

# LIS Internship Rules

The LIS\* Internship is meant to be a culminating experience in your LIS education here at Syracuse University. It should be based on your courses, your work experiences, and your anticipated career path. Although usually unpaid, it is considered as your first professional-level position, and you should thus look to it for networking for future employment. Remember: an Internship is a two-way street—the more you can give it, the more it can help you.

- 3 credits of Internship are required. 3 credits = 150 contact hours. It is possible to begin your Internship early and extend it beyond the term, if you need the time to complete 150 hours. With permission, internships may be divided into smaller segments of 1 and 2 hours, although this is not recommended.
- Internships may be taken only after completion of 18 credits of LIS work. Thus the earliest time for full-time fall enrollees would be the summer between your first and second year.
- It is your responsibility to set up an Internship site and a site supervisor. If you need help, talk with your faculty advisor or contact the Faculty Internship Supervisor (Dr. Jian Qin) or the Coordinator of Internships, Kathy Benjamin, who keeps lists of possible places and whom to contact.
- The site supervisor must be a professional librarian or other information manager.
- Register for IST971, Section M802, for all library internships. You will then have access to the forms necessary for the course:
  - Proposal—due at the beginning of the Internship (basic information and plan)
  - Learning Agreement—due after the first 30 hours (detailed plan, supervision specifics, evaluation criteria, outcomes, etc). This is the crucial document.
  - Student Evaluation—due after completion of Internship
  - Site Supervisor Evaluation—due after completion of Internship
- It is important to understand that IST971 is a regular LIS course and you will be graded for your performance. One requirement is a project that you develop and carry through with. Think of this as something you can present to someone who you hope will hire you. It will make you stand out from the majority of other applicants. This project will be in conjunction with your Internship but may be outside your normal duties. Your Faculty Supervisor will be able to help you in designing your project and in working with your Internship supervisor.

\*Does not apply to School Media students. School Media students should consult Patty Vilello.