

Subject: Internships

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POLICY

Internships are open to students admitted as candidates for the Master of Library and Information Science degree in the School of Library and Information Science.

Internships may be taken related to the following:

1. Type of library or other information agency
2. Clientele
3. Function or service area (for example, administration, automation, children's services, information resource management, reference, technical services)

An internship is designed to provide a student with opportunities to demonstrate competencies acquired during their program. Therefore, an internship should come at or near the end of the student's program of study. Master of Library and Information Science students must complete the required courses (SLIS 701, SLIS 705, and SLIS 707) and fulfill the Technology Competency (through completing SLIS 706 or achieving a passing score on the Technology Exemption Exam) prior to taking an internship. Students completing internships are also required to take relevant elective coursework either before or concurrently with the internship.

Students may take three or six hours of internship. Each credit hour requires forty-five contact hours of work in the internship setting. That is, three credit hours will be awarded for a minimum of 135 hours of internship work and satisfactory completion of objectives as described below.

The grade for the internship will be either S for satisfactory or U for unsatisfactory completion of the requirements for the internship. Evaluations for grades are objectives-based. Working with the faculty instructor and site supervisors, the intern will develop a list of objectives that will provide specific learning opportunities. Failure to meet these objectives can result in an unsatisfactory grade. A grade of U is equivalent to a grade of F and will result in the student's dismissal from the program. The University of South Carolina provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability or veteran status. The University of South Carolina has designated as the ADA, Title II, Section 504 and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs.

The Host Site will be asked to demonstrate compliance in facilities and services with ADA for the following groups, whether clients or staff members: individuals who use

wheelchairs or other mobility devices, have difficulty using their hands, have visual disabilities, have hearing disabilities, have learning disabilities or other perceptual disabilities.

The site supervisor should have a graduate degree from an appropriately accredited or certified program (for example, ALA, CAEP, ARMA) or equivalent professional experience. Site supervisors must have at least one year of professional service in a library or other information agency.

Internships will be arranged for applicants in the order in which requests are received. Should an applicant be unable to take advantage of an offered site, the location may be offered to another applicant.

PROCEDURE

The student is to make no overtures or any arrangements for an internship prior to discussing the internship with their academic advisor and faculty instructor.

Each student requesting an internship will complete the following tasks:

1. Obtain a copy of the internship guidelines from the SLIS Student Services Office six months in advance of the planned internship.
2. Communicate with their academic advisor to request and discuss the internship.
3. Communicate with the faculty instructor (or in the case of school library candidates, with the Coordinator of School Library Field Services) and complete the following forms:
 - SLIS Request for Internship
 - Internship Contract
 - Personal Information Form
4. Make an appointment with the proposed site supervisor after the faculty instructor has made initial contacts.
5. Meet with site supervisor to develop a list of personal learning objectives for approval by the faculty instructor.

The final decision as to whether the student is eligible for an internship rests with the student's academic advisor.

If the academic advisor approves an internship request, the student will be referred to potential faculty instructors with expertise in the requested specialization.

If the faculty instructor determines that the student is adequately prepared for the requested assignment, an appropriate internship site will be identified in consultation with the student and the prospective site supervisor.

The SLIS Student Services Office registers the student for the internship credit hours upon receipt of the appropriately signed Internship Contract.