



LONG ISLAND UNIVERSITY

PALMER SCHOOL OF LIBRARY & INFORMATION SCIENCE

SYLLABUS for LIS 690 - INTERNSHIP

INSTRUCTORS: Full-time and Adjunct Faculty, as posted.

DESCRIPTION:

Interns spend 120 hours during a semester at an approved site, (40 days total at two sites for school media interns) working under supervision of a professional in the field. Guided by a Learning Contract jointly approved by faculty and the Site Supervisor, students augment what they have been taught in formal courses, further their career objectives, and enhance their competencies, skills, and abilities.

FREQUENCY:

The course is offered every semester. Students registered for internships also meet four times per semester as a class. The dates and place for these sessions are posted on course schedules.

PREREQUISITES:

Completion of 30 credits including LIS 510, LIS 511, LIS 512, LIS 514 and for SLMS interns, LIS 620, LIS 622, LIS 626, LIS 628, LIS 629, EDU 740 and a literature course.

PALMER SCHOOL OBJECTIVES MET BY THE COURSE:

All of the MS objectives can potentially be met by this course, depending on the setting, the Learning Contract, and the work and projects being undertaken.

SPECIFIC COURSE OBJECTIVES:

The Learning Contract requires that individual objectives be established for each intern and agreed upon by the Site Supervisor and the Faculty Advisor during the semester before the internship is taken. These objectives must address theoretical concepts, skill acquisition, skill application, human relations, and career objectives.

(continued...)

LIS 690 Syllabus, cont'd

TOPICAL OUTLINE :

There is no fixed set of topics/experiences that must be covered during the internship except for SLMS interns, who must complete a lesson plan and be observed teaching a class. Individual Learning Contracts will outline specific details about the experiences and projects that each individual intern will undertake.

ASSIGNMENTS:

The academic assignments given interns are individually negotiated as part of the Learning Contract, and potential types of assignments are outlined in this document.

CRITERIA FOR EVALUATION OF STUDENT PERFORMANCE:

Students are evaluated by the Site Supervisors before the end of the internship. This evaluation combines with the academic assignments to determine whether a pass or fail is given to the student for LIS 690.

TEXT OR OTHER READINGS:

Students are given a *Graduate Internship Student Handbook* during the semester in which they begin to seek a host site. They are expected to read and understand the process for selection of, application to, and work at the host sites. They are also expected to read information by and about the host site, and published essays and research that relate to any projects they are undertaking and to their academic assignments, if any, that are part of the internship. Companion handbooks are given to participating faculty and Site Supervisors at host sites.

B Palmer School of Library and Information Science
Long Island University
LEARNING CONTRACT

PARTICIPANT INFORMATION

Intern:
Name:

Address: _____

Phone: Day _____

Evening _____

E-mail: _____

Internship Site:

Name of orgn./inst'n/corp: _____

Address: _____

Director's Name: _____

Supervising Professional's Name: _____

Phone number: _____ FAX: _____

E-mail address: _____

Palmer School:

LIS 690 Internship Instructor for the _____ Semester

Name: _____

Phone: Day _____ FAX _____

E-mail: _____

Faculty Advisor

Name: _____

Phone: Day _____ FAX # _____

E-Mail: _____

Graduate Academic Counselor

Name: Rosemary Chu

Phone: Day: 516-299-2487 E-mail: RCHU@LIU.EDU

LEARNING CONTRACT AGREEMENT:

Intern signature _____ Date _____

Site Supervisor Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

(continued...)

INTRODUCTION & DESCRIPTION

This contract is designed to verify and guide the internships for graduate students in the Palmer School of Library and Information Science. The following provides a description of the internship experience/projects, learning objectives and the methods of evaluation to be used.

The Intern, the Supervising Professional, and the Faculty Advisor or the Instructor for LIS 690 should complete and sign the agreement **in a timely fashion before the internship begins. The Intern is responsible for completing this four page contract and providing a copy to the LIS 690 Instructor, the Supervising Professional and the School's Graduate Academic Counselor.**

1. Internship Supervision: Please identify the role of your Supervising Professional at the host site, including the kinds of orientation, instruction, and supervision to be provided.

2. Learning Objectives: Identify objectives that you expect to fulfill and have not already been met in previous work experience or in the classroom. Please be specific and use concrete terms that can be evaluated. In short, what new learning do you intend to gain from this internship?

You may not have an objective in each of these categories.

A. Skills Acquisition Objective: Identify specific skill(s) or areas of knowledge that you wish to acquire during the internship.

(continued...)

Learning Contract, cont'd

B. Skills Application Objectives: Identify some skill(s) or area of knowledge you have in which you wish to improve your proficiency during the internship.

C. Human Relations Objectives: Identify one way in which you want to improve in working with supervisors, colleagues, or others with whom you will associate during the internship.

D. Other Objectives: Use this space for optional and additional learning objectives that do not fit into the above categories.

3. Internship Description: In the space below, describe in as much detail as possible the agreed responsibilities for the Internship--projects, programs, experiences -- that have been agreed upon by all those signing the agreement. Attach an additional page if necessary. Show by your description how you will meet your objectives.

(continued...)

Learning Contract, cont'd

EVALUATION & GRADES

Academic evaluation is done by the LIS 690 Instructor on the basis of the learning objectives, completion of the journal/paper/project report/case study, etc. that you and the faculty advisor determined at the outset of the Internship. This, plus the Supervising Professional's evaluation are all considered in arriving at a grade. In addition, students are encouraged to post messages to an intern listserv.

Some customary forms of evaluation are given below. **Please CIRCLE one or more of these, or suggest an alternative to your Faculty Advisor, and add any clarifying information or details. The methods chosen below become part of the Learning Contract.**

A. LEARNING JOURNAL. A daily or weekly log or journal in which learning experiences are recorded as they happen. Observations about the relationships between theory and practice, unexpected realities, interpersonal relationships, organizational changes, or insights about relationships of the internship to your career can be included.

B. SUMMARY AND REFLECTION PAPER. A written summary, reflection, and analysis of the experience and its relationship to research and published literature in the field or in related fields.

C. WRITTEN RESEARCH PAPER. A selected topic, explored in depth with relationships to previous research, questions to be answered, methodology, and completion date outlined briefly on an additional page. Enter the title below:

D. ORAL EVALUATION. An interview of at least one hour in length with the LIS 690 Instructor and the Faculty Advisor. You should expect to answer questions similar to the content of A and B above.

E. SPECIAL PROJECT OR EXPERIMENT. Students must define and describe this in detail in a separate paper. This must be completed before the Learning Contract can be signed.

F. CASE STUDY. Similar to a research paper. A particular example or situation in information studies must be identified and approved before the Learning Contract can be signed.

G. EXAMINATION. Essay exams are sometimes used to assess experiential learning.

H. OTHER. Define and describe in detail on an additional page.



LONG ISLAND UNIVERSITY
Palmer School of Library and Information Science
LIS 690: Internship
Host Institution Application

Note: Please complete one form for each separate department or division

Host Institution Information:

Name of Institution/Organization _____
Department/Division/Unit _____
Street Address _____
City _____ State _____ Zip _____

Contact Person _____ Title _____ Phone(____) _____
Phone(____) _____ FAX _____ E-mail _____
Library Web Page URL _____

Supervisor (if different from the contact person):
Name _____ Title _____
Phone(____) _____ FAX _____ Email _____

Type of Setting (check all that apply):

- Academic
- Archives
- Special Library (specify type) _____
- Other (specify) _____
- Public Library
- School Library Media Center

Internship Information:

Check all semester(s) during which you can host an intern:

- Fall Semesters (mid-September until the holiday break)
- Spring Semesters (end of January to mid-May)
- Summer Semesters (mid-May to end of August)

Hours for which interns desired (check all that apply):

- Weekdays (9:00-5:00, M through F)
- Weekdays evening hours
- Saturdays
- Sundays

Internship is (check all that apply):

- Unpaid
- Paid (Hourly rate \$ _____)
- Travel/Other stipend of \$ _____
- An exchange of staff with:

Signature _____ Title _____ Date: _____

Please attach (1) current literature about the Institution, (2) a brief description of each potential job or project, and (3) a vita or resume for each supervisor of interns.

Send this application and all accompanying materials to the Palmer School of Library and Information Science, C.W. Post Campus, Long Island University, 720 Northern Blvd., Brookville, NY 11548-1300.



**LONG ISLAND UNIVERSITY
PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE**

SUPERVISOR'S EVALUATION OF INTERN

Name of Intern: _____ Semester: _____

Name of Host Site: _____

Host Site Address: _____

1. Relations with others

- Exceptional
- Works well with others
- Satisfactory
- Has some difficulty
- Works poorly with others

2. Judgment/decision making

- Very capable decision maker
- Shows good judgment
- Needs assistance with decisions
- Show poor judgment
- Does not apply

3. Ability to learn

- Learns very quickly
- Learns readily
- Average in learning
- Somewhat slow to learn
- Very slow to learn

4. Attitude - Application to work

- Outstanding enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

5. Dependability

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes irresponsible
- Unreliable

6. Quality of work

- Excellent
- Very good
- Average
- Below average
- Poor

7. Organizational skills

- Exceptional
- Well-organized
- Needs assistance
- Disorganized
- Needs constant supervision

8. Creativity

- Above Average
- Average
- Below average
- Unable to observe

9. Initiative

- Above Average
- Average
- Below average
- Unable to observe

10. Overall Performance

- Above Average
- Average
- Below average
- Unable to observe

(continued)

Supervisor's Evaluation, continued...

11. What have been your observations regarding this intern's communication skills?

a. **Verbal ability:** ___Superior ___Effective ___ Needs improvement ___ N.A.

Comments:

b. **Writing ability:** ___Superior ___Effective ___ Needs improvement ___ N.A.

Comments:

12. Have you noticed any personal and/or professional growth during the internship?

13. Have you observed any areas in which this intern may need to improve?

14. If you had an open position, would you hire this intern?

15. Do you feel the Palmer School's curriculum provided the best mix of theory and practice to prepare this intern for work in your library/archive? ___Yes___No

If not, what do you feel this student should have learned before undertaking this internship?

16. What grade would you recommend that the intern be given (circle one):

Pass

Fail

Has this report has been discussed with the student: ___Yes ___ No

PLEASE PRINT:

Name:_____Title_____

(signed)_____Date_____

**Please mail/FAX this to the Palmer School, C.W. Post Campus, Long Island University,
720 Northern Blvd., Brookville, NY 11548-1300 before the semester ends or FAX it to
516-299-4168.**



**LONG ISLAND UNIVERSITY
PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE**

STUDENT'S EVALUATION OF INTERNSHIP

Name of Intern: _____ Semester: _____

Name of Host Site: _____ LIS 690 Instructor: _____

Host Address: _____ FAX #: _____

Name of Supervisor: _____ Faculty Advisor _____

Supervisor Phone# _____ Supervisor E-Mail: _____

1. How meaningful was this internship to your career and professional development?

Explain below and rate on a scale of 1(low) to 7 (high): 1 2 3 4 5 6 7

2. What do you consider the most outstanding aspects of this internship?

3. What do you consider the least valuable aspect of this internship?

4. How well did the experiences and time spent match the Learning Contract? Explain below and rate on a scale of 1 (low) to 7 (high): 1 2 3 4 5 6 7

5. How well did the your LIS 690 Instructor provide direction and feedback about your internship?

Explain below and rate on a scale of 1 (low) to 7 (high): 1 2 3 4 5 6 7

(continued...)

(Student evaluation, cont'd)

6. How well did your faculty advisor provide direction and feedback about your internship?

Explain below and rate on a scale of 1 (low) to 7 (high): 1 2 3 4 5 6 7

7. Did you receive enough instruction and feedback on the job, from your host site supervisor and how was it conveyed to you? (i.e. written/oral, formal/informal, etc.)

Explain below and rate on a scale of 1 (low) to 7 (high): 1 2 3 4 5 6 7

8. Would you recommend this site for other internships? Why or why not?

9. Would you recommend your site supervisor for other internships? Why or why not?

10. Did you find the internship listserv helpful and informative during your internship? Why or why not?

11. Any additional comments?

Please mail/deliver this to the Palmer School, C.W. Post Campus, Long Island University, 720 Northern Blvd., Brookville, NY 11548-1300 or fax to (516) 299-4168, by the end of the semester in which you finish LIS 690.

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KEY NAMES & NUMBERS

	<u>Telephone</u>	<u>FAX</u>	<u>E-mail</u>
C.W. Post Campus Office	(516) 299-2866	(516) 299-4168	
Mary Westermann-Cicio, Dean	(516) 299-2178	“	westerma@liu.edu
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Rosemary Chu, Academic Counselor	(516) 299-2487	”	rchu@liu.edu
Gerry Kopczynski, Program Coord.	(516) 299-2857	”	kopski@liu.edu
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Donald Wilson	” 299-3818	”	dwilson@liu.edu
Qiping Zhang	“ 299-2180	“	qiping.zhang@liu.edu

Palmer Web Address: www.liu.edu/cics