

School of Information Science
Application and Registration Instructions
INTERNSHIP - Non-School
ISCI 794

All ISCI 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).

- 1) Call or meet with your advisor to get permission to apply for an internship. Fill in the top portion of the Internship Contract (name, phone number, U of SC ID, course department and number, credits and semester). Both the student and the advisor must sign the form. Your advisor will assign you a Faculty Supervisor.
- 2) The Faculty Supervisor is responsible for providing a syllabus, assignments and deadlines at the start of your internship semester.
- 3) Complete the Internship Contract with your On-Site Supervisor. Both of you must sign this form. Return the Contract to the Student Services Office, School of Information Science, Davis College, U of SC, Columbia, SC 29208, or e-mail it to slisss@mailbox.sc.edu. When all arrangements are complete, the Student Services Office will contact you with registration instructions.
- 4) Contact the approved On-Site Supervisor and make an appointment for an initial review of your schedule and expectations. Let your Faculty Supervisor know when you have talked with the On-Site Supervisor. It is important that you maintain frequent contact with your Faculty Supervisor during the term of your internship.
- 5) Check your class schedule using Self Service Carolina to confirm your enrollment in ISCI 794. Pay your tuition before the cancellation for non-payment deadline.
- 6) International students: Check with the International Student Services Office and the Assistant Director of the ISchool, Laura Thorp, prior to applying for an internship to obtain necessary approval.

APPLICATION DEADLINES

Internship applications must be in the ISCI 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: An ISCI student authorized to work in an internship as defined here.
2. Faculty Supervisor: An ISCI faculty member who has agreed to oversee the internship.
3. Site Supervisor: The person at the library or other information agency to whom the Intern reports.

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 ISCI 701, 706, and one other core course. 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

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

1. Obtain permission for the internship from the advisor;
2. Meet with the On-Site Supervisor and complete the following forms:
 - a) Personal Information Forms
 - b) Internship Contract
3. Meet with the Faculty Supervisor once their advisor has assigned one.
4. Meet with the On-Site Supervisor to develop a tentative schedule for approval by the Faculty Supervisor on how to complete their 135- or 270-hour internship.

V. Internship Location Requirements

An internship will be established in a library or other information agency setting where an On-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 library or other information 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 or complete the assignments within the Faculty Supervisor's syllabus 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 library or information agency 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 On-Site Supervisor. Evaluation of the internship will be based on these objectives.
3. Interns will be evaluated by the On-Site Supervisor during the final week of the internship. On-Site Supervisors have the option of completing a mid-point evaluation as well. Each Intern will be evaluated using the ISCI Internship Evaluation Guidelines. Additionally, any personnel evaluation instrument used at the library or other information agency may be used.
4. Interns may participate in professional or other academic experiences offered during the course of the internship, as negotiated by the Intern, the On-Site Supervisor, and the Faculty Supervisor.

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

ALL REQUIRED SIGNATURES MUST BE OBTAINED PRIOR TO REGISTRATION

Student Name:

UofSC ID:

Phone Number:

UofSC Email Address:

In what semester do you want to take your internship?

Term:

Year:

Section, Credits, and CRN will be completed by the Student Services Office.

ISCI
Department

794
Course Number

Section

Credits

CRN

To be completed by the On-Site Supervisor who will oversee the internship. (Attach another sheet if necessary.)

On-Site Supervisor:

On-Site Supervisor Phone:

On-Site Supervisor E-mail:

Internship Location/Address:

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 (The minimum requirement is the Intern Evaluation form.)

Student:

On-Site Supervisor:

Advisor:

Graduate Director:

**School of Information Science
INTERN INFORMATION SHEET**

Please complete this form.

Personal information:

Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>		
UofSC E-mail Address:	<input type="text"/>		
Cell Phone:	<input type="text"/>	Other Phone:	<input type="text"/>

In case of emergency contact:

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Phone Number:	<input type="text"/>		

Academic Background:

School:	<input type="text"/>	Degree:	<input type="text"/>
School:	<input type="text"/>	Degree:	<input type="text"/>
School:	<input type="text"/>	Degree:	<input type="text"/>

Courses completed in Library and Information Science:

<input type="text"/>

Courses to be taken in Library and Information Science:

Class and Work Schedule for Semester of Internship:

<input type="text"/>
