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***GRADUATE  
SCHOOL MEDIA  
INTERNSHIP  
HANDBOOK***

**2014- 2015**

**LIS 691 School Media Internship**

*Palmer School of Library and Information Science  
College of Education, Information and Technology  
LIU Post, 720 Northern Blvd, Brookville, NY 11548-1300*

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# 1: INTRODUCTION

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**I**n 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.

**O**ne 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.

**T**he long list of sites that have hosted Palmer School students includes: numerous school districts on Long Island, in NYC and surrounding counties, CT and NJ, as well as institutions like the New York Public Library, Baldwin Public Library, Brooklyn Public Library, East Hampton Library, Frick Collection, Ehrman Medical Library (NYU School of Medicine), Friends Academy, Great Neck South Middle School, John Jay High School, Columbia University, LIU, Adelphi University, American Museum of Natural History, Museum of the City of New York, the New-York Historical Society, American Foundation for the Blind, and Brooklyn Historical Society, to name just a few.

**T**his handbook offers you the information you need to apply for and successfully complete what we are certain will be an exciting and rewarding experience.

## 2. GENERAL PROGRAM DESCRIPTION

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The Internship is intended to provide students with a professional experience that demonstrates the nature of work in the field and applies the theory and knowledge learned through formal course work. They are encouraged to do the internship in their last semester or when most of their electives have been completed.

At the Palmer School, the Internship (LIS 690 or 691) is a three credit, graduate level course **required for all students** for the M.S. degree in Library and Information Science. The LIS 691 Internship is required for Certification as a Library Media Specialist in New York State. For all other kinds of internships students take LIS 690.

The internship course requires completion of work in the field, along with written assignments. The Learning Contract forms a three-way partnership of students, Site Supervisors, and faculty. The underlying philosophy of the structure and procedures of the School's Internship is to place the responsibility on students for the quality of their experience and where it takes place. Host sites ensure that the Intern has an appropriate learning environment and faculty 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 (LIS 690) or by the Director of the School Library Media Program (LIS 691). They meet with the students three times during the semester as a group and monitor their progress as Interns.

## INTERN CHARACTERISTICS

**S**tudents 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. WHO DOES WHAT

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#### **The Coordinator of Internships:**

- \* Assesses potential host sites for LIS 690 (non-School Library) Internships;
- \* Ensures that the student gives a copy of the Learning Contract to the Site Supervisor and the Instructor for the Internship class;
- \* Advises non-School Library Media Interns and reviews their learning contracts;
- \* Visits and evaluates Internship sites and develops new contacts to expand list of sites;
- \* Advises Interns on resume writing, individually and/or in the Internship class;
- \* Updates and makes Internship Handbook available to students and host site representatives;
- \* Maintains a list of (non-School Library) internship sites.

#### **The Director of the School Library Media Program:**

- \* Assesses potential host sites for LIS 691 (School Library) Internships;
- \* Ensures that the student gives a copy of the Learning Contract to the Site Supervisor and the Instructor for the Internship class;
- \* Advises School Library Media Interns and reviews their learning contracts;
- \* Maintains a list of K-12 school sites.
- \* LIS 691 is taught by the Director of the School Media Program, who also advises all School Library Media Interns.

**Internship Class Instructors:** LIS 690 is taught as a course and Instructors will be full-time faculty. The Instructors:

- \* Collect the Learning Contracts for all students in the class;
- \* Monitor and advise students during the internship;
- \* Convene the class for three sessions during the semester;
- \* Receive and grade written assignments as specified in the Learning Contract;
- \* Determine what grade the student receives.

#### **The Academic Advisor in the School:**

- \* Advises on timing, forms, etc. and if necessary, helps students register for Internship class

**Students:**

- \* Take primary responsibility for selecting the site, develop the Learning Contract in collaboration with the Site Supervisor, and get it approved by the Director of Internships and the Site Supervisor;
- \* Give a copy of the final Learning Contract to the Site Supervisor, the Instructor, and the Director of Internships or the Director of the School Library Media Program;
- \* Apply to sites as though applying for a professional position;
- \* Attend designated class sessions;
- \* Complete a student evaluation of their internship and submit it to the Coordinator of Internships or the Director of the School Library Media Program at the end of the internship.

**Site Supervisors:**

- \* Interview and select Interns;
- \* Help students identify potential projects at the site;
- \* Approve the Learning Contract;
- \* Orient the Intern to work and the organization;
- \* Supervise the Intern's work;
- \* Report problems and progress to the Instructor;
- \* Evaluate the student using the appropriate form.

## 4. GETTING STARTED

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Unless you are familiar with the site at which you will be doing your internship, the following may be helpful in getting adjusted...

### **First Impressions:**

Be on time and adhere to schedules. Dress professionally, but with some sensitivity to the organization's dress codes, even if they are not written. At some sites, suits will be expected, while at others, the professionals may be less formally dressed. If you are not sure how formal your attire should be, ask your Site Supervisor.

### **Fitting In:**

You may or may not have your own "space" whether it is an office, a cubicle, or a desk.

Since Interns are generally taken on with a view to helping educate future professionals, you may be viewed as both a blessing and a burden by staff at the site.

To make your experience useful for everyone concerned, you can help by asking questions and going the extra mile from time to time.

### **Orientation:**

You may be given an orientation that will include a tour, talks about policies, and other information you will need to know. This should familiarize you with the environment of the organization where you are doing your internship and help you to adapt to it.

If you are not given a formal orientation, you should ask your Site Supervisor to spend a little time with you so you understand the organization as a whole.

You might ask for information about working hours, how work and units are organized, and who you can ask questions of should your Site Supervisor not be available.

## 5: EXPECTATIONS

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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.

**S**tudents 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;
- \* 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.

**T**he 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;
- \* an intern in a school library media center will teach a lesson and will provide a written lesson plan prior to teaching the lesson; will engage in a minimum of ten hours of instructional time with students and/or teachers during the internship; and will be observed teaching on one formal teaching occasion during the semester of enrollment by the a Palmer School faculty member, Director of the School Library Program, or supervisor. Prior to the site visit, a lesson plan will be provided;
- \* assignments will be turned in on time;
- \* interns will attend and participate in the three scheduled class meetings.

Site Supervisors are expected to:

- \* provide an appropriate introduction to the organization and the intern's role in it;
- \* respect and adhere to the Learning Contract;
- \* treat an intern as a professional;
- \* provide adequate instruction about specific tasks and procedures;
- \* treat the internship as an opportunity to participate in the educational process.
- \* Arrange a mutually convenient schedule for the completion 40 days of work (LIS 691);
- \* 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, Coordinator of Internships, or Director of the School Media Program (for student teachers) if there is a problem;
- \* Evaluate the student using the [Supervisor's Evaluation](#) and [Student Teaching Rubric Checksheet](#)

Internship students are strongly encouraged to contact LIU's Career Services office and to take advantage of all they have to offer. Their services include job search counseling, résumé reviews and access to OptimalResume, mock interviews, and JobNet, which is an online job database for LIU students and alumni. For further information, contact LIU Career Services at 516 299-2251 or check their website <http://liu.edu/CWPost/StudentLife/CareerSrv.aspx> .

*“The future of work consists of learning a living”*

Marshall McLuhan, 1911-1980

## 6. LIS 691 SCHOOL MEDIA SPECIALIST INTERNSHIP

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At the Palmer School, in order to fulfill requirements for both the M.S. degree in Library and Information Science and for Certification as Library Media Specialists in New York State, students must complete the LIS 691 School Media Specialist Internship.

This is a graded course (A, B, C, or Incomplete) that requires completion of two (2) college supervised student-teaching (internship) experiences of at least 20 school days each, at approved sites, working under supervision of professionals in the field. Students will divide their time between elementary (20 days) and secondary schools (20 days).

Interns are encouraged to participate in a variety of communities and across the range of student developmental levels, with experiences in high-need schools and experiences with each of the following student populations: socio-economically disadvantaged students, students who are English language learners, and students with disabilities.

**Schedule:** The semester prior to taking LIS 691 Internship/Student-Teaching, the student:

- \* must have completed 100 hours of Field Service Observation;
- \* meets with the Director of the School Media Program and/or Faculty Advisor for approval of resume and desired sites and projects;
- \* applies to the site by sending a resume, arranging to be interviewed, and learning about that district's policy for student teachers;
- \* prepares Learning Contract and obtains faculty and supervising professional agreement and signatures;
- \* registers for LIS 691;
- \* arranges schedule for working (2) college supervised student-teaching (internship) experiences of at least 20 school days each.

It is strongly suggested that students be fingerprinted as per State regulations early in the Program so they will be on file before the Internship begins.

**During the semester of the Internship** all interns:

- \* meet as a class three times during the semester (see semester class schedule)
- \* work (2) college supervised student-teaching (internship) experiences of at least 20 school days each (one school day equals 6 hours);
- \* complete the written assignments as specified in the Learning Contract;
- \* hand in assignments and evaluation of the internship by the date specified by the instructor of their LIS 691 class;
- \* maintain a Learning Journal, a daily or weekly log or journal in which learning experiences are recorded as they happen. Observations about the relationship between theory and practice, unexpected realities, interpersonal relationships, organizational changes, or insights about relationships to your career can be included.

## 7. LINKS TO REQUIRED LIS 691 SCHOOL MEDIA INTERNSHIP FORMS

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The required forms and resources are linked below and must be read and completed when required.

- [LIS 691 School Media Syllabus](#)
- [Learning Contract](#)
- [School Media Teaching Rubric/Checksheet](#)
- [School Media Student Observation Checklist](#)
- [Supervisor's Evaluation of Intern](#)
- [Student's Evaluation of Internship](#)
- [Internship Information Sheet](#)

## 8. IN CASE OF PROBLEMS

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If a problem arises during your internship, you have several resources that you can contact -- first, the Instructor for the LIS 691 class. Alternately, your Faculty Advisor, the Coordinator of Internships, the Director of the School Media Program and/or the Director of the Palmer School may be contacted depending on the nature of the problem. Normally, the instructor will work with you and your supervising professional to resolve the problem. Below are some situations that may arise, and how they can best be handled.

### **Absences and Medical Leaves --**

Interns should contact the Site Supervisor and instructor for LIS 690 or 691 as soon as possible if an absence due to illness or emergency is necessary.

If the absence is the result of a work-related injury or illness, the student should also report the illness or injury to the Site Supervisor and ask for guidance in adhering to the host site's regulations.

If the absence is long enough that the required hours of work cannot be completed within the semester, interns must obtain approval from the LIS 690/691 instructor and the supervising professional to complete requirements in the subsequent semester and get an Incomplete for the course.

### **Holidays –**

The University's calendar is not necessarily followed at an internship site. You should adhere to the holidays and schedule of the host organization and ignore things like spring break at the University. Special time off should be arranged with the Site Supervisor.

### **Change in Status --**

If there is significant change in the nature of your work/project and it deviates from the Learning Contract, (e.g., doing non-professional tasks, or being assigned to different departments), you should speak with your LIS 690/691 instructor.

### **Interpersonal Relations --**

In the rare situation where interpersonal conflict occurs at the internship site, you should first discuss it with the Site Supervisor. If this does not resolve the problem, or if the problem is with the Site Supervisor him/herself, speak to your LIS 690/691 instructor as quickly as possible.

## **Legal Issues --**

Most internships will be unpaid. (U.S. Department of Labor, Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.)

Those fortunate enough to be offered paid internships can expect to have income tax, Social Security and other deductions taken from their pay. Financial aid, graduate assistantships etc. may be affected by paid internships, so these interns must report the number of hours worked to the School's Academic Counselor and/or the Associate Dean.

International students (F-1 visas) should check with the International Student Advisor about their eligibility for paid internships.

The University's policies on sexual harassment and discrimination (also in the Student Handbook) are explicit and must be adhered to by faculty, students, and supervising professionals. They can be found on LIU's Human Resources website: <http://www.liu.edu/About-LIU/University-Departments/Human-Resources-Old/HRPolicies/Anti-Harassment-Discrimination-Policy>.

## **Non-Resident Interns –**

Students with F-1 visa status can be placed in internships, provided that the assignments are part of the program of classroom study and integrated with a structured and supervised off-campus experience. Host sites have the right to reject interns who are not permanent residents or U.S. citizens if security so warrants. International students (F-1 visas) may have restrictions placed on their acceptance of paid internships.

If there is any question at all about an international student doing an internship, the instructor/faculty advisor should contact the International Student Services Office at (516) 299-1451.

## 9. KEY NAMES AND CONTACT INFORMATION

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### **Palmer School of Library and Information Science**

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Phone: 516 299-2866

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[Palmer@liu.edu](mailto:Palmer@liu.edu)

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

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516 299 3818

### **Heather Ranieri, Coordinator of Internships**

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516 299 4110

### **Alice Flynn, Program Director, Palmer Manhattan**

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### **Christine Prete, Palmer School Advisor**

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