

## **SLIS Internship Policies and Procedures**

### **POLICIES**

1. Undergraduate students are eligible to enroll in an internship experience after completing LIS 4063, 4633, and 4663 (4663 must be completed with a grade of B or better), or permission of the SLIS office.

Graduate students must complete at least 18 credit hours.

2. The site(s) selected to host the internship must be considered an exemplary library/information center. The placement supervisor for graduate students must have an ALA—accredited master’s degree or a master’s degree in a related specialty and appropriate professional experience.
3. The required documentation (University of Oklahoma Memo of Understanding, Student Faculty Agreement, and Student Talent Release) must be completed before the student will be given permission to enroll in the internship course.
4. If the student fails to enroll in the internship course, an unsatisfactory grade may be entered.
5. A student may not complete an internship in a library/information center in which he/she/they are currently employed on a full-time or part-time basis. A student may apply for exemption by demonstrating and documenting the following:
  - responsibilities for the internship are in addition to and different from normal job duties;
  - under a different supervisor;
  - and that the hours spent on the internship are not part of the regular employment hours.
4. The activities performed by the student, under the guidance of the placement supervisor, should be appropriate for undergraduate/graduate credit in a professional program. The internship experience is designed to contribute to the professional education of the intern. The experience is not a mechanism for host institutions to offset staff shortages.
5. A student may not complete more than one internship, practicum, or other similar course in SLIS or in another academic unit.

6. The student may split the 135 hours in one or more site, if deemed appropriate.
7. The supervising faculty member will conduct at least one visit with the site supervisor. The site visit may be made by the supervising faculty member or another individual designated by the school either in person or online.
8. The supervising faculty member is the instructor of record for the internship and will assign a grade of S (satisfactory) or U (unsatisfactory). The grade will be assigned following receipt of the placement supervisor's evaluation and the intern's evaluation report.
9. The placement supervisor's evaluation and the supervising faculty member's evaluation are to be shared with the intern either during a site visit or at some other appropriate time.
10. The student/faculty internship contract, the placement supervisor's evaluation, the intern's evaluation report, and the supervising faculty member's evaluation will become part of the student's academic file.
11. Paid student internships are acceptable, however, no financial remuneration for the internship will be received by the placement supervisor, supervising faculty member or the institution.
12. Falsification of time and/or work completed will be considered academic misconduct and subject to the same penalties. Students may receive an unsatisfactory grade and be required to repeat the course.

## PROCEDURES

1. Students may locate an appropriate site or work with SLIS faculty members and the Internship Documentation Coordinator to find a suitable site. In-person, remote, or out-of-state internships are acceptable.
2. Once an internship site has been identified, the student completes [this short form](#) providing the following information: student name and student ID, the semester you intend to complete it, the location and/or site, and the name, email, and telephone number of the person who will serve as the site supervisor at the location. The SLIS office will assign a supervising faculty member.
3. The Internship Team members include the student, the SLIS faculty advisor, and the site supervisor. To maximize the internship experience, prior to the start, it is important the team establishes schedules and learning outcomes for the internship. An initial Internship Team meeting is suggested to discuss the potential tasks, expectations, and learning opportunities. Working together, the Internship Team should discuss and establish the

student's learning goals and objectives, primary areas of responsibilities, schedule, and completion date for the 135 hours.

4. The learning goals and objectives, primary areas of responsibilities, and schedule should be submitted by completing this form.
5. The Internship Documentation Coordinator will send the required documentation to be signed via DocuSign and will include:
  - The University of Oklahoma Practicum/Internship Memorandum of Understanding
  - Student/faculty internship contract
  - Student Acknowledgement and Release
  - Links to student, site supervisor, and supervising SLIS faculty evaluations to be completed at the conclusion of the internship
6. Permission to enroll in the internship will be given when the documentation is signed and complete.
7. The student should provide a current resume to the site supervisor and a list of the Bachelor of Arts in Information Studies (BAIS) / Bachelor of Science and Information Technology (BSIST) courses the student has completed and in which the student is enrolled.
8. The site placement site supervisor will provide a current resume for the student to include in their Career Development Packet assignment.
9. Communication among the intern, the placement supervisor, and the supervising faculty member is vital to the success of the internship. One visit or check-in between the SLIS faculty supervisor and the site supervisor will be completed. The supervising faculty member may choose to complete the visit via phone, online, or email. If distance or other circumstances make faculty visits impossible, the supervising faculty member will select another individual appropriate to conduct the on-site visit(s).
10. The intern, the placement supervisor, and the supervising faculty member will communicate informally throughout the internship to discuss experiences, accomplishments, and problems.

You will be asked to acknowledge that you have read and reviewed the policies and procedures provided by the School of Library and Information Studies.