

Education/Training/Library Project Ideas

No matter what industry you are in, any business field can benefit from utilizing interns to their fullest potential. One of the many myths about internships is that employers cannot find the time to delegate meaningful work to their interns. The reality is that through thoughtful organization, a great number of assignments and tasks can be given to interns to save employers both time and labor. Below is a list of responsibilities, or “real work,” that interns can do in the education/training/library field:

- Prepare unit lessons for the sciences, language arts and activities.
- Lead instructional sessions
- Conduct educational programs for audiences of all ages and diverse backgrounds
- Responsible for the education, enjoyment, and safety of all program participants
- Interact positively and professionally with all staff
- Perform other duties as requested by the Director
- Assist Education Department with the development of new school programs
- Maintain overall organization of library
- File photo and director files
- Organize catalogs
- Shelve books
- Organize media archives
- File newspaper
- Assess the current library system and make recommendations for improvements
- Implement changes and update the system with new material
- Research new articles and find new materials
- Maintain quality control and project goals by reviewing work, site proofing, record editing, and updating files
- Assist in development of supplemental contextual materials for project
- Maintain statistical records of production by monitoring the material flowing through the unit and resolving work-flow problems
- Maintain flexibility and awareness of changes in department by assuming other duties and responsibilities as assigned
- Enhance database quality and searchability by collaborating with the Database Support staff on database design issues