

Subject: Undergraduate Internships

Policy Number: A5.35A

Date: 9/27/2010

Revised: 9/27/2010

POLICY

Internships are open to undergraduates in the Bachelor of Science in Information Science degree program. In order to be eligible for an internship, the student must have successfully completed a substantial portion of the course work, including the core courses (SLIS 201, 202, 301, and 402). The internship is designed to provide students with opportunities to build new skills and demonstrate competencies acquired during their program of study. Therefore, the internship is normally taken during the Junior or Senior years of a student's program of study.

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 Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Hampton Street, Suite 805, Columbia, SC; telephone 803-777-3854.

The Host Agency may 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.

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. In the summer, an intern must work for a minimum of 8-10 weeks. The student may work more than 135 hours if your employer allows it. Students may be paid directly but it is not required. The host may decide to pay the student a stipend based on the in-state tuition for a three hour credit course. The student may also be paid more than the

minimum amount if the sponsoring host decides to do so. The host may also give the student an honorarium in lieu of an hourly wage because it is tax deductible and the intern will not be classified as a permanent employee by state and federal governments. The host may also decide not to pay the student at all and the student will be told this up front and will only receive academic credit for completion of the internship.

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. That is, working with the site and faculty 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.

Whenever possible internships should be in areas where the faculty supervisor can travel to the site, inspect the work, and return in one day, since no overnight expenses can be paid to faculty for this purpose. Internships should be in areas applicable to a student's field of study.

Internships may be initiated by the student but can only be officially approved by the faculty supervisor. They can also be arranged by the undergraduate advisor according to the availability of internships and 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. Having endeavored to provide an applicant with an internship opportunity, the School will not be required to provide additional opportunities.

If the sponsoring organization has just cause for terminating the internship (failure to show up as scheduled, unauthorized use of office equipment, inability or failure to complete assigned work, etc.), it may choose to do so, provided the reasons are fully explained to the faculty supervisor. Should this happen, the intern will not receive academic credit.

PROCEDURE

1. Each student requesting an internship will obtain a copy of the internship guidelines from the SLIS undergraduate advisor three months in advance of the planned internship.

2. The student will then meet with undergraduate advisor to request and discuss the internship.
3. The student will then meet with the faculty supervisor and pick up an official agreement and goal statement form.
4. After an internship opportunity has been identified the faculty supervisor will make contact with proposed site supervisor to validate the suitability of the internship.
5. The student will make an appointment and meet with site supervisor to develop a list of personal learning objectives.
6. Finally, the student will meet with the faculty supervisor to complete and get approval of the official agreement and goal statement form. The final decision as to whether the student may take an internship rests with the student's undergraduate advisor, the faculty supervisor, and the SLIS Director.
7. The SLIS Undergraduate Advisor registers the student for the internship credit hours upon receipt of the appropriately signed agreement and goal statement form.
8. The Student is required to turn in to the faculty advisor two progress reports, a final personal evaluation of the internship including a personal log or portfolio, and to conduct a final evaluation interview with the host supervisor. The faculty supervisor will share these items with the undergraduate advisor in a timely manner.

+++++