

**UNIVERSITY OF OKLAHOMA
SCHOOL OF LIBRARY AND INFORMATION STUDIES**

**LIS 5823
INTERNSHIP**

POLICIES and PROCEDURES

COURSE DESCRIPTION

Provides an opportunity for student synthesis of principles and theories acquired in coursework and application of these principles and theories in an outstanding library/information center. Professional supervision; requires 135 hours.

PREREQUISITES

The student must have completed 18 hours of coursework in library and information studies. Permission of the adviser and supervising faculty member is required.

OBJECTIVES

1. To give the student an opportunity to apply the principles and theories of library and information studies in an outstanding library/information center.
2. To enable the student to supplement knowledge in his/her area of specialization through hands-on experience in a library/information center.
3. To provide a liaison between the School of Library and Information Studies and the state's library/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. Planning for the internship begins during the development of the program plan with the student. Potential sites are considered and tentative plans for completion of the internship made prior to the filing of the program plan.
2. The site(s) selected to host the internship must be considered an exemplary library/information center. The placement supervisor must have an ALA—accredited master’s degree or a master’s degree in a related specialty and appropriate professional experience.

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 a library or information center in which he/she is currently employed on a full-time or part-time basis. A student may apply for exemption if he or she can demonstrate and document that the work he/she is undertaking for the internship is
 - in addition to and different from normal job duties;
 - under a different supervisor; and that
 - the hours spent on the internship are not part of the regular employment hours.

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 graduate 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, and the supervising faculty member assumes leadership for that facilitation. Expectations are that there will be at least one site visit to an internship site during the semester. The site visit may be made by the supervising faculty member or another individual (surrogate) designated by the School. However, if there are distance or other travel constraints, the supervising faculty member may choose to replace the site visit with communication strategies such as phone conversations, video conferences, blogs, etc. These tools, in addition to such approaches as journal entries, etc., are also important communication strategies for all internship experiences, including those with site visits, and should be employed as appropriate.
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.

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.

9. No additional financial remuneration for the internship will be received by the placement supervisor or the institution. Students may receive financial remuneration from the internship site, but the educational goals of the internship experience must be met. A student's regular employment cannot be used as an internship. If a student does an internship in her current place of employment, the internship must be in a separate unit from her regular paid duties.

PROCEDURES

1. A student who would like to include an internship in his/her program plan will discuss this with the assigned faculty adviser. The faculty adviser will determine when the student will be eligible to enroll in an internship experience. Eligibility includes 18 hours of LIS coursework, and other required or elective courses necessary for a particular internship experience.

Based upon a discussion of student needs and interests, the faculty adviser 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 adviser 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 library and information studies courses the student has completed (and any others taken for the MLIS 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 departmental academic file.

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 Adviser

The assigned faculty adviser 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) in consultation with the student, 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 library/information center 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 beginning of the internship;
- e) maintaining contact with the intern and the placement supervisor, including arrangements for the site visit(s);
- f) completing the Supervising Faculty Member's Evaluation;
- g) assigning the final grade for the internship; and
- h) transmitting records of the student's internship experience, including the evaluation forms, to the SLIS Office.

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 adviser of interest in pursuing an internship;
- b) in consultation with the adviser, identifying a faculty member to supervise the internship;
- c) meeting with the supervising faculty member to identify prospective placement sites;
- d) cooperating with the placement supervisor in the development of specific learning objectives, activities, and schedule;
- e) 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;
- f) maintaining effective communication with the faculty member throughout the internship experience;
- g) approaching the assigned tasks in a professional manner; and
- h) providing the supervising faculty member with the completed Student Evaluation of the internship course.

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INTERNSHIP TIMELINE**

Within the first semester of enrollment:

Incorporate the internship course into Program Plan

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.

Adviser determines if student is eligible to enroll in LIS 5823.

Adviser and student consult to identify supervising faculty member and determine which will make contact.

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).