ILS-Z 605 Internship in Library & Information Science

FINAL GRADE: Internships are graded Succeed/Fail. To receive an “S” for the course you must submit your goals/schedule (at the start of the internship), your interim progress report, and your journal URL (due 5 days before the oral report), and make your oral report. Satisfactory evaluation from your supervisor is also required.

CONCERNS: If there are any concerns on the part of either the Intern or the Supervisor about tasks, performance or evaluation, contact your internship coordinator (Jesse Elkins: elkinsjr@indiana.edu) immediately. DO NOT wait until the end of the internship to express such concerns. Adjustments and modifications will be made in tasks or placements when the need is shown.

ASSIGNMENT CHECKLIST

PRIOR TO THE INTERNSHIP:

☐ ENROLL IN ILS-Z 605

☐ MEETING WITH ONSITE SUPERVISOR
Before starting the internship, you should contact the Supervisor to arrange a meeting to plan a schedule for onsite hours, create a list of likely tasks to be completed, and agree on the goals of the internship.

DURING THE INTERNSHIP:

☐ ONSITE SCHEDULE & GOALS STATEMENT
Before ten onsite hours of work are completed, please submit the following to Canvas:
   a. A one-paragraph description of the goals of the internship
   b. A list of tasks or objectives to be accomplished by the intern
   c. The work schedule agreed to by both the Intern and the Supervisor

☐ JOURNAL
You will compile a journal that reflects the entire internship experience. 12 journal entries are the minimum requirement, but we suggest ~16 (1 per week) in order to fully reflect on your internship experience. Include brief notes on what occurs, with more extensive discussion of exceptional experiences and reflections on how your sense of professional practice develops. Your journal must be kept as a blog (Wordpress, Blogger, Tumblr, etc). You should submit the link to your blog via Canvas after you have created your first entry.

☐ MIDTERM REPORT
When half of the onsite hours have been completed, interns should submit a brief summary of their progress to date and any changes in the goals, objectives, work schedule, or tasks to
AT THE END OF THE INTERNSHIP:

☐ PRESENTATION
Interns will meet in groups to report at the conclusion of their placements. Your 5- to 8-minute report should present highlights of your internship accomplishments. Report times will be scheduled by the internship coordinator. *Once the presentation dates are set, if there are any conflicts, an option to present via video or voice over PowerPoint can be discussed.

☐ EVALUATION
At the completion of the internship, the Supervisor is to complete the “Evaluation of Information/Library Intern,” discuss the ratings with the Intern, and send the completed evaluation via e-mail to elkinsjr@indiana.edu or via mail to:
   Jesse Elkins
   Department of Information & Library Science
   1320 E. Tenth St.
   Wells 011E
   Bloomington, IN 47405
*Please emphasize to your supervisor the importance of completing the evaluation & submitting it within a timely manner, as you will not receive a grade until it is received.

☐ OPTIONAL
The intern has the option of completing the “ILS Intern Feedback” form, which provides ILS a sense of the Supervisor’s effectiveness in this internship. If you submit the form, the Supervisor will receive a copy.

Forms are available here: http://www.soic.indiana.edu/career/students/find-job-internship/resources/ils-internship-guidelines-forms.html

Contacts:
   o Primary Internship Contact: Jesse Elkins ILS Internship Coordinator and Administrative Assistant: elkinsjr@indiana.edu or 812-855-2249
   o Course Instructor: Ron Day, ILS Chair, roday@indiana.edu or 812-855-3205