schedule of regular meetings between supervisor and student
  
- ❑ basic information:
  - ❑ name and contact information for student
  - ❑ name of library unit
  - ❑ name and contact information for library supervisor
  - ❑ beginning and end dates of internship/project
  
- ❑ **Evaluation plan:**
  - ❑ mid-term evaluation by the supervisor, to be shared with student and faculty supervisor
  - ❑ mid-term progress report by the student, to be shared with the library supervisor and faculty supervisor

LAUC-B SIMS Task Force  
Final Report

- ❑ final evaluation by the supervisor, to be shared with the student and faculty supervisor
- ❑ final report by the student, to be shared with the library supervisor and faculty supervisor

**Liability**

- ❑ copy of University Waiver of Liability, Assumption of Risk, and Indemnity Agreement must be signed by student and delivered to Library Human Resources Department (for the Library) or the appropriate administrative office (for Affiliated Libraries)

**Work conditions** to be discussed include:

- ❑ environment and work norms; rules and guidelines students should follow
- ❑ methods of communication, how students should ask questions, how supervisor will provide guidance
  - ❑ schedule of regular face to face meetings (monthly or more)
- ❑ space and equipment to be provided by the library supervisor
  
- ❑ **Orienting the student**
- ❑ general functions and goals of the library unit
- ❑ student should be introduced to other members of the unit and other appropriate library staff
- ❑ explain the organization of the UC Berkeley Libraries and Affiliated Libraries
- ❑ student attends at least one Roundtable/Council/library-wide meeting (preferably one with an agenda appropriate to the students' interests) to get a sense of the organization as a whole
- ❑ student announced and internship briefly described in CU News
- ❑ LAUC-B Internship Task Force posts this information on their web site