

**School of Library and Information Science**  
**Application and Registration Instructions**  
**INTERNSHIP - Non-School**  
**SLIS 794**

All SLIS students requesting an internship placement must apply in accordance with the instructions and deadlines listed below. Contact the Student Services Office with any questions you may have (803-777-3887; 800-304-3153; slisss@mailbox.sc.edu).

2) Call or meet with your advisor to get permission to apply for an internship. Fill in the top portion of the USC Internship Contract (name, phone number, social security number, course department and number, credits and semester). **IMPORTANT:** Write your complete mailing address in the upper right hand corner of the contract. One copy will be mailed to you at this address. Both the student and the advisor must sign the form. Your advisor will refer you to the appropriate Faculty Supervisor.

3) Call or meet with the Faculty Supervisor who is responsible for determining if you are adequately prepared for the requested internship. If you are prepared, the faculty supervisor sets up the internship and assigns a Site Supervisor. (The student should make no overtures or arrangements for an internship prior to approval.) If you have special circumstances that should be noted when your assignment is made, please address them in writing and in discussion with the Faculty Supervisor.

4) Complete the Internship Contract with your Faculty Supervisor. Both of you must sign it (referred to as Student and Instructor on form). Return the Contract to the Student Services Office, School of Library and Information Science, Davis College, USC, Columbia, SC 29208. When all arrangements are complete, the schedule code number and section number will be completed, the form will be signed by the Director and you will be registered for the course by the Student Services Office.

5) Contact the approved Site Supervisor and make an appointment for an initial interview. Let your Faculty Supervisor know when you have talked with the Site Supervisor. It is important that you maintain frequent contact with your Faculty Supervisor during the term of your internship.

6) Check your class schedule using Self Service Carolina to confirm your enrollment in SLIS 794. Pay your tuition before the cancellation for non-payment deadline.

7) International students: Check with the International Office in the Byrnes Center prior to applying for an internship to obtain necessary approval.

**APPLICATION DEADLINES**

Internship applications must be in the SLIS Student Services Office by:

- November 1 for Spring internships
- April 1 for Summer Internships
- August 1 for Fall internships

# General Guidelines for Internships

## I. Purpose

The purpose of the internship is to provide the intern with an opportunity to begin practicing, in a supervised environment, the knowledge, skills, and values developed in the academic portion of the program.

The internship can be one of the most important parts of a student's program. It will allow the intern to practice what has been learned in classes and will also be one of the first opportunities to show others what the intern is capable of doing. An internship is an excellent way to make professional contacts and can also lead to positive references from administrators, librarians, information managers, media specialists, teachers, and other professionals with whom the intern works.

## II. Definitions

For the purpose of these Guidelines, the following definitions will be used:

1. Intern: A SLIS student authorized to work in an internship as defined here.
2. Faculty Supervisor: A SLIS faculty member who has agreed to oversee the internship.
3. Site Supervisor: The person at the Host library or other information agency to whom the intern reports.
4. Host: The Host, in this context, is the library or library division or other information agency in which the intern serves.
5. Parent Agency: This is the overall community or organization, if applicable, to which the Host reports and to which it usually provides information services.

## III. Conditions for Establishing an Internship

In order to be eligible for an internship, the student must have successfully completed a substantial portion of course work, especially SLIS 701, 707 and the technology competency requirement prior to the internship. It would be ideal to take the internship as the very last part of the program, but this is not always possible. The extent to which "substantial" course work has been completed will be a decision of the student's advisor.

Students doing internships will be expected to take relevant type-of-library or other information agency or type-of-specialization courses either before or concurrently with the internship.

## IV. Setting Up the Internship

Students must apply for an internship through their faculty advisors. Specific dates for applying for internships are made available by the Student Services office.

A student may request to be assigned to specific types of libraries, to specific libraries, or to specific geographical locations. The Faculty Supervisor will make all contacts with host libraries or other information agencies and will notify the Intern of the particulars of the internship and when to contact the Site Supervisor for an official interview.

Each student applying for an internship will complete the following tasks:

- a) Obtain permission for the internship from the advisor;
- b) Meet with the Faculty Supervisor and complete the following forms:
  - 1) Personal Information Forms
  - 2) Internship Contract
- c) Make an appointment with the proposed Site Supervisor after the Faculty Supervisor has made initial contacts;
- d) Meet with the Site Supervisor to develop a list of personal learning objectives for approval by the Faculty Supervisor.

## **V. Host Site Requirements**

An internship will be established in a library or other information agency setting where a Site Supervisor who holds an appropriate accredited graduate degree and who has at least one year of professional service is available to direct and oversee the Intern's work.

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 System has designated as the ADA and Section 504 coordinator the Executive Assistant to the President for Equal Opportunity Programs.

The Host Agency 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.

## **VI. Grades**

The grade for the internship will be either S for satisfactory or U for unsatisfactory completion of requirements for the internship. Evaluations for grades are objectives-based. That is, working with the Site and Faculty Supervisors, the intern will develop a list of objectives which 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.

## **VII. Requirements for Completion of an Internship**

Specific duties, responsibilities, and requirements will be established by consultation among the Intern, the Site Supervisor, and the Faculty Supervisor.

1. Students who complete the internship satisfactorily will participate in a total of 45 contact hours at the Host for each hour of academic credit. For a 3-credit internship, the student will work 135 hours; for a 6-credit internship, the student will work 270 hours.
2. Interns will develop a set of personal learning objectives in consultation with the Site Supervisor and the Faculty Supervisor. Evaluation of the internship will be based on these objectives.
3. Interns will be evaluated on a reflective assignment that is specified on the Internship Contract. This assignment will be reflective in nature, specifying how tasks performed during the internship related to the learning objectives for the course.
4. Interns will be evaluated by the Site Supervisor during the final week of the internship. Site Supervisors have the option of completing a mid-point evaluation as well. Every intern will be evaluated using the SLIS Internship Evaluation Guidelines. Additionally, any personnel evaluation instrument used at the Host agency may be used.
5. Interns may participate in professional or other academic experiences offered during the course of the internship, as negotiated by the Intern, the Site Supervisor, and the Faculty Supervisor.

**University of South Carolina  
School of Library and Information Science  
Graduate Student Internship Contract**

**ALL REQUIRED SIGNATURES MUST BE OBTAINED PRIOR TO REGISTRATION**

**Student Name:**

**USC ID:**

**Phone Number:**

**USC Email Address:**

In what semester do you want to take your internship?

Term:

Year:

**Course number, Section, Credits, Schedule Code, etc. will be completed by the Student Services Office.**

Department

Prefix

Course Number

Suffix

Section

Credits

Schedule Code

**Instructor:**

To be completed by the instructor who will supervise the study. (Attach another sheet if necessary.)

**Location:**

**On Site Supervisor/Phone**

**Description of Internship (Conditions, duties, hours, etc.)**

**Objectives (What new skills and/or knowledge will the student acquire?)**

**Textbooks, readings, or other resources to be used**

**Method of evaluation**

**Student's Signature:**

**Instructor's Signature:**

**Advisor's Signature:**

**Graduate Director:**

**School of Library and Information Science  
INTERN INFORMATION SHEET**

Please complete this form and take it with you for your initial interview with your Site Supervisor.

**Personal information:**

Name:

Mailing Address:

E-mail Address:

Cell Phone:

Other Phone:

**In case of emergency contact:**

Name:

Relationship:

Phone Number:

**Academic Background:**

School:

Degree:

School:

Degree:

School:

Degree:

Courses completed in Library and Information Science:

Courses to be taken in Library and Information Science:

Courses to be taken in related disciplines:

Class and Work Schedule for Semester of Internship:

## Guidelines for Intern Evaluation

### Evaluation

The evaluation process is an important aspect of the internship; a multifaceted, constant process which helps improve the intern's professional effectiveness and is closely tied to the learning objectives and activities identified by the Intern, the Site Supervisor, and the Faculty Supervisor. Because the internship is pass/fail, evaluation is intended to contribute to the total learning experience and will not be used to make grade discriminations. The ideal is a constant informal dialogue between the Site supervisor and the Intern; however, at least one formal evaluation should be carried out.

During the final week of the internship, the Intern and the Site Supervisor should meet to discuss the Intern's progress and accomplishments. The Site Supervisor may also choose to complete a mid-point evaluation in addition to the final evaluation.

The following School of Library and Information Science Intern Evaluation should be used in each evaluation. Written comments should be given for each point. If a specific evaluation instrument is used in the Host agency for personnel evaluation, it may also be used.

**Initiative, creativity, and vision:** Comment on the Intern's ability to act decisively, effectively, and at appropriate times; to be resourceful in dealing with complex as well as routine situations; to anticipate needs and take necessary action without being told to do so.

**Judgment and Decision Making:** Comment on the Intern's ability to consider the short-term, long-term, and system-wide consequences of decisions made and to apply good judgment in work situations; to maintain confidentiality, tact, and good judgment in handling confidential information; on his or her ability to intervene appropriately in crisis situations when needed.

### Quality of Work:

- a) Comment on the Intern's ability to set realistic performance and organizational goals, to implement those plans, and to evaluate outcomes;
- b) Comment on the Intern's ability to maintain high standards for work; to follow through to completion all tasks assigned.

**Professional Knowledge and Skills:** Comment on the Intern's knowledge of the discipline, resources, and processes and his or her ability to apply this knowledge effectively.

**Interpersonal Skills:** Comment on the Intern's ability to build and maintain good relations with colleagues and library or other information agency clientele; to cooperate with members of his or her own and other units; to respond positively to criticism; to learn from mistakes; and to communicate effectively with the Supervisor.

**Professional development:** Comment on the Intern's activities over and above the regular job assignment that have had a bearing on his or her growth and future role as a professional librarian.

**Professional attitude:** Comment on the Intern's ability to demonstrate a professional's commitment to scheduled work days and hours and to project a professional demeanor.

**Additional Comments:**