I. Course Description
The internship program provides field experience in a library setting under the supervision of a professional librarian. This course is available to classified graduate students only. Students must first obtain approval from their advisers, and apply for and be admitted into a position before registration.

II. Prerequisites
LIS 601 and LIS 663 (663 may be taken concurrently). There may be other requirements for specific internship positions, e.g., LIS 605 for cataloging internships, see individual internship descriptions for details of pre-requisites.

III. Program Learning Objectives
This course addresses the following objectives of the LIS Program enabling students to:

1. understand the history, philosophy, principles, policies and ethics of library and information studies.

3. apply basic competencies and knowledge that are essential for providing, managing, and designing information services in a variety of information environments.

8. demonstrate basic competencies required for program development in particular information environments.

10. demonstrate the professional attitudes and the interpersonal and interdisciplinary skills needed to communicate and collaborate with colleagues and information users.

IV. Course Learning Objectives
The student will be able to:

1. articulate the philosophy, goals, and objectives of the library/information center.
2. analyze the activities and programs of the library/information center in relation to
the objectives of both the library/information center and the larger organization of
which it is a contributing and supportive part.

3. assist with a range of professional activities in some of the following areas:
   - information literacy/reference services/programming
   - consultation/planning
   - program marketing/advocacy/community outreach
   - collection development and management
   - digital library construction
   - technology for management and patron use

4. synthesize and apply skills, concepts, and theories so that competencies gained
can be used in an entry-level professional position

5. demonstrate professional attitudes and values including:
   - taking initiative
   - managing and allocating time well
   - consulting with supervisors for feedback and improvement
   - being dependable and prompt with deadlines
   - learning and adopting the practices and procedures of the site
   - working effectively in a team
   - working effectively independently
   - showing respect for users, colleagues and supervisors

V. Course Approval Procedures (to be completed before Spring 2008 begins)

1. Student consults adviser for LIS 690 approval for the upcoming semester.

2. Student attends a mandatory orientation meeting, completes the internship
   application form and obtains adviser’s signature on the form.

3. Student interviews for a position and gets signed approval of supervising librarian.

4. Signed application/approval form is returned to LIS 690 instructor, who authorizes
   the LIS office to input LIS 690 in Banner database prior to registration.

VI. Requirements

1. Assignments and Grading
   Students are graded Credit/No credit. To receive credit, students must complete all of
   the course requirements below and all of the internship requirements as specified in
   the proposal in a timely manner. Students should be aware that the mere completion
   of the hours of fieldwork does not assure they will receive credit. This is only awarded
to those who, in the professional judgment of the instructor and the supervising librarian, have performed at a satisfactory level while fulfilling the agreed upon hours, assignments, and activities, and who have comported themselves in a professional manner throughout the internship.

Students are required to:

1) Attend a mandatory internship orientation seminar typically scheduled on the first or second Friday of the semester. (Friday, January 18, 2008, 10-11 am in Bilger 319)

2) Complete a mid-term progress report and deliver it in print format to the instructor (February 29, 2008). (Alternate modes: Word email attachment or URL)

3) Attend an exit seminar scheduled on one of the last two sessions of the semester (April 18 or 25, 2008, 9:00 a.m. to 11:40 p.m., Bilger 319). Plan to remain in class the entire session to hear all of the internship presentations in your session.

4) Complete a final report, a power point final presentation (15 minute limit even for pairs), and an evaluation of the supervising librarian. You may turn these in at the exit seminar (April 18 or 25, 2008). All papers must be in by May 14 (Wed.). (Alternate modes: Word email attachment or URL).

5) Work a minimum of 150 hours at the internship site under a supervising librarian.

2. Guidelines for Reports

2-a. Mid term Report [Due: February 29, 2008 to Dr. Asato in POST 314G mail tray or attachment or URL]

Required parts and section headings:

1) State objectives for the internship and your specific efforts toward and progress in meeting them.
2) Number of hours you have put in thus far, and how the hours were allocated in terms of various activities involved in meeting the objectives.
3) Highlights and advantages of the experience.
4) Questions and/or concerns arising.
5) Assistance needed.
6) Annotated bibliography of material read so far relating to this internship. If it is a YA or Children’s librarianship internship, please include readings about serving these groups in addition to readings for the group.
2-b. Final Report [Due: April 25, 2008 to Dr. Asato in class, POST 314G mail tray or attachment or URL]

This report will be filed in your student folder for future reference.

Required parts and section headings:

1) Title page including institution, program, course, semester/year, title of report, name, and date submitted (sample on last page).

2) Introductory paragraph: stating where and with whom you did the internship, and the number of hours you completed.

3) Objectives for your internship and a description of your specific efforts to meet them, as well as how well you feel you met each of them.

4) Description of major tasks and responsibilities accomplished (1 paragraph).

5) Reflective section (3 to 5 pages): identify the most valuable aspects of this experience; discuss how different LIS courses helped you in your work; discuss relevant information from the readings in your annotated bibliography and how it helped you in your work; describe how past professional experiences influenced your internship.

6) Philosophy of librarianship (2 to 3 pages): articulate your personal philosophy of librarianship based on your observation and participation as well as your past experiences, and cite the ALA Code of Ethics, but also other specific professional codes and standards of service; identify pertinent portions of the Library’s stated philosophy from institutional mission statements and clearly link your philosophy to the institutional philosophy; create your own vision/mission statement for the particular library/information unit.

7) A brief message to future students about the value of doing the internship. Discuss professional values you were able to demonstrate in the internship. Refer to Course Learning Objective 5 (p. 2 above), relevant sections of the ALA Code of Ethics, RUSA Behavioral Standards and other professional codes if they are relevant.

8) Annotated bibliography of material read relating to this internship, including entries from the mid-term report. Integrate some of the information gleaned from your readings that helped you in the internship work in the reflective section 5.

9) Up-to-date resume. Preferred: instead of a print version, you may submit a link to your online resume or electronic portfolio. Do not attach it to your report so I can return it to you with feedback. Do some research on the best form for a resume based on the type of library where you intend to seek employment.
10) Supervisor Evaluation form. Do not attach to your report but turn them in together. This requires that you schedule the final evaluation interview with your supervisor before your report is due. Supervisors receive a copy of your evaluation form for their files.

3. Final Presentation (attendance for the entire session is mandatory), April 18 or 25, 2008, 9:00 a.m. to 11:40 p.m., Bilger 319

- Interns will do a 15 minute power point presentation of their projects. Summarize:

  1) where you worked
  2) what you worked on
  3) what roles you played there
  4) what you learned working there
  5) what you accomplished personally and professionally
  6) brief evaluation of the experience
  7) I hope that some interns will volunteer to make their power point presentations available on the Web as a recruitment tool for future interns. Please study and follow the best practices for professional power point presentations below.

VII. Power Point Presentation Skills
Professional presentation skills are essential as you will use these skills frequently in your career. Practice several times before your presentation so you can adhere to these requirements:

a. Do not go over time. All presentations are limited to 15 minutes, even if done in pairs. Practice your timing before class. There simply are too many presentations to allow some to go over time. This is an opportunity to exhibit professional presentation skills, so please take it seriously.

b. Please be considerate of other presenters, be on time to class and do not walk in and out of class during presentations. There will be a break at 10:15.

c. Load your presentation and practice working the PowerPoint prior to class to save time, make a smooth presentation and easy transition for the next presenter. Load presentations in the LIS 690 folder on the Desktop.

d. Pay attention to appropriate font size in PPT because no one past the front row can read Web site link titles, interface screen information or 12 point text, and do not pack the slides with too much text. Recommend 24-36 point.
e. During the presentation avoid the flying cursor technique—to point things out to readers, use a steady hand, land on the spot and remain a few seconds without moving.

f. Face the front and maintain good eye contact with the audience. The wireless technology makes it possible to stand in full view of the audience and to walk about at will. Do not anchor yourself near the computer, practice meaningful movement. Scan the audience regularly, making eye contact with each person at least once. Avoid looking at the projection screen and showing your back to the audience. Look at the instructor occasionally in case she needs to get your attention.

g. Project your voice to the back row of the class. The room will be full and you need to be sure that everyone can hear what you are saying. Avoid speaking to the monitor, screen or into your notes. This is an opportunity to demonstrate your excellent communication skills (needed in letters of recommendation).

h. Avoid the words/phrases “um” “uh” “and also” “sooooo” “again,” in a professional presentation. Avoid beginning sentences with “and.”

i. Avoid simply reading PPT bullet points. The audience reads them and it is considered poor form to read them aloud to the audience without additional comment or elaboration. Make bullet points very brief so you can add your informative, colorful or flavorful commentary.

j. Delete your presentation after class is over.
(SAMPLE TITLE PAGE)

UNIVERSITY OF HAWAII AT MANOA
Library and Information Science Program

LIS 690 Library Internship Program
Semester, Year

Final Report

TITLE OF REPORT

By

(Name of Student)