
PALMER SCHOOL
OF LIBRARY AND
INFORMATION
SCIENCE

SITE SUPERVISOR
HANDBOOK OF
INTERNSHIP PROCEDURES
2014- 2015

LIS 691

SCHOOL MEDIA INTERNSHIP

1: 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.

The Internship (LIS 691) is a three credit, graduate level course required for Certification as a Library Media Specialist in New York State. School Media interns must work (2) college supervised student-teaching (internship) experiences of at least 20 school days each (one school day equals 6 hours).

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 691. 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 or by the Director of the School Library Media Program. 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. SCHOOL MEDIA INTERNSHIP DETAILS

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 school media interns:

- * meet as a class three times during the semester. The time and location of these meetings will be given on the course schedules;
- * 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. This is 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.

4. SUPERVISOR'S / SITE'S RESPONSIBILITIES

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 40 days 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, Coordinator of Internships, or Director of the School Media Program (for student teachers) if there is a problem with an Intern;
- * Evaluate the student using the [Supervisor's Evaluation form](#) and the [Student Observation Rubric/Checksheet](#)

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.

5. 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;
- * Review and approve the Learning Contract and ensure that it is followed in order to achieve the intern's agreed upon objectives;
- * 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 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.
- * teaches and advises the students in the LIS 691 class.

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 (see Appendix A or B), complete the Learning Contract (see appendix C) 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.

6. SITE SUPERVISOR'S EVALUATIONS

First, we want to thank you for agreeing to supervise a Palmer School intern. Over the years we have certainly appreciated the valuable and insightful comments we have received concerning our interns' abilities and preparation. Each year the Palmer School identifies two Student Learning Outcomes about which we hope to collect detailed feedback and data. This evaluation form is used to help us gather that data from you, the site supervisor.

On the form that is linked below, we specifically need your input on the Student Learning Outcomes which are noted with an asterisk. We have provided a space for your comments so that you can further explain the particular Likert scale score you give the intern. Please provide us with as much detail as you can if the Student Learning Outcome is applicable to the internship.

In addition, there is a [Student Teaching/Rubric Checklist](#) that asks specifically how the student performed in the various aspects of the position. Please be sure to complete that form along with the evaluation.

Again, we value insightful and descriptive comments and we look forward to yours. We thank you in advance for your work with our students.

Sincerely,

The Faculty and Staff of the Palmer School
LIU Post

Please complete, scan, fax (516 299 4168) or email to heather.ranieri@liu.edu the [Site Supervisor Evaluation form](#) and the [Student Teaching Rubric Checklist](#) also found [here](#) under the heading 'Internship Site Supervisors'.

7. LIS 691 INTERNSHIP SYLLABUS

- Site supervisors: The syllabus for the Internship class, LIS 691 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.***

8. BECOMING A HOST SITE

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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.

9. KEY NAMES AND CONTACT INFORMATION

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