**Internship Notice**

|  |
| --- |
|  |

Contact Person: Internship Director

Organization Name: Newberry Library

Street Address: 60 W Walton St

City, State, Zip: Chicago, IL 60610

Web: www.newberry.org E-mail: internships@newberry.org

1. Purpose of organization/agency/corporation:

The Newberry Library provides a home to a world-class collection of books, manuscripts, and maps, and also to a growing community of readers. Our collections, spanning many centuries, feature a wide range of materials, from illuminated medieval manuscripts to rich genealogical resources, and from early printed books to the personal papers of Midwest authors. The Newberry offers highly acclaimed programs for serious readers: fellowships for scholars, seminars for undergraduates, professional development activities for teachers, and a variety of seminars, lectures, and workshops.

2. General description of intern’s project, area of responsibility or role:

Many departments within the Library offer unpaid internships, including Conservation, Development, Events, Genealogy and Local History, Map Cataloging, Photoduplication, the Center for Renaissance Studies, Scholarly and Undergraduate Programs, the Scholl Center for American History and Culture, and the Smith Center for the History of Cartography. Additional internships will be posted as they become available. The application deadline for summer 2011 internships is February 21, 2011. For more information about each internship and application instructions, please visit our website: http://www.newberry.org/hr/jobscontent.html#General%20Intern%20Info

3. Specific activities that the intern will perform:

Please see <http://www.newberry.org/hr/jobscontent.html#General%20Intern%20Info> for individual internships.

4. Professions to which the intern will be exposed:

Internships include library science, research (humanities), graphic design, photography, public relations, event planning, and others.

5. Number of hours required per week *(Interns work 10-15 hours when school is in session, 40 hours per week during the summer.)*:

10-30 hours, depending on the position.

6. Dates internship will be available:

🗆 First Term 🗆 Second Term 🗆 Third Term

☒Summer 🗆 Ongoing

7. Desired Major(s) *(List of areas of study on the bottom of this sheet.)*:

Including but not limited to: education, French, Spanish, English, History, art, ethnic studies, gender studies, history

8. Necessary skills of the candidate *(minimal and desired)*:

Please see individual internships for qualifications.

9. Compensation:

🗆 Hourly/wage (rate: ) 🗆 Stipend (amount: )

☒ Unpaid 🗆 Transportation reimbursement

10. Supervision *(Supervisor’s name and qualifications. How often will the supervisor*

*meet with the intern?)*:

Please contact the Internship Director at [internships@newberry.org](mailto:internships@newberry.org) for individual supervisors.

11. Application procedures *(materials, deadline)*:

Please see <http://www.newberry.org/hr/jobscontent.html#General%20Intern%20Info> for individual internships, and send resume and cover letter to [internships@newberry.org](mailto:internships@newberry.org).

# Areas of study at Lawrence University

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Anthropology | 2. | Art |
| 3. | Biology | 4. | Biomedical Ethics |
| 5. | Chemistry | 6. | Classics |
| 7. | Cognitive Science | 8. | Computer Science |
| 9. | East Asian Languages & Cultures | 10. | Economics |
| 11. | Education | 12. | English |
| 13. | Environmental Studies | 14. | Ethnic Studies |
| 15. | French | 16. | Gender Studies |
| 17. | Geology | 18. | German |
| 19. | Government | 20. | History |
| 21. | International Studies | 22. | Linguistics |
| 23. | Mathematics | 24. | Music |
| 25. | Neurosciences | 26. | Philosophy |
| 27. | Physics | 28. | Political Science |
| 29. | Psychology | 30. | Religious Studies |
| 31. | Russian | 32. | Spanish |
| 33. | Theatre and Drama |  |  |

Completed forms can be sent to the Lawrence University Career Center by email at [patricia.f.plutz@lawrence.edu](mailto:patricia.f.plutz@lawrence.edu) or by fax at (920)832-7368.

*Updated 8/25/2010*