**INTERN TRAINING MODULE & ACTIVITY CHECKLIST**

Name: ___________________________

Orientation (schedule, timesheets): ______
Interview & photo: ____________
Transcription & scholarly editing: ______
   Transcription creation (easy): ______
   Transcription creation (difficult): ______
   Transcription editing: ______
Rare materials (history & handling): ______
Scanner training: ______
   Digitize (easy): ______
   Digitize (difficult): ______
Selection for digitization: ______
Exhibits: ______________
Social media: _______________
   Blog article: ____________
   Wiki article: ____________
Description (cataloging, classification, metadata theory) ______
Metadata overview: ______
   Metadata creation: ______
Copyright and rights management: ______
Professional & career development: ______
Management: _______________
Project selection: _______________
   Project description: _______________________________
   Project marketing / blog: ____________________________