

**Guidelines  
for  
Student Internships**

**Louisiana State University  
School of Library and Information Science**

Approved 2015 by the SLIS Faculty

## **Goals and Purpose of the Internship**

The Internship is a three-credit graduate course that requires 120 hours of work. It provides students with an opportunity to pursue an interest in a specific type of information agency or service under the guidance of a degreed and experienced information professional. It is especially recommended to students who lack practical experience in the field.

The Internship should be mutually beneficial to both the student and the information agency. It will be tailored to the needs and career objectives of the student as well as the needs of the agency, and will provide an opportunity for the evaluation of both theory and practice.

Internships must meet the criteria established by the U.S. Department of Labor for unpaid internships (Fact Sheet #71 <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>) and by LSU in PS-38 "Academic Credit for Individual Off-Campus Study" (<http://sites01.lsu.edu/wp/policiesprocedures/policies-procedures/38/>).

## **Participants in the Internship**

The Internship advisor (hereafter referred to as the advisor) must be a SLIS faculty member who specializes in the type of information agency or service in which the student is interested.

The Internship supervisor (hereafter referred to as the supervisor) must possess an MLIS or equivalent degree and must have worked as an information professional for at least five years after earning the degree .

## **Prerequisites to the Internship**

The Internship is typically undertaken in the student's final semester. MLIS students must have completed at least 18 hours of LIS courses before enrolling in an Internship. This includes all of the core courses and the elective course specific to the type of information agency or service in which the student is interested. The academic advisor will determine whether the student has appropriate coursework and/or experience for the proposed Internship. Graduate certificate students should consult with their advisor on prerequisites.

## **Structure of the Internship**

Every Internship will involve two components: experience in the routine procedures of the information agency and the completion of a specific project or projects. The amount of time allocated to each component will depend upon the needs and backgrounds of individual students. No more than 75% of the Internship may be allocated to any one component. Within that limitation, any combination of time allocations is permissible (i.e., 25/75, 40/60, 50/50, etc.).

The project should involve planning, analysis, evaluation and assessment. It may be a single

project that will be completed during the Internship or a portion of a larger project that will be continued by others after the Internship has been completed.

### **Evaluation of the Internship**

The Internship advisor will determine the final grade for the Internship. It will be based on interactions with the student and the supervisor throughout the experience, as well as documentation submitted by the student and supervisor. The Internship is subject to the same evaluative criteria and rigor as other graduate courses.

If the Internship supervisor is unable to complete the Internship, the Internship advisor will assist the student in completing the experience with another supervisor and/or at a different site.

### **Procedures/Documentation**

#### **Semester Prior to the Internship**

Planning for the Internship begins the semester prior to the Internship. All documentation must be submitted by the end of the semester prior to the Internship.

#### *Step 1: Identify Internship advisor*

The student's academic advisor is usually, but not always, the Internship advisor. In the case that the academic advisor is not available or appropriate to serve as the Internship advisor, the advisor and the student will select a suitable substitute.

*Step 2: Submit Application for Internship to SLIS Office.* The application requires the signatures of both the academic advisor and Internship advisor if they are different.

The deadlines for submission are :

Fall Internship:	May 15
Spring Internship:	October 15
Summer Internship:	March 15

#### *Step 3: Identify potential site(s) and supervisor(s)*

It is the responsibility of the student to identify at least one appropriate site and supervisor which meets the criteria set forth above and provide the advisor with the appropriate information for approval.

The Internship may not take place in the same agency or a branch of the same agency in which the student is employed. It may not be supervised by the student's current supervisor, regardless of the site at which it takes place. It must provide the student with a new experience and new perspectives. [\*Exception for Graduate Certificate in School Librarianship students who are working full-time as teachers : The Internship may take place in your school library

under the supervision of your school librarian, who must meet the criteria above.]

Before agreeing to supervise an Internship, the supervisor should obtain any necessary permission from appropriate administrators at the Internship site. The supervisor will not receive compensation from Louisiana State University for this voluntary professional commitment.

*Step 4: Submit Internship Contract to SLIS Office*

After the advisor has approved the site and supervisor, the student and supervisor must sign the *Internship Contract* and the student must submit it to the advisor, who will sign it and submit it to the SLIS office.

*Step 5: Student and supervisor complete and submit Plan of Work*

It is the student's responsibility to meet with that supervisor in order to design the Internship. The student should prepare a resume of experience and education, including a list of courses completed at SLIS and be prepared to discuss the objectives and goals of the Internship.

The student and supervisor will work together to complete a detailed *Plan of Work* for the Internship which is mutually agreeable. The plan should include :

- The regularly scheduled hours during which the student will be on-site
- A clear indication of the proportion of time that will be allocated to the operational and project components of the Internship
- A planned weekly schedule of activities for the Internship
- A description of the planned project

The *Plan of Work* must be submitted to the advisor for approval no later than the last week of classes of the semester prior to the semester in which the Internship will be completed. Copies will be provided to the student, supervisor, advisor, and SLIS office.

Semester During which Internship is Completed

*Completion of Operational and Project Components*

The student will be responsible for completing the operational component of the Internship during regularly scheduled hours and completing the project component of the Internship, both as described in the *Plan of Work*.

*Documentation Submitted by Student*

*Log of work/reflective journal.* During the Internship, the student will keep a log of the experience which will be submitted at the end of the Internship. The log should reflect the actual activities completed during the Internship, the student's impressions of the

practical applications of skills as related to the theoretical foundations of the profession, and the student's questions and impressions regarding procedures, services and their evaluation. The log is a record of the student's growth and development, as well as practical experience.

The log should include an introductory section that describes the environment in which the Internship took place, descriptions of the work and events, reflections on how the experience relates to expectations, and a summary of the student's perceptions of the value of the Internship to the student's professional growth.

*Project report.* The student will complete a written report summarizing the project component of the Internship. If the project results in any documentation, such as user's guides or training materials, such documentation should be attached to the report.

*Student internship evaluation form.* The student is responsible for completing a Student Internship Evaluation Form.

*Documentation Submitted by Supervisor*

*Supervisor internship evaluation form.* The supervisor is responsible for evaluating the student's performance using the Supervisor Internship Evaluation Form. The supervisor is responsible for distributing copies of the completed form to the student, the advisor, and the SLIS office during the last week of classes.