



Internship in Classroom Instruction

Work closely with the collections as you learn how to conduct research in the archive, select materials to be used in classroom sessions, and teach alongside your supervisor. As a Classroom Instruction intern, you will assist with the preparation of classes by seeking connections between course syllabi and the collections, identifying interesting materials for inclusion in class sessions, preparing research notes and lesson plans, and teaching collaboratively with the Head of Instructional Services.

Interns in Classroom Instruction will receive first consideration for the Intern Program Coordinator position following the successful completion of their internship assignment. This part-time position will be available to student candidates and recent graduates depending on eligibility.

Learning outcomes:

Interns will learn how to:

- Function as a professional within a library-archive-museum environment.
- Increase their awareness of current and practical issues and trends in education for cultural heritage institutions.
- Develop, deliver, and assess effective lesson plans.
- Conduct research in an archive.
- Safely handle rare books, manuscripts, photographs, and other collection materials.

Possible tasks/responsibilities:

- Review syllabi for connections to collections
- Attend meetings with faculty to discuss goals for class visits
- Conduct research in the collections
- Select materials for inclusion in custom-designed classroom experiences
- Teach classes in both in-person and remote settings
- Compile research notes
- Develop new strategies for digital and online pedagogy

Preferred Qualifications:

- Strong time management and organization
- Experience conducting research
- Excellent verbal and written communication skills
- Microsoft Word, PowerPoint, Excel

Example career fields: Museum Educator, Instructional Librarian, Special Collections Librarian, Teacher, Professor, Instructional Designer.