

**Internship Guide  
LIBS 6991, 6992**

**Spring 2009**

**Department of Library Science  
College of Education  
East Carolina University  
Greenville, NC 27858-4353**

Prepared by Diane D. Kester, Ph. D.

1993, Rev. 2001

Revised 2005 by Jami Jones, Ph. D. and Kaye Dotson, MLS

Revised 2008 by Kaye Dotson, Ed. D.

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## PROFESSIONAL INTERNSHIP/FIELD EXPERIENCE

### **Catalog Description:**

Library Science (LIBS 6991, 6992) Internship. (3,3) Prerequisite: Thirty semester hours in the MLS program. Involves 110 hours of observation and practical experience in a library setting appropriate to the candidate's field of concentration.

### **Philosophy:**

The primary purpose of the professional internship is to provide an opportunity for the candidate to work in an ongoing environment directed by an experienced librarian or information specialist together with the university supervisor. Almost equally important is promoting a positive and productive relationship among the faculty and candidates of the Department of Library Science and Instructional Technology and other library professionals at work in public institutions, businesses, and schools.

### **Goal:**

To provide the candidate an opportunity to apply knowledge gained from coursework, research, and independent study through work experience while still under the supervision of an experienced and professionally qualified librarian.

## OBJECTIVES

The internship is a cooperative undertaking among the candidate, the university supervisor, and the site supervisor.

### **For the candidate:**

1. to test theoretical knowledge against reality
2. to interact and communicate with library professionals working in the area of the candidate's interest
3. to develop a professional self-awareness
4. to pursue a special interest, where appropriate
5. to develop an understanding of the role of the sponsoring library/site within its own community
6. to become aware of employment opportunities
7. to begin development of a professional portfolio
8. to share the experience with the other candidates enrolled in the internship

### **For the Department of Library Science and Instructional Technology:**

1. to provide stimulating learning environments for candidates
2. to meet the individual needs of candidates
3. to promote a good working relationship with several types and sizes of libraries, public and private
4. to obtain feedback from library/sites as to the effectiveness of the Department's program as evidenced by the preparation of its candidates

### **For the site:**

1. to interact with the candidates and faculty of the Department of Library Science and Instructional Technology.
2. to develop and implement special projects within the goals and objectives of the Department's program
3. to have available additional professional-level assistance to meet the needs of the library/site
4. to gain fresh insight into the operations of the library/site

## ROLES AND RESPONSIBILITIES

The field experience/professional internship for candidates is intended to be an educational experience that is practical and flexible. To assure the educational nature of the experience and to maintain flexibility, a variety of learning situations may be arranged. All field experience/professional internship situations must contribute to the professional development of the candidate.

**Candidate:** The field experience/professional internship is individually designed for each candidate. Although the Site Supervisor and the University Supervisor have specific responsibilities, the success of the field experience ultimately rests with the individual candidate. Each candidate must:

1. Become acquainted with the Internship Guide to be familiar with the guidelines, procedures, and responsibilities described in it.
2. Consult with University Supervisor to determine when and how an internship will help meet educational goals and fit into the overall academic programs.
3. Advise the University Supervisor of the intention to participate in an internship prior to early registration one semester before enrollment.
4. Complete the Internship Application form.
5. Meet online with the University Supervisor who will assist in the selection of the library/site, the determination of individualized goals and objectives, and the communication of these goals and objectives to the Site Supervisor.
6. Meet with the Site Supervisor to acquaint the Site Supervisor with personal background, goals, and objectives. Present a completed Intern Information Sheet to the Site Supervisor.
7. Agree to abide by all policies, rules, and regulations of the organization in which the work will be performed, including the protection of any information of a confidential nature that might be learned during the term of the professional internship.
8. Complete an Internship Contract and submit to the University Supervisor.
9. Submit a report at the end of each working day or ten hours at the site, signed by the Site Supervisor, to the University Supervisor describing the activities performed and impressions of the experiences.
10. Participate in seminars as scheduled during the semester.
11. Complete an evaluation report at the end of the experience, analyzing as well as describing the overall internship program.
12. Begin a professional portfolio with evidence to support the major functions of a professional librarian. Items may be examples of projects, letters, displays, collaborative lesson plans, minutes of meetings, photographs, library/media center handouts, etc.

**Site Supervisor:**

The Site Supervisor must be a library professional, able and willing to guide the candidate to a successful completion of the experience. For schools, the Site Supervisor must hold School Library Media Coordinator certification (076). Specifically, the Site Supervisor must:

1. Be acquainted with those areas, projects, and activities within the site which are appropriate for candidate involvement and which will assist the candidate in accomplishing the overall goals and objectives of the internship; be able to articulate this information to the University Supervisor.
2. Interview potential interns -- the interview, whether in person or by telephone, should be an exchange of information including, the nature of the site, the needs of the candidate, the expectations on the part of both the site and the candidate, the time frame, the methodology, and the means of communication.
3. Make the necessary site arrangements, including notifying appropriate personnel and provide work space, equipment, and/or supplies.
4. Certify the candidate's logs by signing them.
5. Evaluate the performance of the candidate and submit such evaluation, in written form, to the University Supervisor at the conclusion of the experience.

**University Supervisor:**

The Chair of the Department of Library Science and Instructional Technology assigns a faculty member as University Supervisor. The University Supervisor:

1. Assists in the identification and evaluation of prospective sites.
2. Contacts the Site Supervisor concerning the request for candidate assignment.
3. Reviews logs from Interns.
4. Communicates periodically with the Site Supervisor providing topics, ideas, and strategies for activities with the candidate.
5. Receives written evaluations of the interns' performance from Site Supervisors.
6. Facilitates seminar schedules and e-mail discussions.
7. Assigns final grades.

### **Site Selection:**

Sites can be identified in a variety of ways. Some librarians may hear about the program and volunteer their facilities. The Department of Library Science and Instructional Technology may identify potential sites in the region and solicit the participation of those institutions. Candidates may also identify specific sites and request assignment to them.

### **Site Selection Procedures:**

1. Possible sites are identified by the candidate and the University Supervisor and a site is selected.
2. The site is advised that a candidate is requesting assignment at that location.
3. With written acceptance from the Site Supervisor, the site is confirmed/approved by the University Supervisor.
4. The candidate is notified of the approval by the University Supervisor.
5. The candidate makes an appointment for an interview (at the site or over the telephone) during the semester prior to that in which registration for the internship will occur.

### **Other Field Experiences:**

On rare occasions a candidate may request placement at a site where there is no professional information specialist or librarian to serve as the Site Supervisor. The Department may wish to accommodate both the candidate and the site with the arrangement of such an experience. Doing so, however, will require the close attention of the Department, for in effect, the candidate will be serving as a consultant to the institution, organization, agency, business, or industry. Situations such as these will be approached carefully so as not to exploit the candidate nor to give the appearance of condoning the operation of information centers and libraries without the services of fully-qualified specialists. If such an arrangement is sought, the site must provide an "administrator" who will orient the intern to the institution or agency and be able to spend time interpreting its work to the intern. The intern will be required to document the work done for the University Supervisor. In addition, the University Supervisor will make three site visits, the cost of which will be borne by the site; the candidate must be fully aware of the added responsibility of an experience of this type and be able to deal with it; and the University Supervisor must recognize that the candidate is assuming additional responsibilities and is very likely to need an extra level of support/expertise.

## COMPONENTS OVERVIEW

1. Hours and Credits

Three semester hours of graduate credit may be earned in LIBS 6991 and also in LIBS 6992.

One hundred ten clock hours should be spent on site in the internship experience during each course.

Additional time will be needed in order for the candidate to confer with the University Supervisor, attend seminars, develop an internship portfolio, and prepare written and electronic assignments.

2. Seminars

The candidate will participate in seminars as scheduled. The first meeting will be during the first week of the semester and additional dates determined at that time. Seminars may be held electronically.

3. Evaluation

The final grade will be determined by the University Supervisor after consultation with the Site Supervisor; examination of the evaluation sheet completed by the Site Supervisor; and review of the logs, candidate evaluation, and portfolio.

## OVERVIEW OF INTERNSHIP

Every candidate in the internship program should be introduced to the total environment of the library or information agency in which the internship is being undertaken, including the following, all of which are important.

1. Mission of the agency
2. Goals and objectives of the agency
3. Community served by the agency
4. Administration/management
  - a. Organizational structure
  - b. Policies and procedures
  - c. Finance
5. Roles of personnel
6. Use of resources
  - a. Fiscal
  - b. Space
  - c. Facilities
  - d. Equipment
7. Collection Management
  - a. Selection
  - b. Acquisitions
  - c. Organization
  - d. Collection evaluation
  - e. Circulation
8. Information services and programs
  - a. Planning
  - b. Reference
  - c. Promotional activities
  - d. Evaluating
9. Interrelationship/interdependence of systems
  - a. Internal
  - b. External
10. Strengths and concerns of agency

## INTERNSHIP: ACADEMIC LIBRARY

The following areas will be discussed during the electronic seminars throughout the semester, and a review of these topics should be included in the final summary. These topics will be specific to operations of the individual academic library. The summary should also include an overview and evaluation of the internship experience. The final summary should be typed or word processed and should be a minimum of three pages in length. The final summary report is to be given to the University Supervisor at the end of the internship experience.

Location within institutional organization including reporting relationship of the Director

Institutional accrediting agency - date of last review/report

Status of librarians including categories of other employees (number, part-time, unions, civil service, etc.) - adequacy of staffing

Current budget, recent history, role of Director in budgeting process, extent of external funding

Basic staff organization of library

Evaluation of library service by institution

Technical Services (regional network, major vendors, approval plans, extent of automation, etc.)

Public Services (Reference, circulation, etc.)

Exceptional areas of service (BI, automation, outreach, off-campus, etc.)

Fund raising and public relations (use of Friends, grant writing, etc.)

## INTERNSHIP: PUBLIC LIBRARY

The following areas will be discussed during the electronic seminars throughout the semester, and a review of these topics should be included in the final summary. These topics will be specific to operations of the individual public library. The summary should also include an overview and evaluation of the internship experience. The final summary should be typed or word processed and should be a minimum of three pages in length. The final summary report is to be given to the University Supervisor at the end of the internship experience.

Line of authority/governance structure

Interaction with Board of Trustees

Budget compilation and presentation

User fees

Services to adults, young adults, young people and other special populations

Outreach programs

Technical and administrative services

Interlibrary loan and network participation

Electronic database services - on-site and external

Technical support

Branch libraries

Bookmobiles

## **INTERNSHIP: SCHOOL LIBRARY MEDIA CENTERS**

The following areas will be discussed during the electronic seminars throughout the semester, and a review of these topics should be included in the final summary. These topics will be specific to operations of the individual media center. The summary should also include an overview and evaluation of the internship experience. The final summary should be typed or word processed and should be a minimum of three pages in length. The final summary report is to be given to the University Supervisor at the end of the internship experience.

### **Planning and Facilitating Teaching and Learning**

- 1.1 Assesses learning and information needs of candidates and staff
- 1.2 Plans and works collaboratively with teachers to use appropriate resources that address curricular needs and learning goals
- 1.3 Works with the principal and school leadership team to provide flexible access to the instructional services of the school library media coordinator
- 1.4 Instructs candidates and staff in the effective use of the media center and its resources
- 1.5 Incorporates information literacy into day-to-day instruction
- 1.6 Advocates and promotes reading and life-long learning through motivational activities
- 1.7 Collaborates with the Instructional Technology Facilitator to provide leadership in the school's use of instructional technology resources to enhance learning
- 1.8 Follows a plan for personal professional development and actively seeks out opportunities to grow professionally

### **Planning and Facilitating Information Access and Delivery, Evaluation, and Use**

- 2.1 Creates and maintains an environment conducive to learning
- 2.2 Works with the principal and school leadership team to provide flexible access to school library media center resources to accommodate individuals and groups simultaneously
- 2.3 Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources
- 2.4 Encourages the widest possible use of print and electronic resources and services--within the school library media center, throughout the school, and through remote access
- 2.5 Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning
- 2.6 Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
- 2.7 Advocates the principles of intellectual freedom

### **Planning and Facilitating Program Administration**

- 3.1 Works with school staff to design and implement short- and long-range plans that ensure balance among all aspects of the school library media coordinator's role and responsibilities
- 3.2 Develops and implements an ongoing collection development and evaluation planning process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs

- 3.3 Evaluate and select resources that build a collection addressing curricular needs and learning goals in collaboration with teachers, technology staff, and candidates
- 3.4 Maintains a collection addressing curricular needs and learning goals
- 3.5 Evaluates the school library media program on a continual basis according to accepted standards of quality
- 3.6 Plays a leading role in the school's budgetary process to ensure funding for the school library media program to support school-wide goals
- 3.7 Leads, in partnership with the Instructional Technology Facilitator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program
- 3.8 Interacts effectively with candidates, staff, administration, parents, and the community to promote and expand the school library media program
- 3.9 Prepares and submits accurate reports as required
- 3.10 Adheres to established laws, policies, rules, and regulations
- 3.11 Carries out non-instructional duties as assigned and/or as need is perceived

## **INTERNSHIP: SPECIAL LIBRARY**

The following areas should be discussed during the electronic seminars throughout the semester, and a review of these topics should be included in the final summary. These topics will be specific to operations of the individual special library. The summary should also include an overview and evaluation of the internship experience. The final summary should be typed or word processed and should be a minimum of three pages in length. The final summary report is to be given to the University Supervisor at the end of the internship experience.

Position within parent organization and line of authority

Accountability of library to parent organization

Identification of user group's special needs

Characteristics of collection and services

Goals of collection development

Professional organizations relative to library's mission

Personnel evaluation/performance appraisal procedures

Automation and networking

# FORMS





Department of Library Science  
College of Education  
East Carolina University  
Greenville, NC 27858-4353

**APPLICATION FOR LIBRARY SCIENCE 6991, 6992  
INTERNSHIP**

Semester of Internship \_\_\_\_\_ Proposed date to Start \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Day \_\_\_\_\_ and Night \_\_\_\_\_

Field Center requested, if known \_\_\_\_\_

Director's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Type of library \_\_\_\_\_ Location \_\_\_\_\_

Number of LIBS graduate hours completed \_\_\_\_\_

List graduate courses completed in LIBS \_\_\_\_\_

Are you working toward 076 school library certification? YES \_\_\_ NO \_\_\_

Are you working toward Public Library certification: YES \_\_\_ NO \_\_\_

Are you presently working in a library/media center? YES \_\_\_ NO \_\_\_

Give current and prior experience and type of library/media center, include dates (If more room is needed, continue on the back of this sheet)

\_\_\_\_\_  
\_\_\_\_\_

Candidate Full time \_\_\_ Part time \_\_\_ Application date \_\_\_\_\_

Approved by \_\_\_\_\_ (University Supervisor) Date \_\_\_\_\_



Department of Library Science  
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Greenville, NC 27858-4353

**MEMO OF UNDERSTANDING**

Semester:      Fall \_\_\_\_ Spring \_\_\_\_ 1st SS \_\_\_\_ 2nd SS \_\_\_\_ Year: \_\_\_\_

Site: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

This memo of understanding is entered into between \_\_\_\_\_ Site Supervisor for \_\_\_\_\_, an intern from the Department of Library Science and Instructional Technology, East Carolina University as represented by \_\_\_\_\_.

The Site Supervisor agrees to assume responsibility for assisting the Internship candidate in conducting activities related to his/her intern experience. These activities are defined in the Internship Guide and are agreed to by the Site Supervisor prior to signing this Memo of Understanding. The Site Supervisor agrees to participate in the evaluation process of the intern candidate. The University Supervisor agrees to be available for consultation with the Site Supervisor either personally, by telephone, or by e-mail and to make on-site visits as deemed necessary by the intern's progress and within the policy of the Department of Library Science and Instructional Technology.

Schedule of work hours \_\_\_\_\_  
Special arrangements, if applicable: \_\_\_\_\_

\_\_\_\_\_  
Site Supervisor's signature and date

\_\_\_\_\_  
University Supervisor's signature and date

\_\_\_\_\_  
Intern's signature and date



Department of Library Science  
East Carolina University  
Greenville, NC 27858-4353

**INTERN INFORMATION SHEET**

This information will be shared with the Site Supervisor. Complete all categories that will be helpful to the Site Supervisor. Please type all information or use this form as a word processing template.

NAME \_\_\_\_\_ SS# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_

Internship Semester \_\_\_\_\_

=====

**IN CASE OF EMERGENCY CONTACT:**

NAME \_\_\_\_\_ (RELATIONSHIP) \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

=====

**ACADEMIC EXPERIENCE**

Degree      Date              Institution/Location

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COURSES IN THE MLS PROGRAM**  
**(Past and Present-Specify by Title)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COURSES IN OTHER DISCIPLINES RELATED TO INTERNSHIP**

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**CLASS SCHEDULE FOR THE CURRENT SEMESTER DURING THE INTERNSHIP**

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**WORK EXPERIENCE: In libraries, media centers, information agencies**

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**WORK EXPERIENCE: In other areas related to internship**

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**PROFESSIONAL MEMBERSHIPS AND ACTIVITIES**

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**CIVIC INVOLVEMENT, HOBBIES, AND OTHER INTERESTS**

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**CONFIDENTIAL**  
 Department of Library Science  
 College of Education  
 East Carolina University  
 Greenville, NC 27858-4353  
 252-328-6621

**INTERNSHIP: EVALUATION CHECKLIST**

Intern's name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Location: \_\_\_\_\_

The purpose of this checklist is to gain your opinion of the candidate's performance during the internship experience. This report is confidential and will not be shared with the candidate. The final responsibility for assigning a grade for the course rests with the University Supervisor.

	Excellent	Good	Average	Needs Improvement	Comments
<b>I. Personal Characteristics</b>					
<b>A. Appearance</b>					
<b>B. Creativity</b>					
<b>C. Curiosity</b>					
<b>D. Decision making ability</b>					
<b>E. Dependability</b>					
<b>F. Energy</b>					
<b>G. Enthusiasm</b>					
<b>H. Initiative</b>					
<b>I. Judgment</b>					
<b>J. Motivation</b>					
<b>K. Poise and self control</b>					
<b>L. Resourcefulness</b>					
<b>M. Sense of humor</b>					
<b>N. Ability to work well under pressure</b>					

	Excellent	Good	Average	Needs improvement	Comments
<b>II. Interpersonal Characteristics Evaluation</b>					
A. Communication skills					
1. Command of the language					
2. Articulation of ideas					
3. Vocabulary					
4. Voice control					
5. Non-verbal expressions					
B. Rapport with others					
1. Supervisor					
2. Library users					
3. Colleagues					
4. Staff					
5. Administration					
C. Willingness to cooperate with					
1. Supervisor					
2. Library users					
3. Colleagues					
4. Staff					
5. Administration					
<b>III. Professional Evaluation</b>					
A. Professional attitude					
B. Knowledge of pertinent materials					
C. Knowledge of pertinent processes					
D. Knowledge of people					
E. Ability to work with library users					
F. General effectiveness in working with library users					

	Excellent	Good	Average	Needs Improvement	Comments
<b>IV. School Sites Evaluation</b> (to be completed by School Site Supervisor only)					
MAJOR FUNCTION: Planning and Facilitating Teaching and Learning					
1.1 Assesses learning and information needs of candidates and staff					
1.2 Plans and works collaboratively with teachers to use appropriate resources that address curricular needs and learning goals					
1.3 Works with the principal and school leadership team to provide flexible access to the instructional services of the school library media coordinator					
1.4 Instructs candidates and staff in the effective use of the media center and its resources					
1.5 Incorporates information literacy into day-to-day instruction					
1.6 Advocates and promotes reading and life-long learning through motivational activities					
1.7 Collaborates with the Instructional Technology Facilitator to provide leadership in the school's use of instructional technology resources to enhance learning					
1.8 Follows a plan for personal professional development and actively seeks out opportunities to grow professionally					
MAJOR FUNCTION: Planning and Facilitating Information Access and Delivery, Evaluation, and Use					
2.1 Creates and maintains an environment conducive to learning					
2.2 Works with the principal and school leadership team to provide flexible access to school library media center resources to accommodate individuals and groups simultaneously					
2.3 Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources					
2.4 Encourages the widest possible use of print and electronic resources and services--within the school library media center, throughout the school, and through remote access					
2.5 Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning					

2.6	Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources					
2.7	Advocates the principles of intellectual freedom					
MAJOR FUNCTION: Planning and Facilitating Program Administration						
3.1	Works with school staff to design and implement short- and long-range plans that ensure balance among all aspects of the school library media coordinator's role and responsibilities					
3.2	Develops and implements an ongoing collection development and evaluation planning process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs					
3.3	Evaluate and select resources that build a collection addressing curricular needs and learning goals in collaboration with teachers, technology staff, and students					
3.4	Maintains a collection addressing curricular needs and learning goals					
3.5	Evaluates the school library media program on a continual basis according to accepted standards of quality					
3.6	Plays a leading role in the school's budgetary process to ensure funding for the school library media program to support school-wide goals					
3.7	Leads, in partnership with the Instructional Technology Facilitator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program					
3.8	Interacts effectively with students, staff, administration, parents, and the community to promote and expand the school library media program					
3.9	Prepares and submits accurate reports as required					
3.10	Adheres to established laws, policies, rules, and regulations					
3.11	Carries out non-instructional duties as assigned and/or as need is perceived					

**V. Potential for Professional Success**

**VI. Employability**

Would you hire this person if you had an appropriate vacancy?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**VII. Summary and Comments**

Areas of Strength:

Areas for Additional Growth:

**VIII. General Comments** (including suggestions for changes in Internship experience)

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date



**Department of Library Science  
College of Education  
East Carolina University  
Greenville, NC 27858-4353**

**SUMMARY OF INTERNSHIP STEPS**

<u>Date</u>	<u>Step</u>	<u>Resulting Document</u>	<u>Disposition of Document</u>	<u>Approximate Time</u>
_____	1. Preliminary discussion of field experience with faculty advisor and University Supervisor; identification of sites.	"Application for Internship"	To University Supervisor	2-3 weeks <u>before</u> pre-registration for the term in which the internship will be conducted
_____	2. Candidate notifies University Supervisor of selection of site and University Supervisor notifies site supervisor of request.	Letter to site supervisor from University Supervisor	Copy to candidate	1-2 weeks before pre-registration
_____	3. Candidate will contact site supervisor to arrange work schedule.	"Intern Information Sheet"	Copies to: site supervisor, University Supervisor	1-2 weeks before pre-registration
_____	4. University Supervisor returns signed Internship Application to candidate.	Online Registration form	Registration form and Internship Application turned in to LSIT office	Pre-registration
_____	5. University Supervisor completes Memo of understanding and it is signed by all parties.	"Memo of Understanding"	Copies to: candidate, site supervisor, University Supervisor, LSIT office for candidate internship file	Pre-registration
_____	6. Seminar Sessions	Schedule of future seminars	Copies to: candidate and University Supervisor. Used to develop final report	1st week of semester
_____	7. Candidate begins site work.	"Log of Work"	Copy to University Supervisor	Start of classes until 90 hours completed
_____	8. Candidate submits logs.	Log of daily/10 hours of work		After each day - 10 hours

<u>Date</u>	<u>Step</u>	<u>Resulting Document</u>	<u>Disposition of Document</u>	<u>Approximate Time</u>
_____	9. University Supervisor provides copy of checklist to site supervisor	"Internship Checklist"	Mailed to University Supervisor	Conclusion of internship
_____	10. Candidate portfolio including reflection	Portfolio	Submitted electronically to University Supervisor	By final exam week
_____	11. University Supervisor sends letters to site supervisor & director/principal	Letter of appreciation	To Site Supervisor	At end of semester



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Fax to: 252-328-4368

Total hours \_\_\_\_\_

## Portfolio Guidelines for School Internship

The Internship Portfolio is a documentation of activities of during the Internship. This is not to be confused with the program electronic portfolio.

The contents should include but not be limited to:

Mission of the agency

Personal philosophy of library service

Setting: Description of the library – size, community served, physical layout, staffing

A section for each of the three functions on the North Carolina Media Coordinator Performance Appraisal Instrument and provide evidence that you have addressed the following:

Planning and Implementing for Teaching and Learning: Indicators 1.2, 1.4, 1.6

Access, Evaluation and Use: Indicators 2.1, 2.4, 2.6

Program Administration: Indicators 3.3, 3.4, 3.8

## Portfolio Guidelines for Non-School Internship

The Internship Portfolio is a documentation of activities of during the Internship. This is not to be confused with the program electronic portfolio.

The contents should include but not be limited to:

Mission of the agency

Personal philosophy of library service

Setting: Description of the library – size, community served, physical layout, staffing

Organizational chart

Evidence of work in technical services

Evidence of work in public services

Evidence of work in administrative services