

LS570 Internship Guide (Capstone Option #1)

The Internship Affiliation Agreement must be completed by the students and all required signatures on the front and last pages must be obtained. Part A (learning outcomes) should be completed by the student with the assistance of the work site supervisor and the academic advisor. If more room is needed, attach an additional sheet. Please note that learning outcomes should be stated as opposed to the work responsibilities, such as cataloging, organizing summer reading programs, etc. Here are some examples of learning outcomes from past internships and they can be altered to match the specific internship:

At the end of the internship, the student will be able to:

- Evaluate collections according to recommended lists, bibliographies, and reviews specific to a library's type, mission and service community. (This could be revised once the student knows the location.)
- Select library reference sources according to patron needs.
- Create (or edit) catalog records for library materials according to established standards in the field and local library policies.
- Develop library guides, print or web-based, according to the direction of the library and practices in the field.
- Manage volunteer staff and responsibilities as directed by the library.
- Provide reader advisory services for the library's service community.
- Assist patrons in the overall use of the library, including, but not limited to, the location of relevant resources, computer use, and the use of electronic resources.

The final product produced by the student is an evaluative paper. The learning objectives should provide the framework for the evaluative paper and should reflect a synthesis of (1) the student's preparatory coursework; (2) the student's internship experience; and (3) the student's supplemental professional reading. It also helps if the student includes work product examples in the paper so the internship coordinator can conceptualize the student's internship experience.

Evaluation of final paper

The paper will be evaluated according to the following rubric:

Content	The report is coherently written and synthesizes preparatory coursework and the internship learning outcomes. Work samples are included and reference student learning outcomes and coursework. Additional reading material is noted. Points will be deducted when coursework, learning outcomes, and work samples are insufficiently discussed and synthesized.
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Format The report is coherently written in approximately 15 pages and uses complete paragraphs (at least 3 sentences) and sentences. Points will be deducted for incorrect spelling, grammar, punctuation, APA format, or incomplete sentences and paragraphs.

Part B-Evaluation by site supervisor

The work site supervisor should provide feedback on the student's work during the internship. Please see the evaluation form at the end of the document.

Other things to remember

Credit Hours/Clock Hours: There are 3 credit hours given for LS570. Forty-five clock hours per credit are needed for a total of 135 hours.

Cooperating Librarian: The cooperating librarian, the site supervisor, must hold an ALA-accredited master's degree in library and information science. No honorarium is paid to the cooperating librarian.

Site Selection: While the department announces available internships via the web site, it is the student's responsibility to find a site and cooperating librarian, subject to department approval. Internships at information agencies or other non-library institutions will be reviewed on a case-by-case basis.

Intern Performance Evaluation

Intern Name _____ Clarion ID Number _____

Internship Site _____ Total Hours _____

Supervisor _____ Semester _____

	Excellent	Very Good	Satisfactory	Unsatisfactory	Not Applicable
Quality of work					
Quantity of work					
Knowledge of policy and procedures					
Ability to follow directions and ask questions					
Attendance and Reliability					
Cooperation					
Initiative and resourcefulness					
Attitude/personal conduct at work					
Interaction with office personnel					
Interaction with other interns					
Interaction with the public					
Overall performance					

Evaluator's Comments:

Please comment on any areas noted in the chart above including areas of excellence, additional training requirements, or suggestions for improvement

Intern's Comments:

Please use this space to comment on the evaluation.

The evaluation has been reviewed and discussed.

Intern's Signature

Date

Evaluator's Signature

Date