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 advisor and supervising faculty member.

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. 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.

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 financial remuneration for the internship will be received by the student, the placement supervisor,
or the institution.

**PROCEDURES**

1. A student who would like to include an internship in his/her program plan will discuss this with the assigned faculty advisor. The faculty advisor 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 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 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 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) 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 advisor of interest in pursuing an internship;

b) in consultation with the advisor, 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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LIS 5823
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.

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

Advisor 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).
UNIVERSITY OF OKLAHOMA  
SCHOOL OF LIBRARY AND INFORMATION STUDIES  

LIS 5823  
INTERNSHIP  

STUDENT/FACULTY CONTRACT  

Semester of enrollment in LIS5823: ________

Internship site: ____________________________________________

If the student is employed by this organization, are the following conditions met?

___ The work to be undertaken for the internship is in addition to and different from normal job duties.

___ The work to be undertaken for the internship is under different supervisor.

___ The hours for the work to be undertaken are not part of the regular employment hours.

The undersigned student agrees to enroll in and complete an internship under the terms described in the attached Policies and Procedures document. Specific aspects for the completion of this internship are indicated below. Attach separate sheets with the information from the following areas to this signed document:

I. Learning objectives

II. Primary areas of student responsibility (activities to be performed)

III. Proposed schedule to complete 135 hours, including beginning date of internship

IV. Date of completion, including submission of documentation and evaluation materials

__________________________________________________________________________  ___________________________________________________________________
Student                                                                 Date

__________________________________________________________________________  ___________________________________________________________________
Placement Supervisor                                                                 Date

__________________________________________________________________________  ___________________________________________________________________
Supervising Faculty Member                                                                 Date

rev. 07/04
SUPERVISING FACULTY MEMBER’S EVALUATION

Date______________________________

Student __________________________ ID No. ________ - ______ - ______

Placement Supervisor ____________________________________________________

Library/Information Center ________________________________________________

Supervising Faculty Member ______________________________________________

Grade assigned: Satisfactory Unsatisfactory

Date(s) of on-site visit(s) __________________________________________________

On-site visit(s) performed by ______________________________________________

Please respond to the following, using separate pages for each item. Responses should be submitted to the SLIS Office. Item 1 will be placed in the student’s file. Item 2 will be placed in the SLIS Office internship file to be used in regular evaluation of sites.

1. Overall assessment of the internship experience.

2. Recommendations for future internships at this site.
PLACEMENT SUPERVISOR’S EVALUATION

Date __________________________

Student ___________________________________________ ID No. _______ - _______ - _______

Placement Supervisor ________________________________________________________________

Library/Information Center ___________________________________________________________

Supervising Faculty Member __________________________________________________________

Respond to the following on a separate page. Results should be shared with the Student Intern and sent to
Supervising Faculty Member.

1. Was the student able to make a contribution to the library or information center through the
   internship experience? Explain.

2. What strengths did the student exhibit in the internship experience?

3. What area would you suggest the student concentrate on for improved performance?

4. Please appraise the student’s overall professional possibilities.

5. Additional suggestions for improving the quality of internships?

Suggested grade: Satisfactory

                   Unsatisfactory
STUDENT EVALUATION

Date_______________________________

Student ___________________________ ID No. _______ - _______ - _______

Placement Supervisor __________________________________________________________

Library/Information Center ______________________________________________________

Supervising Faculty Member ____________________________________________________

Respond to the following on a separate page. Return responses to the Supervising Faculty Member.

1. Were you adequately oriented to the internship experience by the supervising faculty member, the internship documents, and the placement supervisor? Describe.

2. Specify the variety of internship activities engaged in, indicating the value of each with respect to the stated objectives of your internship.

3. Which LIS or other courses were most helpful in preparing you for this experience? Identify any areas where additional preparation would have been helpful.

4. Based on an assessment of your specific needs, what were the most positive aspects of this internship?

5. How could this internship have been improved? Would you recommend an internship with this institution to another student?

6. Appraise the guidance given by the placement supervisor in providing opportunities for meaningful work experiences.

7. Evaluate the effectiveness of the communication among you, the placement supervisor, and supervising faculty member with regard to the accomplishments and problems of the internship.
UNIVERSITY OF OKLAHOMA INTERNSHIP/PRACTICUM (LIS 5823)  
MEMORANDUM OF UNDERSTANDING

On this _____ day of ________________________, 20_____, the Board of Regents of the University of Oklahoma by and through the School of Library and Information Studies (hereinafter called “the University”), and _______________________________ (hereinafter called “the Facility) agree that students enrolled at the University may engage in an Internship, Practicum, Rotation or similar arrangement (“Practicum”) at the Facility, according to the following conditions:

A. The University and the Facility jointly agree:

1. This agreement shall be effective beginning __________________ , 20_____, and ending ___________________ 20_____. Either party may terminate this agreement by giving the other written notice of termination of not less than thirty (30) days. The agreement may be terminated at any time by mutual consent. If the Agreement is terminated during a Practicum, however, the parties agree to allow current Students to complete the Practicum.


3. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et.seq.) are incorporated into this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, sex, political beliefs, or veteran’s status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. §4212.

4. This agreement entails no compensation or payment between the parties.

5. Neither party nor any of its participants shall publish any materials as a direct result of the Practicum, without giving the non-publishing party an opportunity to review the publication in advance. No confidential information of the Facility, its staff or clients may be included in any publication without prior written permission from the Facility.

6. When circumstances indicate that a Student must be immediately withdrawn from the Practicum, the Facility shall promptly inform the University, and the University shall withdraw the Student.

7. The parties agree not to use each other’s names or logos in any publications or advertising without prior written approval from the other party.

B. Responsibilities of the University:

1. The University shall designate a Faculty Liaison to coordinate all aspects of the Practicum with the Facility and assist in developing Student assignments, training activities and Student evaluations.

2. The University shall require each participating Student to complete, sign and return Attachment A, “Student Acknowledgement and Release.”
C. Responsibilities of the Facility:

1. The Facility is responsible for the actual supervision and control of the Student’s activities within the Facility. The Facility will designate one or more staff persons ("Instructor(s)") with appropriate qualifications to instruct and supervise the Student.

2. The Facility will provide the Student with appropriate training and resources to foster the Student’s learning experience.

3. The Instructor will be responsible for prompt submission of reports that adequately describe the Student’s progress, if the University requires.

4. The Facility will communicate immediately with the faculty liaison any concern regarding the Student’s performance or progress.

5. The Facility will agree to arrange Student schedules that minimize conflict between their schedules and those of the University and the Student.

6. Upon reasonable request, the Facility agrees to permit the University or its accreditation agencies to inspect the areas of the Facility relevant to the Practicum.

7. The Facility agrees to provide each Student in the Facility with the relevant policies, rules, regulations, and expectations with which the Student is required to comply.

8. The Facility will provide adequate time for the practicum/internship instructor to hold individual conferences with the Student as needed. Time is provided for group conferences with the Student as needed during the school year and for preparation in advance of the conferences.

D. Responsibilities of the Student:

See Student Acknowledgement and Release which is to be signed and dated by the Student and one witness.

APPROVED:

________________________  _______________________
Director                                                        Date
School of Library and Information Studies
University of Oklahoma

________________________  _______________________
Agency                                                        Date
On this ____ day of __________________, 20__, __________________________
(student’s name)
(“the Student”) accepts the following responsibilities in order to participate in the Practicum with the Facility:

A. The Student shall act professionally and ethically at all times at the Facility.

B. The Student shall respect the confidentiality of information that the Facility indicates is confidential, and any personal, sensitive, or private information that he/she discovers or has access to, including but not limited to medical records, both during and after the Practicum.

C. The Student shall adhere to Facility and University policies, procedures, and operating standards, and complete and submit all required documentation, including proof of immunizations, drug tests or background checks.

D. The Student will prepare for and participate in any evaluation conferences that the University or Facility may require.

E. The Student is responsible for acquiring and maintaining his/her own health and accident, automobile, and professional liability insurance, if required.

F. Participation in this Practicum does not make the Student an employee of the Facility or the University or entitle him/her to financial remuneration, unless agreed by the Facility and Student in advance and in writing.

G. The Student travels to and from the practicum/internship at his/her own expense and risk.

These terms shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, legatees, members of my family, and any other representative.

APPROVED:

___________________________________ _______________________
Student signature                      Date                   Print Student name

___________________________________ _______________________
Witness signature                     Date                   Print Witness name