

HOST SITE APPLICATION

LIU Post
Palmer School of Library and Information Science
LIS 690/691 Internship
Host Institution Application

Note: Please complete one form for each separate department or division

Host Institution Information:

Name of Institution/Organization _____

Department/Division/Unit _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____ Phone(____) _____

Phone(____) _____ FAX _____ E-mail _____

Library Web Page URL:

Supervisor (if different from the contact person):

Name _____ Title _____

Phone(____) _____ FAX _____ Email _____

Type of Setting (check all that apply):

Academic

Public Library

Archives

School Library Media Center

Special Library (specify type) _____

Other (specify) _____

Internship Information:

Check all semester(s) during which you can host an intern:

Fall Semesters (mid-September until the holiday break)

Spring Semesters (end of January to mid-May)

Summer Semesters (mid-May to end of August)

Hours for which interns desired (check all that apply):

Weekdays (9:00-5:00, M through F) Weekdays evening hours

Saturdays Sundays

Internship is (check all that apply):

Unpaid Paid (Hourly rate \$ _____)

Travel/Other stipend of \$ _____ An exchange of staff with:

Signature _____

Title _____

Date: _____

*****Please attach or include link to current literature about the Institution, and a brief description of each potential job or project.**

Send email, fax (516 299 4168) or scan this application and all accompanying materials to:

Dr. Bea Baaden and Heather Ranieri, Coordinators of Internships
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