COURSE DESCRIPTION

Provides an opportunity for student synthesis of principles and theories acquired in coursework and application of these principles and theories in a working environment. Under professional supervision, the student will complete 135 hours emphasizing general understanding of the specific assignment and completion of a focused project.

PREREQUISITES

The student must have completed LIS 4063, 4633, and 4663 (4663 must be completed with a grade of B or better), or permission of instructor and adviser.

OBJECTIVES

1. To give the student an opportunity to apply the principles and theories of library and information studies in a working environment.
2. To enable the student to supplement knowledge in his/her area of specialization through hands-on experience in an information center.
3. To provide a liaison between the School of Library and Information Studies and the state’s information center community.
4. To give the student experience in evaluating a particular job situation.
POLICIES

1. Internship assignments are finalized with the placement supervisor and the supervising faculty member prior to the beginning of the semester for which credit will be awarded. Potential sites are considered and tentative plans for completion of the internship made prior to the semester the internship is completed.

2. Potential sites outside of Oklahoma are to be discussed with the director prior to initializing an internship placement for the student.

3. A student may not complete an internship in an information center in which he/she is currently employed on a full-time or part-time basis. A student may not complete more than one internship, practicum, or other similar course in SLIS or in another academic unit.

4. The student will intern in one or more sites for a total of 135 hours.

5. The internship experience is designed to contribute to the professional education of the intern. The experience is not a mechanism for host institutions to offset staff shortages. The activities performed by the student under the guidance of the placement supervisor should be appropriate for undergraduate credit in a professional program.

6. Communication among the intern, the placement supervisor, and the supervising faculty member is vital to the success of the internship. At least one site visit to the internship site is required during the semester. The site visit may be made by the supervising faculty member or another individual designated by the School.

7. The supervising faculty member is the instructor of record for the internship and will assign a grade of S (satisfactory) or U (unsatisfactory). The grade will be assigned following receipt of the placement supervisor’s evaluation and the intern’s evaluation report.

8. The placement supervisor’s evaluation and the supervising faculty member’s evaluation are to be shared with the intern either during a site visit or at some other appropriate time.

9. The student/faculty internship contract, the placement supervisor’s evaluation, the intern’s evaluation report, and the supervising faculty member’s evaluation will become part of the student’s academic file.

10. No financial remuneration for the internship will be received by the student, the placement supervisor, or the institution.

PROCEDURES

1. The faculty advisor will determine when the student will be eligible to enroll in an internship experience. Eligibility includes completion of LIS 4063, 4633, and 4663 (4663 must be completed with a grade of B or better), or permission of instructor and adviser.

   Based upon a discussion of student needs and interests, the faculty advisor and the student will identify an appropriate faculty supervisor and decide whether the adviser or the student will make the initial contact with the faculty member. The faculty member may decline to coordinate the internship based
upon prior commitments. In that case, the faculty advisor would approach another faculty member to supervise the internship.

2. A student may request a particular placement for the internship, but the supervising faculty member will decide the appropriateness of the assignment. Following tentative approval of the site(s) by the faculty member, the faculty member will make the initial contact with the institution.

3. The supervising faculty member will provide the prospective placement supervisor with an internship packet including:

   a) The internship policies and procedures document
   b) The University of Oklahoma Practicum/Internship Memorandum of Understanding  
      Note: In the University of Oklahoma Memorandum of Understanding, the terms used are defined as follows:  
      faculty liaison--the (SLIS) supervising faculty member  
      practicum/internship instructor--the placement supervisor
   c) Student/faculty internship contract
   d) Evaluation form to be completed by placement supervisor
   e) Copy of the evaluation form to be completed by the supervising faculty member
   f) Copy of the evaluation form to be completed by the student intern
   g) Resume of student
   h) A list of the Bachelor of Arts in Information Studies courses the student has completed (and any others taken for the BAIS degree) and in which the student is enrolled.

4. The prospective placement supervisor will provide a current resume to the supervising faculty member.

5. The student and the supervising faculty member will discuss the results of the discussion with the prospective placement supervisor. The faculty member will contact the prospective placement supervisor to provide additional information and respond to questions. The faculty supervisor may suggest experiences to be included in the internship.

6. The student and the placement supervisor will collectively develop specific objectives for the internship, identify activities to be performed to meet the objectives, and arrange a work schedule. The objectives, learning activities, and schedule will be approved by the supervising faculty member and included in the student/faculty internship contract.

7. The student/faculty internship contract must be signed by the student, the placement supervisor, and the supervising faculty member prior to the start of the semester in which the internship will be taken.

8. The University of Oklahoma Practicum/Internship Memorandum of Understanding must be completed, signed by all parties, and returned to the SLIS Office prior to the beginning of the internship.
9. The supervising faculty member will schedule at least one visit to the placement site during the internship. If distance or other circumstances make faculty visits impossible, the supervising faculty member will select another individual appropriate to conduct the on-site visit(s).

10. The intern, the placement supervisor, and the supervising faculty member will communicate informally throughout the internship to discuss experiences, accomplishments, and problems.

GRADING

Student performance in the internship course will be evaluated on the basis of S (satisfactory) or U (unsatisfactory). The placement supervisor will complete the evaluation form, provide additional relevant comments as appropriate on the learning experience, and suggest a grade of S or U. Upon completion of the internship, the student will submit a completed evaluation assessing his/her internship experience. The student’s evaluation of the experience must be received prior to the assignment of the formal grade by the supervising faculty member. All evaluation forms will become a part of the student’s academic record.

The placement supervisor’s evaluation and the faculty member’s evaluation are to be shared with the intern either during a site visit or at some other appropriate time.

RESPONSIBILITIES

Faculty Advisor
The assigned faculty advisor is responsible for

a) explaining the requirements of the internship course to the student;
b) identifying student areas of interest for an internship;
c) verifying student eligibility for the internship; and
d) identifying a faculty member to supervise the internship.

Supervising Faculty Member
The supervising faculty member is responsible for

a) matching the student with an appropriate internship opportunity that relates to the student’s interests and capabilities;
b) making the initial contact with the internship site to determine if that site can accept an internship during the proposed semester;
c) approving the internship objectives, activities, and schedule developed by the intern in coordination with the placement supervisor;
d) ensuring that the Memo of Understanding is signed by all parties and returned to the SLIS Office prior to the start of the internship.
to beginning of the internship;

e) maintaining contact with the intern and the placement supervisor, including arrangements for the site visit(s);

f) maintaining records of the student’s internship experience, including evaluation forms;

g) Completing the Supervising Faculty Member’s Evaluation;

h) assigning the final grade for the internship; and

**Placement Supervisor**
The placement supervisor is responsible for:

a) submitting a current resume to the supervising faculty member during the planning process for the placement of the intern;

b) drafting the internship objectives, activities, and schedule in collaboration with the student;

c) orienting the intern to the existing situation;

d) identifying the inter-relationships among the activities performed by the host institution;

e) assuring that the assigned activities aid the intern in fulfilling the objectives of the internship experience;

f) providing feedback to the intern regarding the intern’s performance and progress toward the learning objectives;

g) guiding the intern in the conduct of assigned activities;

h) assisting the intern in areas needing particular concentration;

i) informing the supervising faculty member of accomplishments and problems, and;

j) completing the Placement Supervisor’s Evaluation form and sharing the result with the intern.

**Student Intern**
The responsibilities of the intern include:

a) informing the assigned faculty advisor of interest in pursuing an internship;

b) meeting with the supervising faculty member to identify prospective placement sites;

c) cooperating with the placement supervisor in the development of specific learning objectives, activities, and schedule;
d) submitting the completed student/faculty internship contract to the supervising faculty member prior to the start of the semester for which credit will be assigned;

e) maintaining effective communication with the faculty member throughout the internship experience;

f) approaching the assigned tasks in a professional manner; and

g) providing the supervising faculty member with the completed Student Evaluation of the internship course.
UNIVERSITY OF OKLAHOMA  
SCHOOL OF LIBRARY AND INFORMATION STUDIES  

LIS 4823  
INTERNSHIP IN INFORMATION CENTERS TIMELINE  

Semester prior to beginning the internship:  

Student reminds his/her adviser that he/she is planning to enroll in the internship course the next semester.  
Advisor determines if student is eligible to enroll in LIS 4823.  
Advisor identifies and solicits supervising faculty member.  
Supervising faculty member initiates contact with the proposed institution.  
Supervising faculty member provides placement supervisor with internship packet.  
Placement supervisor provides supervising faculty member with a current resume.  
Student and Placement Supervisor develop objectives, activities, and work schedule.  
Internship contract and University of Oklahoma Practicum/ Internship Memorandum of Understanding are completed and filed in SLIS Office prior to beginning of internship.  

Semester of Internship  

Supervising faculty member arranges for at least one on-site visit.  
Placement Supervisor provides feedback on performance to the Intern and the Supervising Faculty member.  

Immediately upon Completion of Internship  

Student provides Supervising Faculty member with evaluation of experience.  
Placement Supervisor completes Placement Supervisor Evaluation and sends to Supervising Faculty Member  
Supervising Faculty member assigns final grade for Internship and notifies the SLIS Office.  
Supervising Faculty files all appropriate paperwork in the SLIS Office (Contract, Memo of Understanding, evaluation of student, of internship, Placement Supervisor’s evaluation).