GRADUATE INTERNSHIP

STUDENT HANDBOOK

Palmer School of Library and Information Science
College of Information and Computer Science
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2008-2009

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1: INTRODUCTION

In the field of library and information studies, the Association of Library and Information Science (ALISE) defines an internship as "the structured pre-professional work experience which takes place during graduate course work or after course work but preceding the degree, usually for a short amount of time." ALISE sees development of new information professionals as a partnership effort shared by schools, the organizations that employ such professionals, and the individuals themselves.

One of the goals of the Palmer School's masters' program is to educate students who will be knowledgeable, skilled, and committed members of the library and information science profession. Another is to provide a strong, relevant curriculum through which students develop the abilities for leadership and service in the field. This is consistent with the mission of Long Island University, which stresses the importance of experience-enriched learning.

The School's full program is offered at the C.W. Post Campus, on Long Island, and in Manhattan. Selected courses are offered in Westchester County and Brentwood. Students can therefore complete internships in the broad geographic area in and surrounding New York City. Some venture farther afield and complete internships in other states. The faculty and staff of the Palmer School want a working partnership with host internship sites -- a partnership that provides the best possible education for students and serves the future of the profession.

This handbook is for use by **Students.** It is complemented by handbooks for faculty and host sites. Key documents in this *Handbook* are the syllabus for LIS 690 (Appendix A) and the Learning Contract (Appendix B).

Mary Westermann-Cicio
Dean

2: PROGRAM DESCRIPTION

The internship is intended to provide students with a professional experience that demonstrates the nature of work in the field and applies the theory and knowledge learned through formal course work. They are encouraged to do the internship in their last semester or when most of their electives have been completed.

At the Palmer School, the internship is a three credit, graduate level course (LIS 690 - see Appendix A for the syllabus) that is required for all students in order for them to fulfill requirements for the M.S. degree in Library Science. It is a pass/fail course that requires completion of 120 hours (2-20 day experiences for SMS students) of work in the field, along with written assignments. The Learning Contract in Appendix B forms a three-way partnership of students, Site Supervisors, and the faculty. The underlying philosophy of the structure and procedures of the School's Internship is to place the onus on students for the quality of their experience and where it takes place. Host sites ensure that the Intern has an appropriate learning environment and faculty assess the Intern's performance in consultation with the Site Supervisor.

Initial site selection is done by students in the semester before the one in which they take the course. Selection of a site is done under the guidance of a Faculty Advisor. The course (LIS 690) is taught by Instructors who are be either full-time or adjunct faculty members. They meet with the students four times during the semester as a group and monitor their progress as Interns.

INTERN CHARACTERISTICS

Efforts are made to place interns at sites that match their career interests and where they can use their academic backgrounds. Interns in the Palmer School program must meet the following criteria:

* Maintain a 3.0 Grade Point Average or above
* Are in their last semester or have completed at least 30 out of 36 credits in the M.S. program
* Meet any special host site requirements, such as citizenship, security requirements, educational level and/or standing, and course requirements
* Successfully apply to the site and complete an interview with the representatives at the host site

3: SCHEDULE

The Semester Prior to Taking LIS 690, Internship, the Student--

* Selects potential sites and projects;

* Prepares a resume;

* Meets with their Faculty Advisor for approval of resume and desired sites and projects;

* Applies to the site by sending a resume and arranging to be interviewed;

* Prepares Learning Contract and obtains faculty and supervising professional agreement and signatures; Learning Contract must be completed by the first class;

* Registers for LIS 690;

* Arranges schedule for working 120 hours (2-20 day experiences for SMS students) at the host site.

During the Semester of the Internship all Interns:

* Meet as a class four times during the semester
The time and location of these meetings will be given on the course schedules.

* Work 120 hours (2-20 day experiences for SMS students) to fulfill their Learning Contract under the supervision of a professional in the field.

* Complete the written assignments as specified in the Learning Contract.

* Hand in assignments and evaluation of the internship by the date specified by the instructor of their LIS 690 class.

* Subscribe to an Internship listserv to be established at the beginning of the semester.

Objectives for an internship cannot be fulfilled unless all parties understand the purpose and nature of the experience. This includes the student, the School's faculty, and the supervisor at the site that hosts an intern.

Palmer School Expectations are --

That students will make arrangements for doing an internship one semester prior to the one in which it is actually done;

That students will take responsibility for selecting the site, applying to the site, and arranging an interview, subject to a Faculty Advisor's approval;

That students will read the syllabus for LIS 690 (Appendix A) and complete the Learning Contract (Appendix B) and negotiate the necessary approvals;

That students will keep in touch with their faculty advisor and the LIS 690 instructor, especially if there is a change in the status of the Learning Contract or other problems;

That an intern in a **school library media center** will teach a lesson and will provide a written lesson plan prior to teaching the lesson; will engage in a minimum of ten hours of instructional time with students and/or teachers during the internship; and will be observed teaching at least once during the semester of enrollment by the Palmer School faculty supervisor. Prior to the site visit, a lesson plan will be provided to the faculty member;

That assignments will be turned in on time;

That all interns will attend and participate in four scheduled class meetings.

Site Supervisor Expectations are --

That students will conduct themselves in a professional and a productive manner;

That students will be responsive and display initiative and interest in learning;

That students will understand and fit into the host site's organization and environment;

That students will be able to do the projects agreed upon in the Learning Contract.

A Student Can Expect ---

To have a clear definition of their projects(s) and responsibilities during the internship;

To learn about the field and apply the theory that has been acquired through formal courses;

To be given information and instruction about the organization in which you are doing your internship, along with your role in it;

To be treated as a professional and a colleague.

Learning Contract/Internship Form--

This is the most important document connected with an internship. It will guide your experience and define the expectations that you, your Faculty Advisor, and the Site Supervisor have for the duration of your internship. It will define a common understanding of your internship. It should be discussed first with your Faculty Advisor, and then with the Site Supervisor once a site has accepted your application.

Resume--

The semester in which you choose your internship site and experience, a resume should be prepared and submitted to the host site(s) that interest you. It is advisable that your Faculty Advisor review the resume, along with any site(s) and project(s) that interest you. When you are ready to approach a site, the usual way do so is to mail a resume with a cover letter indicating your interest and suggesting that you will follow up shortly with a request for an interview.

Student Evaluation Form--

At the end of the internship you will be asked to fill out an evaluation form (Appendix E) about your experience and the host site. This form should be completed and returned to the Associate Dean of the Palmer School. This information will not be used in establishing whether you pass or fail. It will remain confidential, and will be used by the

School to monitor sites and the experiences they provide for graduate interns.

Written Assignments--

As part of the Learning Contract you will have selected various means by which your internship can be evaluated. During the first class meeting of LIS 690, if not before, the Instructor of the LIS 690 section in which you are registered should be given a copy of the Learning Contract previously approved by your Faculty Advisor. The Instructor of LIS 690 will be deciding upon a PASS/FAIL on the basis of the Learning Contract.

Site and Faculty Paperwork--

Before the end of your internship, the Site Supervisor is asked to prepare an evaluation (Appendix D) of you as an intern that is submitted to the Associate Dean. The Instructor uses this in determining whether you pass or fail.

You may see this evaluation by making an appointment with the Associate Dean if the Site Supervisor has not shared it with you.

6: GETTING STARTED

Unless you know the site at which you will be doing your internship, the following may be helpful in getting adjusted.....

First Impressions--
Be on time and adhere to schedules. Dress professionally, but with some sensitivity to the organizations dress codes, even if they are not written. At some sites, suits will be expected, while at others, the professionals may be less formally dressed.

Fitting In --
You may or may not have your own "space" whether it is an office, a cubicle, or a desk.

Since Interns are generally taken on with a view to helping educate future professionals, you may be viewed as both a blessing and a burden by staff at the site.

To make your experience useful for everyone concerned, you can help by asking questions and going the extra mile from time to time.

Orientation --

You may be given an orientation that will include a tour, talks about policies, and other information you will need to know.

An orientation should familiarize you with the environment of the organization where you are doing your internship and help you to adapt to it.

If you are not given a formal orientation, you should ask your Site Supervisor to spend a little time with you so you understand the organization as a whole.

You might ask for information about working hours, how work and units are organized, and who you can ask questions of should your Site Supervisor not be available.

If a problem arises during your internship, you have several resources that you can contact -- firstly, the Instructor for LIS 690. Alternately, your Faculty Advisor, an Associate Dean or the Dean may be contacted depending on the nature of the problem. Normally, the Instructor will work with you and your supervising professional to resolve the problem. Below are some situations that may arise, and how they can best be handled.

Absences and Medical Leaves--
Interns should contact the site Supervisor and Instructor for LIS 690 as soon as possible if an absence due to illness or emergency is necessary.

If the absence is the result of a work-related injury or illness, the student should also report the illness or injury to the Site Supervisor and ask for guidance in adhering to the host site's regulations.

If the absence is long enough that the required hours of work cannot be completed within the semester, interns must obtain approval from the LIS 690 Instructor and the supervising professional to complete requirements in the subsequent semester and get an Incomplete for the course.

Holidays --
The University's calendar is not necessarily followed at an internship site. You should adhere to the holidays and schedule of the host organization and ignore things like Spring break at School. Special time off should be arranged with the Site Supervisor.

Change in Status-- If there is significant change in the nature of your work/project and it deviates from the Learning Contract, (e.g., doing non-professional tasks, or being assigned to different departments), you should talk with the LIS 690 Instructor.

Interpersonal Relations--
In the rare situation where interpersonal conflict occurs at the internship site, you should first discuss it with the supervising professional. If the problem is with the Site Supervisor, call or see the Instructor for LIS 690 as quickly as possible.

Legal Issues--
Most internships will be unpaid. Those fortunate enough to be offered paid internships can expect to have income tax, Social Security and other deductions taken from their pay. Financial aid, graduate assistantships etc. may be affected by paid internships, so these interns must report the number of hours worked to the School's Academic Counselor and/or the Associate Dean.

International students (F-1 visas) should check with the International Student Advisor about their eligibility for paid internships.

The University's policies on sexual harassment and discrimination (in the Student Handbook) are explicit and must be adhered to by faculty, students, and supervising professionals.

8: APPENDICES

A.   **LIS 690 - Internship Syllabus**

B.   **Learning Contract**

C.   **Host Site Application**

D.   **Supervisor's Evaluation of Intern**

E.   **Student's Evaluation of Internship**

F.   **Key Names and Numbers**