



LIS 690 Internship Program Policy and Frequently Asked Questions: Students

What is an LIS 690 Internship?

An internship is an opportunity for LIS students to work under professional library staff supervision as an integral member of a functioning information team. Supervisors are encouraged to include interns in staff meetings and other activities to help the intern gain hands-on experience in the information environment. Internships are particularly valuable for those who do not have experience working in libraries, as employers often look for people with hands-on/internship experience.

Who oversees my internship?

Student interns will work under the direct supervision of a professional holding an appropriate terminal degree (normally an MLS, MLIS, MLISc, or equivalent). Specific responsibilities will differ for each internship. However, duties should be at the level appropriate for a graduate student preparing for a professional library career.

What are the prerequisites?

Applicants must be classified LIS students and for most positions, require advanced standing (beyond the first semester of study). Minimum requirements must be completed prior to the start of the internship; usually this includes LIS 601 and LIS 663, although other courses, such as LIS 605, may be required depending on the position.

How do I apply?

There are a few steps involved.

Step 1:

The LIS 690 coordinator schedules an informational session each fall and spring for all students considering an internship for the upcoming semester. It is critical that interested students attend this meeting. Students then complete an application form. The form and information about the internships available may be found on the LIS website at: <http://www.hawaii.edu/lis/courses/internships/>

Students should familiarize themselves with the list of available internships and discuss them with your adviser. Your adviser will approve your choice if you meet the requirements by signing the Student Application Form.

Step 2:

Students then should contact the internship supervisor to ask for an interview. If a student is accepted as an intern, the supervisor signs the student's Application Form.

Step 3:

The completed application form, with all signatures, should be left in the mailbox of the LIS 690 coordinator. The coordinator signs the form and approves a course approval code so students can register.

How many hours are required?

Interns are responsible for completing 150 contact hours per semester, not counting class meetings. This averages 10 hours per week, but schedules may be adjusted for each position and student. Although starting before the beginning of a semester is not encouraged, it is permitted under special circumstances.

Are there other requirements?

Yes, at the beginning of the semester all internship students must attend an orientation seminar usually conducted on the first Friday of a semester. Students must also prepare a mid-term progress report, a final written report, and an evaluation of the supervising librarian. In addition, students make an oral presentation at the exit seminar, usually scheduled around the end of the semester. At the orientation seminar, the LIS 690 coordinator shares more details on these requirements.

How am I evaluated?

Interns receive written evaluations from their supervising librarians. Supervising librarians should meet in person with the intern to go over this evaluation.

Will I also evaluate the internship and internship supervisor?

Interns must complete a written evaluation of their supervising librarians, but a face-to-face meeting is optional. A copy of the form evaluating the supervising librarian will be forwarded to the librarian.

Do I receive a letter grade?

Students register for LIS 690 as credit/no credit (CR/NCR), and will not receive a letter grade for the course. The course does count toward the 42 credits required for graduation and is not included in the computed grade point average.

How many credit hours do I get?

Interns register for the LIS 690 Internship course (credit/no credit open only) and receive 3 credits. This course is repeatable once, with the specific approval of the student's faculty adviser and the LIS 690 coordinator in accordance with the student's whole plan of study. Students may not take an Internship and SLM Practicum in the same semester.

Can I get paid for an LIS 690 internship?

The LIS program does not take an official position on payment of 690 interns. This issue is between the intern and the department. Be aware however, that LIS does not condone the use of unpaid LIS 690 interns to replace paid positions.

When can I take an internship?

Internships are only available during the fall and spring semesters.

Can I take an LIS 690 Internship at the place I already work?

In general the answer is no; however, exceptions are made if you can demonstrate to your adviser and the LIS 690 Coordinator that you will have a specific new learning experience outside your current job duties. Please ask your supervisor to submit a copy of your current job description along with the LIS 690 Internship Proposal Form.

I live on a neighbor island, how can I take an LIS 690 Internship?

We have a few options for neighbor islanders to take an internship. Since we don't list many internships outside of Oahu, we encourage you to contact a professional librarian, and ask him/ her if they would be

willing to offer you an internship. If they agree, they have to complete the Internship Proposal Form. This has an earlier deadline than the student application in the semester preceding your internship. Potential supervisors should refer to a separate set of FAQs for Supervisors, and the syllabus; both of which are located on the Internship website.

Since it is hard to fly to Honolulu for the orientation sessions, and exit presentation, it is possible to request an alternative, such as participating online. Please contact the LIS 690 Coordinator at least one week in advance to request this.

Can I take two internships in one semester?

No.

Can I repeat an internship at the same site?

The LIS Program encourages students to sample a variety of workplace environments, but will make exceptions if a student and internship supervisor propose a completely different internship experience.

If I have any more questions, to whom do I talk?

If you have any questions about the program, contact the LIS 690 coordinator, Dr. Noriko Asato by email at: asaton@hawaii.edu.

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