

# **Ecklund Internship in Research, Instruction, and Outreach Services**

- The Ecklund internship is supported by an endowment from Librarian Kristin Ecklund. The purpose of this endowment is primarily to provide a stipend for reference and instructional services internships for students in graduate library school programs. The Intern will be supervised by the Chair of Research, Instruction and Outreach Services (RIOS) and a minimum of 120 on-campus hours are required to complete the Ecklund internship.

## **Criteria for Appointment to Internship**

- Must be either enrolled or have completed a course in Reference Services and Instruction or Information Literacy Techniques (or demonstrate knowledge in these areas)
- Must demonstrate ability to work within a flexible schedule
- Must provide two references
- Must come to campus for in-person interview
- Must supply resume, cover letter and complete CSUN Volunteer Form
- Preferred – Second year MLIS student (rationale: more coursework has been completed)
- Must be enrolled in an MLIS Program and Internship Credit Course

## **General Baseline:**

- Become acquainted with all service points in RIOS and Library
- Be aware of Library and University governance
- Attend at least one Library faculty meeting and RIOS department meeting

## **Instruction**

- Observe lectures – at least 4 different librarians
- Prepare a presentation, handout or webpage for a lecture
- Co-teach at least one generic lecture
- Observe at least one subject-specific lecture
- Learn classroom instructional technology in use by the department's librarians
- Become acquainted with scheduling software for instruction requests.

## **Reference**

- Develop a comfort level with the online catalog
- Develop a comfort level with general databases
- Observe reference desk and work with at least 4 different librarians

- Partner with Library faculty to take the lead in answering reference questions
- Review databases in subject fields
- Review reference books in subject fields
- Answer questions at the reference desk and Ask a Librarian reference services with a librarian back-up

### **Web-based Instruction and Reference**

- Learn web page creation
- Develop or update a course specific instructional guide
- Develop or update a subject specific webpage
- Learn web design software

If you are interested in finding out more about this opportunity, please contact Acting RIOS Chair Susanna Eng-Ziskin at [susanna.eng@csun.edu](mailto:susanna.eng@csun.edu) or (818) 677-2277 or fill out the online application form:

<http://library.csun.edu/sites/default/files/users/main/documents/rios-internship-application.pdf>.