LIS Internship Rules

[If you are a school media student, please consult with School Media Faculty Supervisor or the LIS Program Manager for information on your internship requirements.]

The LIS internship is meant to be a culminating experience in your LIS education here at Syracuse University. It should be based on your courses, your work experiences, and your anticipated career path. Although usually unpaid, it is considered as your first professional-level position, and you should thus look to it for networking for future employment. Remember: an Internship is a two-way street—the more you can give it, the more it can help you.

- Internships may be taken only after completion of 18 credits of LIS work. Thus the earliest time for full-time students would be the summer between your first and second year.
- In order to register for an internship, your GPA must be a 3.0 or higher. A 3.0 GPA is required in order to graduate. Since the internship is the exit requirement for the LIS degree, you also need a 3.0 in order to do the internship.
- Three credits of internship experience are required in order to graduate. 3 credits = 150 contact hours. It is possible to begin your internship early and extend it beyond the term, if you need the time to complete 150 hours. With permission, internships may be divided into smaller segments of 1 and 2 hours, although this is not recommended.
- One requirement is that the internship includes a project that you develop and carry out. Think of this as something you can present to someone who you hope will hire you. It will make you stand out from the majority of other applicants. This project will be in conjunction with your internship, but may be outside your internship normal duties. Your Faculty Supervisor and Site Supervisor can help you brainstorm and design your project.
- It is your responsibility to set up an internship site and a Site Supervisor. If you need help, talk with your faculty advisor, or contact the Faculty Internship Supervisor or the Coordinator of Internships, Kathy Benjamin. Kathy Benjamin keeps a list of possible internship sites and whom to contact.
- The Site Supervisor must be a professional librarian or an information manager. If a professional librarian does not work at the internship site, please talk to the Faculty Internship Supervisor to discuss who can supervise your internship.
- One you have registered for IST971, you will receive access to the following mandatory forms in Blackboard:
  - Proposal—due at the beginning of the Internship (basic information and plan)
  - Learning Agreement—due after the first 30 hours (detailed plan, supervision specifics, evaluation criteria, outcomes, etc.). This is the crucial document.
  - Student Evaluation—due after completion of internship
    *These forms are submitted through the Blackboard course, IST 971.*
  - Site Supervisor Evaluation—due after completion of internship
    *Your supervisor must send this form to Kathy Benjamin (kabenjam@syr.edu) or fax it to 315-443-5673, ATTENTION: Kathy Benjamin.*
- It is important to understand that IST971 is a regular LIS course and you will be graded for your performance.
- The Faculty Supervisor for your internship is the faculty member listed for the course when you register through MySlice.