
PALMER SCHOOL
OF LIBRARY AND
INFORMATION
SCIENCE
LIU

SITE SUPERVISOR
HANDBOOK OF
INTERNSHIP PROCEDURES

LIS 690 INTERNSHIP

Revised May 2016

1. LIS 690 INTERNSHIP INTRODUCTION

In the field of library and information studies, the association of Library and Information Science Education (ALISE) defines an internship (field experience) as "learning by experience in a professional work setting." ALISE sees development of new information professionals as a partnership effort shared by schools, the organizations that host themselves such professionals-in-training, and the interns.

One of the goals of the Palmer School's Master's degree program is to educate and prepare students who will be knowledgeable, skilled, and committed members of the library and information science profession. Another is to provide a strong, relevant curriculum through which students develop the abilities for leadership and service in the field. This is consistent with the mission of Long Island University, which stresses the importance of experience-enriched learning.

The School's full program is offered at LIU Post on Long Island, and in Manhattan at NYU's Bobst Library. Selected courses are offered at LIU Brentwood. Our students are therefore interested in completing internships in the broad geographic area surrounding New York City. Some venture farther afield and complete internships in other states. The faculty and staff of the Palmer School look forward to a working partnership with host internship sites -- a partnership that provides the best possible education for students and serves the future of the profession.

2. GENERAL PROGRAM DESCRIPTION

The internship is intended to provide students with a professional experience that demonstrates the nature of the responsibilities and roles of librarians and archivists. The intention of this internship is for students to apply the theory and knowledge they have gained through their coursework. Students will be eligible to begin this internship when the following courses have been completed: LIS 510, 511, 512, and 514, and when they have earned a total of 27 credits.

Internship, LIS 690, requires a total of 120 hours of supervised work in a library, museum, corporate, cultural, archives, or other appropriate setting. The class associated with the internship meets a total of three times. The internship course requires completion of work in the field along with written assignments.

We require completion of a Learning Contract which helps guide the focus of the internship and forms a three-way partnership among students, site supervisors who are practicing librarians or archivists, and Palmer School faculty. Site selection is the responsibility of the intern, with the guidance of a faculty advisor, and it is expected that sites are chosen the semester prior to registering for LIS 690. If a student needs suggestions for sites, s/he should contact the Director of Internships. However, ultimately, it is the responsibility of the student to ascertain that the site s/he selects is one that will offer a quality learning experience in an appropriate environment. Internship faculty will assess the intern's performance in consultation with the site supervisor.

Initial site selection is done by students in the semester before the one in which they take the course. Selection of a site is done under the guidance of a Faculty Advisor. The Internship classes are taught by Instructors who are either full-time or adjunct faculty members. They meet with the students three times during the semester as a group and monitor their progress as Interns.

We tell our students they should plan to do their internships at sites that match their career interests and where they can use their academic backgrounds. Interns in the Palmer School program must meet the following criteria:

- * Maintain a 3.0 Grade Point Average or above;
- * Are in their last semester or have completed at least 27 out of 36 credits in the M.S. program, including the four core classes (LIS 510, 511, 512, and 514) (Exceptions may be made in special cases.)
- * Meet any special host site requirements, such as citizenship, security requirements, educational level and/or standing, and course requirements.
- * Successfully apply to the site and complete an interview with the representatives at the host site.

3. SUPERVISOR'S / SITE'S RESPONSIBILITIES

SELECTING AN INTERN

In the semester before the one in which they do their Internship hours, students select potential sites, submit resumes to them, and arrange an on-site interview. Sites may reject students who apply if they are not a good match for site requirements.

It is our hope that our interns will be given professional-level work to do and that they will be fully integrated into the workplace. With this in mind, following is a summary of what we hope internship supervisors will do in partnering with Palmer in this program.

Supervisors are expected to:

- * Interview and select Interns;
- * Help students identify potential projects at the site;
- * Review and approve the Learning Contract and ensure that it is followed in order to achieve the intern's agreed upon objectives;
- * Provide an orientation to the entire organization, its policies and regulations, and appropriate introductions to other personnel to ensure that the Intern understands the context and setting for their work;
- * Arrange a mutually convenient schedule for the completion of 120 hours of work;
- * Check on and talk with Interns about progress so there are no surprises in the final evaluation;
- * Provide adequate instruction and supervision about specific tasks and procedures;
- * Treat Interns as though they are professional members of the staff by allowing them to attend staff meetings, seminars, training workshops, etc.;
- * Treat the internship as an opportunity to participate in the educational process;
- * Contact the Internship Instructor or Coordinator of Internships if there is a problem with an Intern;
- * Evaluate the student using the [Supervisor's Evaluation form](#) (information below)

TO PAY OR NOT TO PAY

Interns are normally not paid or compensated in any way. Some institutions, however, have established paid positions through which they cycle a series of interns; others provide a commuting or meal allowance. The host site must adhere to legal requirements for deduction of Social Security, income tax, etc. if Interns are paid. International students (with F-1 visas) may also have restrictions on their ability to accept paid internships.

INTERACTION WITH THE SCHOOL

The instructors are responsible for maintaining contact with the Site Supervisor and the Intern to monitor progress during the semester. Site visits are at the discretion of the Coordinator of Internships.

4. WHAT YOU CAN EXPECT FROM US

Objectives for an internship cannot be fulfilled unless all parties understand the purpose and nature of the experience. This includes the student, the School's faculty, and the Supervisor at the site that hosts an intern.

Students while interning are expected to:

- * learn about the field and apply the theory that has been acquired through formal courses;
- * respect and adhere to the Learning Contract which is a contract between the intern and the site, clarifying expectations and objectives of the internship
- * have a clear definition of their project(s) and responsibilities during the internship;
- * be given information and instruction about the organization in which they are doing their internship, along with their role in it;
- * understand and fit into the host site's organization and environment;
- * be able to do the projects that are assigned;
- * be treated as a professional and a colleague;
- * conduct themselves in a professional and a productive manner;
- * be responsible, have a good attitude, and be interested in learning;
- * be responsive and display initiative

The Palmer School faculty expectation is that:

- * students will make arrangements for doing an internship one semester prior to the one in which it is actually done;
- * students will take responsibility for selecting the site, applying to the site, and arranging an interview, subject to Advisor's approval;
- * students will read the syllabus for their internship, complete the Learning Contract, and negotiate the necessary approvals;
- * students will keep in touch with their Advisor and the Instructor, especially if there is a change in the status of the Learning Contract or other problems;
- * assignments will be turned in on time;
- * interns will attend and participate in the three scheduled class meetings.

“The future of work consists of learning a living”

Marshall McLuhan, 1911-1980

5. SITE SUPERVISOR'S EVALUATION FORM

Palmer School of Library and Information Science
College of Education Information & Technology (CEIT)
Long Island University
720 Northern Boulevard
Brookville, New York 11548-1300
Telephone: (516) 299-2866
FAX: (516) 299-4168

Dear Site Supervisor:

Please be advised of the new Palmer School Site Supervisor's evaluation. Over the years we have greatly appreciated and reflected on your valuable and insightful comments of our intern's abilities and preparation. Each year the Palmer School along with LIU identifies two Student Learning Outcomes to collect detailed feedback and data. We have changed this evaluation form to help us gather additional feedback from our site supervisors. Under specific Student Learning Outcomes you will see a section noted with an asterisk in which we provide a space for your rationale behind your Likert scale choice for the intern. Please provide us with as much detail as you can if the Student Learning Outcome is applicable to the internship.

Again, we value your insightful and descriptive comments and we would like to hear more. We at the Palmer School thank you in advance for your input as it is greatly appreciated.

Regards,



The Palmer School of Library and Information Science
Long Island University

6. LIS 690 INTERNSHIP SYLLABUS and LEARNING CONTRACT

- The syllabus for the Internship class, LIS 690 is linked [here](#). Please review this syllabus so you have an understanding of what we require from our interns.
- The [Learning Contract](#) helps all parties ensure clarity in regard to expectations, objectives, and hoped-for outcomes. Please review it carefully with the intern.

****Once again, thank you for your generous participation in our program.***

7. BECOMING A HOST SITE

BECOMING A HOST SITE

All types of settings can become host sites for interns from the Palmer School of Library and Information Science: archives, corporations with libraries or records management units/programs, business information centers, college and university libraries, computing and information vendors, museums, media agencies, public libraries, government agencies, hospitals, schools from K-12, law firms, etc. To qualify for interns, the host site must have:

- * A supervising professional with appropriate qualifications to supervise the intern (e.g., certified archivist or records manager, a certified school library media specialist, a librarian with the master's degree)
- * Work or special projects of a professional nature that will meet the learning objectives of the intern and the School.

Sites may become a host for interns by submitting the [Host Site Application](#) and sending the requested information to the School. The School maintains a file in which students search for suitable projects, locations, and types of organizations.

BENEFITS FOR HOST SITES

Following are some of the benefits that archives, libraries, information centers, corporations, government agencies, and others have found in having interns.

- * An extra set of hands, with professional preparation, to undertake projects that regular staff seldom has time to do.
- * The opportunity to preview potential full-time employees in actual work situations without long term commitment and at no direct financial cost since interns are normally not paid.
- * Pre-screened candidates whose course of study, interests, and career goals match the host site's needs.

8. KEY NAMES AND CONTACT INFORMATION

Palmer School of Library and Information Science

LIU Post

720 Northern Blvd.

Brookville, NY 11548

Phone: 516 299-2866

Fax: 516 299-4168

Palmer@liu.edu

<http://www.liu.edu/palmer/>

Dr. Bea Baaden, Coordinator of Internships and Director of the Library Media Program

Bea.baaden@liu.edu

516 299 3818

Heather Ranieri, Coordinator of Internships

Heather.ranieri@liu.edu

516 299 4110

Alice Flynn, Program Director, Palmer Manhattan

Alice.Flynn@liu.edu

212 998 2680

Amy Ingrilli, Palmer School Advisor

Amy.Ingrilli@liu.edu

516 299 2857