

INTERNSHIP GUIDELINES & REQUEST FORM INSTRUCTIONS

Generally, in order to get the greatest amount of value out of your internship, you should take it as near the completion of your program of studies as possible. Also, you should have completed the core/required courses, or at least be taking them during the same semester you will be completing your internship. For those of you who wish an internship in public services, you will need LS 507 **and** at least one other public services-related course. For those who wish to have an internship in cataloging, you will need to have completed LS 506. There may be other instances where specific pre/co-requisites will be required so that you get the most out of your experience and your site supervisor can start you at a higher level of professional responsibility.

All internships, except LS 572, School Libraries, require a minimum of 150 clock hours at the internship site; LS 572 requires 300 clock hours, with a minimum of 100 at the elementary level and 100 at the secondary level. Your internship should be treated like a job, not just another course. You should check with your site supervisor about the appropriate attire. Also as is the case with a job, you are to notify your site supervisor in advance if you are going to have to miss work for any reason.

The internship request form is designed to help gather relevant information to aid in placing you in your internship. Please **type** the required information on the form and return it to your advisor as soon as possible. Please note your reasons for taking the internship and what you specifically would like to learn or accomplish. In both cases, be as **specific** as possible so your site supervisor and your internship coordinator can plan the appropriate activities. For example, if you wish to do an internship in cataloging, you might indicate that you wish to gain OCLC experience doing both original and copy cataloging and that you would like to concentrate on non-book materials. Please note that the form requires the signatures of both the faculty advisor and the internship coordinator (the faculty member who actually arranges the internship).

You should list the courses you have taken, are currently taking, and plan to take during the semester of your internship on the form. Don't forget to list courses transferred from another department or institution. The information that you provide will help match your skills (courses) with the appropriate internship. This information **will not** be sent to the site supervisor.

