

***Internship Guide***

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[*www.pueblolibrary.org*](http://www.pueblolibrary.org)

Robert Hoag Rawlings Library • Barkman Branch • Lamb Branch • Pueblo West library • Library @ the Y

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Welcome to the Pueblo City-County Library District (PCCLD)! As an intern, we trust that your experience with us will be satisfying and enriching for you. We’ve provided the following information to help you better understand the PCCLD environment. Please don’t hesitate to ask questions about these guidelines at any time.

1. Before you can begin your internship, you must provide the following forms:

* PCCLD internship application (obtained through Human Resources)
* Current resume
* Internship Agreement. You and your assigned PCCLD supervisor will complete this together. The form will document your assignment, learning objectives, goals and the length of the internship.

2. Your work schedule will be based on an agreement between you, your school and the department where you will work. Please work with your supervisor to schedule time off, report absences, tardiness and to communicate any pertinent information that effects your internship with us.

3. Your department is responsible for your orientation and training, and for providing you with an appropriate workspace. If you have any questions or concerns about your work environment, please do not hesitate to talk with your supervisor.

4. You should be working only during the hours when your work unit is open and staffed.

5. As an intern, there is no promise of future employment.

6. As an intern, you are not eligible for some PCCLD privileges, including PCCLD professional development programs, use of a PCCLD vehicle, or keys or access to the Libraries’ facilities.

7. All PCCLD employees, including interns, are expected to adhere to all policies governing employee behavior. All of PCCLD policies are available on the Library’s website at www.pueblolibrary.org. Your supervisor will show you how to access them.

9. If you decide to seek part-time or full-time employment with PCCLD, you must follow the established process for hiring. We are unable to give you preferential treatment in hiring. Feel free to consult with Human Resources about employment policies.

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**Maximizing your internship experience**

The library supports an active internship program. In addition to training the next generation of librarians and other professionals, it is a means to engage talented individuals in furthering PCCLD’s strategic initiative. PCCLD encourages departments to work with interns when the relationship will be mutually beneficial, providing learning opportunities for the intern and bringing skills and experience related to the library’s departments.

1. Maximize communication with your supervisor. Together you should develop a clear plan of action for the course of the internship. Communicate frequently and clearly your progress and ask for feedback on a weekly basis.

2. Expect some busywork! All internships, and most jobs for that matter, require some menial tasks. While your internship evolves beyond busywork, do not expect to be running the show.

3. Go above and beyond. Be sure to volunteer for extra assignments—something that will show off your ideas and prove your value to the company. Do not be satisfied with just getting the job done—do it well!

4. Access your internal resources. Interns tend to have access to meetings, inner workings of the library, and exposure to all levels of management that other outsiders may not. Network with employees and start building professional contacts with everyone you meet.

***For questions regarding the application of internship or internship experience contact:***

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| *Director of Human Resources:*  Sara Rose 719.562.5632  Sara.Rose@pueblolibrary.org | *Human Resources Generalist:*  Florence McKercher 719.562.5653  Florence.Mckercher@pueblolibrary.org |

**Orientation Outline**

• Review organization vision and department missions

• Give the intern a feel for the organizational structure, provide an organizational chart or staff list with phone numbers

• Explain the need-to-know items

o Parking

o Work station

o Specific work dates and times (including office hours, breaks and lunches )

o Intranet

o Using office equipment, ie. Copy machine, phone

• Review organizational and employee policies (dress code, attendance, punctuality)

• Review the internship

o Identify and discuss main projects

o Job description

o Results expected

o Action plan

• Set regular evaluation meetings

• Inform the intern of departmental or staff meetings he/she is expected to attend, and provide time during those meetings for the interns to report progress on his/her project

• Identify a back-up supervisor or support person who can answer the intern’s questions if his/her regular supervisor is unavailable

• Ensure that your intern understands his/her responsibilities

• Provide a tour of the facility, introduction to staff

**Internship Agreement**

**TO BE COMPLETED BY THE INTERN:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Phone:. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO BE COMPLETED BY THE SUPERVISOR:**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Internship: \_\_\_Paid \_\_\_Unpaid \_\_\_For Credit \_\_\_Not for Credit

This agreement is valid from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief summary of internship assignment, learning objectives and goals: (or attach description of assignment)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO BE COMPLETED BY INTERN AND SUPERVISOR:**

As an intern, I understand and agree to the above and have read the “Internship Guide”” provided to me and fully understand the terms of this relationship.

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Intern Signature /Date

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Supervisor’s Signature /Date