

## **Mentorship and the Academic Library Fellowship**

### **Mentoring and library leaders**

1. Academic library fellows will have at least two short meetings with the fellowship leaders per semester.
  - One at the beginning of each semester to discuss goals and projects for the upcoming semester.
  - One at the end of the each semester to discuss progress on these projects.
2. In addition, the fellowship student will complete reports or reflective essays throughout the year. The suggested approach is as follows:
  - a. Learning Objectives and Goals set at the beginning of the semester/year.
  - b. Each December 1st and May 1st, the fellow will create a document that specifies the outcomes of how the goals for that semester were met. This report will include:
    - A compiled list of participation and activities.
    - Description of products that came out of the fellow's work (reports, displays, etc.)
    - Brief reflection (approx. 3 pages) on the learning objectives.

This document will be submitted to Dr. Budd and the site's leader.

Other essays and reports may be assigned by the site leader.

### **Mentoring and library administration**

3. The fellowship student should attend the following kinds of administrative meetings during their time in the library. This list should be provided to department heads in the library and library administration.
  - Departmental meetings
  - Library Administrative Council
  - Library Outreach meetings
  - Job search committees
  - Any hiring sessions (interviews, presentations)

The number of meetings the student should attend is left to the discretion of mentor.

4. Fellowship students should have access to internal library communication including:
  - Calendars
  - List serves

- Other online documentation (wikis, online minutes, any documentation that the librarians are able to access)
5. Training in the individual departments should involve a global understanding of the functions of the department, as well as practical training in everyday duties. Mentoring in the departments should involve a rotation in which the student
    - observes
    - then assists
    - and finally completes duties individually.
  6. During the rotation in the departments, the fellowship student will mirror the department head and observe their daily duties.

If the fellowship student is not able to shadow the department head, the department head should still be involved whenever possible.
  7. Evaluation of some kind, such as an exit interview, should be completed by the fellowship student and department head, and completed on a voluntary basis by other staff members.

### **Mentoring and Involvement in Professional Organizations**

8. Promotion of fellowship student's involvement in professional organizations that correspond to their area of interest (cataloging, reference, etc.) and information about how to join local branches.

### **Mentoring and Career advising**

9. Career advising is a key element of the Fellowship. During the first year of the fellowship, the Spring Workshop will address activities for building a strong resume, including working on specific library projects, research and presentations, internship possibilities, and other professional development opportunities.
10. During the second year of the fellowship, the Spring Workshop will address resume writing, interview skills and campus visits.