A Guide to Internships
for
IM and TNM Graduate Students
Syracuse University
The School of Information Studies

This Guide is for students in the IM and TNM programs. If you are a School Media, LIS or Undergraduate student, please request the appropriate guide for your program of study.

Updated 08/24/2016
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An Introduction to the Internship Process

The Purpose of an Internship Opportunity:

In recognition that education extends beyond the formal classroom, the faculty of the School of Information Studies (iSchool) encourage students to participate in special learning situations outside existing courses. The internship program is designed to provide the student with the opportunity to work in a day-to-day professional environment under the supervision of an experienced professional and with the guidance of an iSchool faculty member. In addition, the programs are designed to promote positive interaction between the faculty and students of iSchool and experienced information management professionals in institutions, businesses, libraries, and other agencies.

The Difference between Co-ops and Internships:

At the School of Information Studies, co-ops and internships are differentiated primarily by their duration. A co-op, or cooperative work experience, is a paid position which can last between 6 and 12 months, extending beyond a single semester, and is most often associated with the IM and TNM students. An internship is much shorter, usually 10-12 weeks, and can be paid or non-paid.

An internship can be applicable to all programs: LIS, IM and TNM. A maximum of six (6) credits may be earned through co-ops or internships by a graduate student. Internships are generally completed over the time frame of one semester; however, there are some experiences that may be shorter, or longer, in duration. If you have questions about the duration of your internship, please feel free to contact Kathy Benjamin with questions.

Students are encouraged to seek meaningful, relevant internships in which they can apply the theories taught in the classroom to real world applications. While Site Supervisors do share their knowledge and expertise with interns and co-ops, the students give a tremendous amount back to the organization in terms of projects completed, professional services rendered, enthusiasm, creativity, and new approaches to information problems.

Where the Internship fits into an Information Studies’ Program:

Students usually choose to register for internship opportunities when they have completed approximately one-half of their academic program at the School of Information Studies. This is to ensure that they have the skills to be successful in the work experience they select. However, students are encouraged to plan early, so that their work experience will best parallel their professional goals. It is never too early to contact the Academic Advisor or Faculty Supervisor to develop a goal and discuss possibilities.

The School of Information Studies at Syracuse University does not discriminate against employers, students, or applicants on the basis of race, gender, handicap, age, veteran status, national origin, or political affiliation.

See page 6 for students’ Frequently Asked Questions about Internships!
Benefits for Everyone

Clearly, an internship opportunity is a winning situation for everyone involved! While you, the student, gain real work experience, your employer gains the use of your skills for a designated period of time. Let’s take a closer look at exactly what benefits will accrue for the various parties:

For the Student:

- practical experience using information skills and applying theoretical knowledge
- pursue a special interest in a subject specialty
- interact and communicate with professionals
- experience an information or library setting consistent with professional goals
- become aware of employment opportunities
- test theoretical concerns against reality
- understand the role of the sponsoring site within the community
- develop a professional self-awareness
- develop professional contacts for future advice and job seeking

For the Site:

- develop and implement special projects
- have additional professional-level assistance available
- gain fresh insights from students currently studying leading-edge approaches
- interact with students and programs at the School of Information Studies (iSchool)

For the School of Information Studies (iSchool):

- provide stimulating, practical learning environments for students
- meet the individual needs of students
- promote a good working relationship with public and private sector organizations
1. **Must I do an internship?**

According to the Graduate Handbooks, IM students should earn 2-6 credits through internship as part of their exit requirement. For IM students with little, or no, appropriate experience as information professionals, students must register for at least 2 credits and no more than 6 credits of internship or cooperative education credits. TNM students may earn up to six credits through internship even though they are not required to do so as part of their curriculum. LIS students are advised to complete a 3-credit internship, but may earn up to 6 credits through internship. School Media students must do two assignments (120 work hours for each experience) in different schools, preferably at different grade levels for a total of three (3) practicum experience credits. No graduate student may earn more than 6 credits through internship opportunities.

Students with more than one year of full-time professional IT experience in the information technology field may waive the internship requirement (experience may be audited). This waiver will not reduce the total credits required for the IM degree but will allow the student to take other course electives to fulfill the credit requirements for the degree.

Students with a minimum of three years of full-time work experience in the IT field, may petition to reduce the credit requirement of the program by three credits, substituted by work experience, which will be audited. Students should consult Advising in Student Services regarding the procedures for this petition.

2. **What will an internship opportunity cost?**

You must pay regular Syracuse University credit hour costs for your internship opportunity. If you are earning 6 credit hours, you must pay the bursar’s office for 6 credits.

3. **How and where do I register for an internship opportunity?**

You may register through the University MySlice system for your internship opportunity, just as you would for any other class. Register for IST 971 for both paid and non-paid work experiences. Be careful to enroll in the correct section of IST 971. Separate sections are reserved for the LIS students. IM and TNM students are currently combined in their reserved sections. If you have questions about registration, contact Kathy Benjamin (kabenjam@syr.edu). You will automatically be enrolled in the Blackboard course for IST 971 once you register. All interns are expected to participate with regular postings to the topics/assignments given in the course syllabus.

In addition, there is paperwork to fill out during the internship. The Proposal Form (see example on page 21) must be uploaded to the IST 971 Blackboard course at least one week before you begin working, so that the faculty supervisor can approve the internship. **You will not get credit for the experiential learning if you do not turn in this paperwork!** Also, the Proposal cannot be accepted for past work experiences.

4. **What if my work assignment won’t end before the end of the semester?**
You will have a missing grade on your next grade report. Once the assignment is completed and your evaluation forms have been turned in, a grade will be submitted for you. Make arrangements ahead of time with your Faculty Supervisor.

5. **What if I want to extend my experiential learning opportunity for another semester?**

Keep in mind that you are limited to a total of 6 credits for an internship opportunity. Contact Kathy Benjamin (kabenjam@syr.edu) to decide how to register for the additional credits and to ensure that your grade is not withheld.

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Internship sites are as varied as the students who find them. When you are searching for a site, consider these organizations that have hosted interns in past semesters:

**IM STUDENTS:**
- Bank of America
- JPMorgan Chase & Co.
- Deloitte Consulting
- KPMG, LLP
- Liberty Mutual
- Microsoft Corporation
- Ernst & Young (EY)
- Quicken Loans
- Citigroup, Inc.
- Thomson Reuters

**TNM STUDENTS:**
- Excellus Blue Cross/Blue Shield
- Business Integra
- VeriSign, Inc.
- U.S. Government Accountability Office
- Cisco Meraki
- Susquehanna International Group
- Time Warner Cable
- Bloomberg, LLP
- Bankers Healthcare Group
- Aruba Networks
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Just the Facts: Finding an Internship

In selecting a site, use the following Resources:

1. **Academic Advisor.** Your advisor has probably worked with other students in similar situations, and may have suggestions for where you can pursue an internship opportunity. He or she may also help you define your skills to include on your resume.

2. **Your program listserv.** This listserv is utilized by the Career Services and Employer Relations team to post some currently available jobs, internships and co-ops, including local to international positions. The main system in which students should search for jobs, internships, and co-ops is OrangeLink, [https://syr-csm.symdicty.com/](https://syr-csm.symdicty.com/).

3. **Special Needs.**
   - School media students may contact Blythe Bennett for additional assistance or suggestions for finding a practicum site.
   - International Students must consult the Slutzker Center for International Services (SCIS) for information regarding internships and employment.

4. **Career Counselor (iSchool) and Career Services Office (Syracuse).** For assistance with resume preparation, interviewing, and utilization of OrangeLink, the online recruiting database, you may consult with the iSchool's career counselor Meredith Tornabene (mtornabe@syr.edu). The Syracuse Career Services Office ([http://students.syr.edu/careerservices/index.htm](http://students.syr.edu/careerservices/index.htm)), which operates in conjunction with the School of Information Studies, may have additional strategies and/or resources for students to utilize in the career planning process, particularly for those interested in corporate or other business venues.

**Important Note:** Not all internship opportunities are secured through leads provided by career services on campus. You can also develop an opportunity on your own. Target a particular company and contact them for an initial meeting and/or conversation about a potential internship. Keep in mind the criteria that a site must meet:

- There must be a Site Supervisor who is more knowledgeable about the work than the student and have professional work experience.
- The Site Supervisor must be willing to guide, supervise, and evaluate the student
- There must be specific, finite tasks for the student to complete
- These tasks must be considered educationally useful by the Faculty Supervisor and /or Academic Advisor
Tips for finding an internship or co-op site:

⇒ **Use all your connections.** The internship opportunity does not have to come from the School of Information Studies. Feel free to enlist the help of family, friends, professors, administrators, or anyone else you may know who is in a position to help you. Be creative in the utilization of resources from the library such as national guides for internships to reach outside of the Syracuse community. There is a vast assortment of online resources available that provide lists of internships worldwide, as well as individual company websites listing internship opportunities. Just keep in mind that the site and your role there must meet the criteria specified by the School of Information Studies in order for you to earn credit.

⇒ **Have an effective resume.** Remember, this may be your initial contact with an employer. Make sure it reflects exactly what you want conveyed to an employer. There are a variety of resume workshops scheduled during the academic semesters, usually before career fair time. These workshops could be one-on-one resume review sessions with employers that come to the iSchool or could be in a group setting hosted by the iSchool career counselor (Meredith Tornabene). Students who may be unfamiliar with the resume and its purpose should visit the Syracuse University’s Center for Career Services, located in the Schine Student Center for additional assistance or refer to their website: [http://careerservices.syr.edu/](http://careerservices.syr.edu/)

**Be Persistent.**

Create a cover letter, attach your resume and follow up with a phone call.

Who’s Who
A guide to the important players in your internship search and successful experience:

1. **Internship Student.** This is you. The weight of this experience is on you, but the benefits are yours to reap. Here are some things you MUST do:
   - be proactive in your search for an internship opportunity
   - ask questions and be persistent in securing an internship
   - turn in the necessary paperwork to the Bb course at the appropriate times during your internship
   - keep in touch with your Faculty Supervisor

2. **Your Academic Advisor.** This faculty member is assigned to you when you begin taking classes at the iSchool. This person is available for advising you throughout your program at the iSchool and can assist with the internship process. As your advisor, this person may be familiar with your future plans and with the classes you have taken, and may be able to offer these services to you:
   - identifying skills to put on your resume
   - suggesting potential sites for internships and/or employment

3. **Your Faculty Supervisor.** The Faculty Supervisor for IM and TNM internships currently is Susan Bonzi (smbonzi@syr.edu). This faculty member will act as the professor for the course, assisting you throughout the internship opportunity, contacting your Site Supervisor to track your performance, and assigning your grade.

   *The faculty supervisor cannot give you credit for a work experience you completed in the past.* He or she cannot guarantee you a position. Your own initiative is essential for finding and completing a successful internship opportunity.

4. **Site Supervisor.** This is the person with whom you will work at the site. He or she is not determined until you have selected a site and been offered a position; and this might not be the same person who hired you. In order to qualify for this position, this person must have skills superior to yours, and must be willing to guide you and evaluate your work.

   The Site Supervisor’s main responsibilities are to:
   - advise you in your work
   - orient you to the site
   - provide you with the necessary space and supplies to work
   - assist with completion of the Learning Agreement, if necessary
   - evaluate your performance at the completion of your assignment
   - communicate with the Faculty Supervisor in reference to your work

5. **Career Counselor.** Meredith Tornabene (mtornabe@syr.edu) can help with preparing students for the career search by working with you on resumes, cover letters, mock interviews or career advice. Meredith sees students by appointment only. You can sign up for an appointment in OrangeLink. Appointments can be made by going into OrangeLink and clicking on the **REQUEST AN APPOINTMENT** link on the right side of your homepage.

6. **Career Services & Employer Relations Coordinator.** Kathy Benjamin, kabenjam@syr.edu, can help you with the internship process. She can also assist with internship registration issues and general help for internship and career searches. Kathy is the go-to person for CPT and OPT letters for international students.

7. **Slutzker Center for International Services (SCIS).** International students must see their advisor in this office to ensure that they can work in the United States. *There is additional mandatory paperwork generated by the SCIS that you must complete prior to starting an internship.* The Slutzker Center is located on Walnut Place (across Waverly Ave. from Bird Library) and the telephone number is 315-443-2457.

   **Just the Facts: When you’ve accepted a position...**

   **Step 1:** **Register for the class** through the University’s MySlice system. Students should register for internship experiences during the regular registration period for a semester. Be sure to select the
correct class number for graduate-level internships (IST 971) and the select the section reserved for IM/TNM students (usually M801). Please also note that all internship courses have a variable amount of credit hours for the registration. A value needs to be entered (1 – 6 credit hours). If no value is entered, the registration will default to one credit hour, so be sure to input the correct number of credit hours you are seeking for the internship. If you have any problems, contact Kathy Benjamin (kabenjam@syr.edu), Career Services and Employer Relations Coordinator. You may register before you have found a site if you anticipate that you will find one during a particular semester.

Step 2: Complete and upload the Proposal Form to the Blackboard course for IST 971. This form is to be uploaded to the IST 971 Bb course and provides the Internship Faculty Supervisor with a brief, overall outline of what you think you will be doing at the site. While it must have some detail, you do not need to know every aspect of your internship at this point. If you need assistance, discuss the form with your Site or Faculty Supervisor. This form MUST be turned in at least one week before you begin work.

....Once you’ve started working....

Step 3: Complete the Learning Agreement. This form must be completed and uploaded to the Bb course for IST 971 once you have worked 30 hours at the site. By this point, you will have a much better idea of exactly what you are doing on the job, and can detail your assignment more accurately. If there are changes between what you are expected to do and what you find you are actually doing, report them here. You may limit your response to the form, or attach additional pages if necessary. This form is an important part of your grade, so it should be taken seriously and filled out with care.

Step 4: Check the Bb course for additional assignments/postings during the semester.

Step 5: Midway point. Expect your Faculty Supervisor to contact your Site Supervisor for a discussion of your performance. In some cases the Faculty Supervisor may make a site visit.

Step 6: Finish the work assignment. At this point, you must complete the Student Evaluation Form. The content of this form will not affect your grade, but will give you the opportunity to rate the value of the experience in relation to your overall program at the iSchool and to your career goals. This form must be uploaded to the IST 971 Bb course.

Step 7: Ensure that your Site Supervisor has completed the Site Supervisor Evaluation Form. Your supervisor will receive a copy of this form early in your work experience, but it is a good idea for you to make sure that he or she is in possession of the correct form, and that it is returned in a timely manner. The Site Supervisor should complete the form prior to your last day of internship, in order that the evaluation be shared with you. This evaluation is designed to provide you valuable feedback on your performance. In addition to the form provided by the School of Information Studies, the Site Supervisor may choose to evaluate your performance using an in-house evaluation form. This is also an excellent time to request that your Site Supervisor provide you with a reference letter for your future use. The site supervisor should submit the completed evaluation form to Kathy Benjamin (kabenjam@syr.edu).

Step 8: Complete any additional assignments for the Faculty Supervisor, if required.

What’s What: Forms and Their Destinations
Only the underlined forms are required to earn credit. All forms should be uploaded to the Blackboard course for IST 971, with the exception of the Site Supervisor Evaluation form. This form should be emailed to Kathy Benjamin (kabenjam@syr.edu) by the site supervisor.

- **The Resume**: (page 17) This is your primary method of introducing yourself to potential employers. It is usually one page in length, highlighting education, skills, and work experience. Resources: [http://ischool.syr.edu/careers/icareer-resources](http://ischool.syr.edu/careers/icareer-resources)

- **Cover Letter**: (page 19) A cover letter may serve as an introduction to an employer by accompanying your resume, or act as your formal application for a position. It should be one page, clearly stating why you are the person for the job. Resources: [http://careerservices.syr.edu/masters/Resumes_and_coverletters.html](http://careerservices.syr.edu/masters/Resumes_and_coverletters.html)

- **Proposal Form**: (example on page 21) This form must be filled out by you, the student, and uploaded to the IST 971 Bb course. It is due at least one week before beginning a work assignment. This form provides information about the assignment such as where and with whom you will be working, and gives a brief outline of the tasks that have been discussed with the Site Supervisor. *This form is required in order to earn credit.*

- **Learning Agreement**: (example on page 23) This form is to be filled out by you and uploaded to the IST 971 Blackboard course by you, in cooperation with your Site Supervisor. It is due after completion of 30 hours of work on the site. This form will establish precise learning objectives which will be met throughout the assignment, details the tasks to be completed, and finalizes your responsibility to the employer. *This form is required in order to earn credit.*

- **Student Evaluation**: (example on page 25) This evaluation is due upon completion of the work assignment, and provides you with an opportunity to rate the work experience and the internship process. Your comments on this form will not affect your grade, but it must be uploaded to the Bb course for IST 971 before the grade is assigned. *This form is required in order to earn credit.*

- **Site Supervisor Evaluation**: The Site Supervisor Evaluation is due upon completion of the work assignment. Your site supervisor should have received a copy of the evaluation early in your internship. Because each graduate program has a different evaluation, the forms can be found in the IST 971 Bb course and not in this booklet. The evaluation provides the Site Supervisor with the opportunity to express satisfaction or dissatisfaction with your performance, and helps in determination of a grade. *This form is required in order to earn credit.*

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**Making the Grade**

The person responsible for assigning your grade is your Faculty Supervisor. He or she may require other assignments/postings (check the Blackboard course for IST 971) in addition to the forms required by the School of Information Studies. Your Learning Agreement is also an important document in consideration of your grade. All assignments must be completed before a grade will be assigned. If you have a problem that may prevent you from turning the appropriate forms in on time, contact your faculty supervisor before the end of your work assignment.
Getting Credit

Basically, the hours spent at the work site are those included toward your earning credit. This does not include hours spent traveling to and from the internship site. However, in some cases, the employer may allow you to work remotely for a portion of the internship. A rule of thumb: 1 Credit = 50 work hours.

For three (3) credits, you must work 150 hours.
For six (6) credits, you must work 300 hours.

Be sure to register for the correct number of credits. If you need to change your registration, please talk to Kathy Benjamin (kabenjam@syr.edu or 315-443-4496).

Tuition for Internship Credit Hours

Credits earned through internship work experiences are just like those earned in class. You will need to pay the regular University credit hour charge for each credit. Financial aid (if applicable) will apply to these credits as to any others.

A Checklist for You to Use:

1. Finding an Internship Opportunity:
   _____ Meet with your Academic Advisor (recommended)
   _____ Be familiar with OrangeLink, the online recruiting tool used by the University to assist in finding internships and employment
   _____ Familiarize yourself with the internship process outlined in the

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II. After you have accepted an offer:

- Contact your Faculty Supervisor (*recommended*)
- Register for IST 971
- Meet with your Site Supervisor
- Fill out the Proposal form and upload it to the Bb course for IST 971

III. During the internship:

- Fill out the Learning Agreement, upload it to the Bb course for IST 971
- Work the necessary number of hours
- Complete any remaining assignments for your Faculty Supervisor

IV. Upon completion of the assignment:

- Fill out the Student Evaluation Form (upload it to the Bb course for IST 971)
- Remind your Site Supervisor to complete an evaluation form
- Complete any assignment(s) (if required) for your Faculty Supervisor
Education
Syracuse University, School of Information Studies (Syracuse, NY)
M.S. Information Management (GPA 3.364/4.0) May 2012


Other University, Another School (City, ST)
B.S. Another Degree Type (GPA 3.678/4.0) May 2009

Work Experience:
Name of Employer (City, ST) September 2010 - Present
Position Title
Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)
Outline how you achieved the results including the methodology and technology you used
Shoot for 3 – 4 bullet points if possible

Name of Company (City, ST) June 2010 – July 2010
Position Title
Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)
Outline how you achieved the results including the methodology and technology you used
Shoot for 3 – 4 bullet points if possible

Name of Company (City, ST) June 2009 – July 2009
Position Title
Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)
Outline how you achieved the results including the methodology and technology you used
Shoot for 3 – 4 bullet points if possible

Academic Experience:
Name of Class: Project Title Fall 2010

• Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)
• Outline how you achieved the results including the methodology and technology you used
• Shoot for 2 - 3 bullet points if possible

Name of Class: Project Title Spring 2010

• Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)
• Outline how you achieved the results including the methodology and technology you used
• Shoot for 3 – 4 bullet points if possible

Leadership & Extracurricular Activities:
Syracuse University School of Information Studies Women in Information Technology (WIT): Member (Fall 2010 – Present)
Phi Beta Delta International Honor Society (Spring 2011)

Technical Skills:
Operating Systems: Windows 7, MacOS, Linux
Programming Languages: HTML, C, C++, Java
Databases: MS Access, Oracle
Applications: MS Project, MS Visio, Dreamweaver

Certifications: Certified Wireless Network Administrator, Cisco Certified Network Administrator
John Graduate  
123 Sesame Street, Syracuse, NY 13210  
Cell: 315-777-777  
E-Mail: jgradua@syr.edu

EDUCATION  
M.S. in Telecommunications and Network Management (May 2012)  
Syracuse University, School of Information Studies, Syracuse, NY  
GPA: 3.81/4.00

*Relevant Coursework:* Broadband Wireless Network; Wireless Interactive Communications; Introduction to Information  
Security; Advanced Telecommunications & Information Network Technology; Survey of Telecommunications & Information  
Policy; Project Management; Security in Networked Environments

**Bachelor in Something else – Another Program (May 2009)**  
Another University, City, Country  
*First class with distinction: 83%*

EXPERIENCE  
**Graduate Assistant (Be Specific), School of Information Studies, Syracuse University** (Aug 2010 to present)  
Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative  
results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)  
Outline how you achieved the results including the methodology and technology you used  
Shoot for 3 – 4 bullet points if possible

*Position Title, Name of Employer, Location (May 2010 to Aug 2010)*  
Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative  
results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)  
Outline how you achieved the results including the methodology and technology you used  
Shoot for 3 – 4 bullet points if possible

*Position Title, Name of Employer, Location (Jan 2010 to Jun 2010)*  
Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative  
results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)  
Outline how you achieved the results including the methodology and technology you used  
Shoot for 3 – 4 bullet points if possible

ACADEMIC PROJECTS  
**Project Name** (Spring 2010)  
Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative  
results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website); Outline how  
you achieved the results including the methodology and technology you used

**Project Name** (Fall 2009)  
Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative  
results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website); Outline how  
you achieved the results including the methodology and technology you used

TECHNICAL SKILLS  
**Network Protocols:** TCP/IP, SIP, SNMP, RIP, OSPF, VoIP, 802.11a/b/g/n  
**Software Tools:** AirMagnet Wi-Fi Analyzer, AirMagnet AirMedic Spectrum Analyzer, AirMagnet Survey Pro, AirPcap,  
Wireshark, IxChariot, Cisco Packet Tracer, Wi-Spy, Nessus, Iperf  
**Operating system:** Fedora, Ubuntu, Windows XP, Vista and Windows 7  
**Software:** MS Project, MS Visio, Asterisk, dd-wrt

**Certification:** Certified Wireless Network Administrator (CWNA)

ACHIEVEMENTS  
Graduate Scholarship (Aug 2010 to present)  
Nominated to join Phi Beta Delta International Honor Society at Syracuse University
September 1, 2006

Ned Stanley
Science Librarian Search Committee
295 Middleton Library
Louisiana State University
Baton Rouge, LA  70803-3300

Dear Mr. Stanley:

I recently read your posting for the position of Science Librarian for the Louisiana State Libraries. I am writing to express my strong interest in the position. I completed my Master of Science in Library and Information Science degree at Syracuse University’s School of Information Studies in May. This degree also enhanced my undergraduate degree in Psychology and my experience as a Reference Librarian Assistant.

I have taken advantage of opportunities to develop my instructional and reference skills throughout my Master’s program. Last semester I had a very rewarding internship where I provided reference service and Internet instruction in an academic library. I was also able to gain valuable teaching experience during my teaching assistantship by developing and teaching Internet and Online Retrieval computer labs for graduate students. My ability to teach these classes successfully was enhanced by my participation in a public speaking group, Toastmasters International, and by taking a course entitled, “Instructional Strategies for Information Professionals.”

I work well as part of a team and independently. For example, within a group setting, I assumed a leadership role in an effort to design a web site for the Information Studies Graduate Organization. As a teaching assistant, I accomplished a variety of tasks independently, such as analyzing information policies, researching models of electronic collection development, and writing a literature review on web site evaluation.

I believe that Louisiana State University offers a stimulating work environment that would allow me to creatively apply my organizational, analytical, and interpersonal skills. I would appreciate an opportunity to discuss my abilities in more detail. I am available for an interview at your earliest convenience. Thank you for your consideration.

Sincerely,

Mary L. Bookbinder

enc.
Proposal Form

This form is **required** to earn credit for an internship position. It **must** be uploaded to the Blackboard course for IST 971 at least **one week prior** to the start of the work assignment.

*Late paperwork can affect your grade.*

**STUDENT INFORMATION**

Name: ___________________________ SU ID #: ___________________________

Degree Program:  □ IM  □ TNM  □ CAS (name) ___________________________

Are you a Distance Learning student?  □ Yes  □ No

How many credit hours have you completed towards your degree? ___________________________

Current Address: ___________________________

City: ___________________________ State: _____ Zip: _______ Phone: ___________________________

E-mail: ___________________________

Gender:  □ Female  □ Male  Disability:  □ Yes  □ No

Ethnicity:  □ African American  □ American Indian/Alaskan Native

((Optional)  □ Asian American/Pacific Islander  □ Caucasian

□ Hispanic  □ Other ___________________________

Are you a United States citizen?  □ Yes  □ No  If no, are you a permanent resident? ______

Semester your Internship will begin:  □ Fall  □ Spring  □ Summer  Year: _____________

Semester in which you will register:  □ Fall  □ Spring  □ Summer  Year: _____________

Number of credits: _____________ (Remember, 50 work hours = 1 credit)

Is this your □ 1st Internship through the iSchool?  □ 2nd Internship through the iSchool?

Have you been involved in any type of experiential learning since you enrolled in college?  □ Yes  □ No

This is for a  □ paid Internship  □ unpaid Internship

Approximate dates of work block: From: _____ / _____ / _____ To: _____ / _____ / _____

Schedule (days, hours of work): ___________________________

Academic Advisor: ___________________________ Faculty Supervisor: ___________________________
INTERNSHIP SITE INFORMATION

Organization Name: __________________________________________________________

Address: _________________________________________________________________

City: __________________ State: _________ Zip: _____________________________

Phone: __________________ Fax: ___________________________________________

E-mail: __________________ URL: __________________________________________

SITE SUPERVISOR

Name: (Mr. or Ms.) _________________________________________________________

Title: __________________ E-mail: ___________________________________________

Phone: __________________ Fax: ___________________________________________

Additional Contact (if any): _______________________________________________

Title: __________________ E-mail: ___________________________________________

Phone: __________________ Fax: ___________________________________________

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR PROPOSED PROJECTS/ACTIVITIES. (This is only your proposed activities. We realize this may change once you are involved in the internship.)
Learning Agreement

This form is required to earn credit for an internship or co-op and must be uploaded to the Blackboard course for IST 971 upon completion of 30 hours of the work assignment.

*Late paperwork can affect your grade.*

Student and Site Supervisor must agree to the contents of this form. It is the student’s responsibility to fill out and upload this form to the Blackboard course for IST 971. Give a copy to your site supervisor. We will notify you if any parts of the Learning Agreement need to be changed.

**Name:** ___________________________ **SU ID #:** ___________________________

**Degree Program:**  □ IM  □ TNM  □ CAS name ___________________________

Are you a Distance Learning student?  □ Yes □ No

**Current Address:** _______________________________________________________

**City:** ___________________________ **State:** _______ **Zip:** _______ **Phone:** ___________________________

**E-mail:** ___________________________ **Dates of work block:** From: ___ / ___ / ___ To: ___ / ___ / ___

**Schedule (days, hours of work):** ___________________________________________

**Semester of Registration:** ___________________________  **Course #:** _______  **Credits:** _______

**Academic Advisor:** ___________________________  **Faculty Supervisor:** ___________________________

**Internship Site Organization Name:** ___________________________________________

**Internship Site Organization Address:** ___________________________________________

**City:** ___________________________ **State:** _______ **Zip:** ___________________________

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**STUDENT**

**Title:** ___________________________

**Work Phone:** ___________________________

**Wages (hourly):** ____ (stipend): _______

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**SITE SUPERVISOR**

**Name:** ___________________________

**Title:** ___________________________

**Work Phone:** ___________________________

**E-mail:** ___________________________

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**Project Description:** Be as detailed as possible; use extra sheets if needed.
**Rationale:** (How does the work experience fit into your overall program?)

**Methodology:** (How is the work to be done?)

**Communications:** (When, where, and how often will discussions take place?)

**Miscellaneous:** (Vacation days, holidays, special arrangements, etc.)

**Criteria for Evaluation:** (How will your supervisor evaluate your performance?)

☐ By completing and posting this form, I am aware of my responsibilities and will abide by them and the agreement written above.
Syracuse University  
School of Information Studies

Student Evaluation

This form is due upon completion of your internship opportunity. While your answers will not affect your grade, the evaluation form must be uploaded to the Bb course for IST 971 before you will receive a grade. Please use additional pages if necessary.

Name: ____________________________  SU ID #: ____________________________

IST Degree Program:  ☐ IM  ☐ TNM  ☐ CAS

Distance Learning?:  ☐ Yes  ☐ No

Current Address: __________________________________________________________

City: ______________  State: _____  Zip: _______  Phone: ______________________

Academic Advisor: ____________________  Faculty Supervisor: ____________________

Organization Name: ________________________________________________________

Address: ________________________________________________________________

City: ______________  State: _____  Zip: _______  Phone: ______________________

Dates of Work Block:  From: _______ / _______ / _______  To: _______ / _______ / _______

Supervisor Name: ____________________  Title: ________________________________

Supervisor’s E-mail Address: ________________________________________________

• Brief description of project/activities:

• Did your work assignment meet your expectations? (No 1 2 3 4 5 6 7 Surpassed them) Please explain:

• Did you feel your time was well spent? (No 1 2 3 4 5 6 7 Very well spent) Please explain:

• Did you receive enough direction and feedback from your Site Supervisor? (No 1 2 3 4 5 6 7 More than enough) Please explain:

114 Hinds Hall  •  Syracuse, NY  13244  •  TEL 315-443-6137  •  FAX 315-443-5673  
www.ischool.syr.edu
• Did you receive enough direction and feedback from your Faculty Supervisor? (No 1 2 3 4 5 6 7 More than enough) Please explain:

• In total, what did you think of your internship opportunity? (Useless 1 2 3 4 5 6 7 Extremely Valuable) Please explain:

• To what degree were you able to apply your classroom knowledge to your work experience? (None 1 2 3 4 5 6 7 High) List classes that were helpful:

• In your opinion, what was the most outstanding part of the experience?

• In your opinion, what was the least valuable part of the experience?

• Please list any honors/special recognition you received during the work experience:

• How did you obtain your internship? (Career Fair, OrangeLink, iSchool Career Center, Career Services at Schine, personal contacts/networking, alum, direct contact with organization, other online resource, faculty, etc.)

☐ Please check this box if we have your permission to share the contents of this evaluation with your employer.

THANK YOU!
Site Supervisor Evaluation

Student Name:__________________________________________________________

Semester of Internship:__________________________________________________

IST Degree Program: □ IM □ TNM □ MSLIS □ CAS name ____________________________

Organization Name:_____________________________________________________

Site Supervisor Name:_____________________________________________________

To the Site Supervisor:

Please write an evaluation as you would for a new professional in your organization. Consider any of the following criteria: student’s ability to analyze problems, grasp essentials and reach sound conclusions, ingenuity, enthusiasm, curiosity, persistence, ability to work on a professional level, trustworthiness, reliability in following instructions, attitude, ability to think creatively, ability to meet standards and deadlines, quality of work, ability to learn from errors and take criticism, ability to express him or herself, emotional balance, and tact. Use additional pages if desired.

A copy of this form will be mailed to your site supervisor. The actual form contains an assessment of your program’s learning outcomes as well as other factors to help evaluate the intern and the work experience. If you are assigned a different site supervisor other than the one listed on your Proposal form, please be sure to let Kathy Benjamin, the Employer Relations Coordinator, know.