

Appendix M: Establishing Expectations

One more important thing to do as part of their first day orientation is to set the tone for the internship by having an honest discussion about expectations and project specifics. This can include such things as:

- Personal and professional expectations of the intern
 - What does the intern hope to learn? Accomplish?
 - What does the intern expect the experience to be like?
 - What library roles/programs/services would they like to learn more about?
 - What kinds of training or other support might they need?
 - What kinds of communications and supervision methods do they prefer?
 - What kinds of professional development/ongoing learning are they most interested in exploring?
- Goals and expectations of the library and supervisor
 - What does the library hope to accomplish via this internship?
 - What professional expectations/requirements does the library have of their interns? What does the supervisor expect of this intern?
 - What kinds of communications and supervision methods do they prefer?
 - How does the library/supervisor plan to facilitate ongoing support for and evaluation of the internship?
 - What is the plan for intern professional development during the internship?
- College and/or university expectations or requirements (if relevant);
 - Is the library required to submit progress reports, evaluations, or other formal paperwork during the course of/upon completion of the internship?
 - Is the library required to offer a predetermined number of professional development sessions/trainings per internship? On any particular topics?
 - What if any other requirements might exist for libraries hosting interns?

Note that most of these topics should already have been discussed during the internship recruitment and selection processes – for example, as part of the internship position description and internship agreement paperwork – so it shouldn't be the first time the conversation is had. However, revisiting these topics will help to establish a collaborative tone, as well as realistic expectations for all, from the very first day. ●

About this book

Looking for more info about this book? Visit <http://libraryinterns.blogspot.com>, where you can download individual chapters or the entire book, and find other related resources (all free of charge).