

School of Information Studies
Syracuse University

IST971: Internship in Information Studies
Spring 2012

Faculty Supervisor:

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Warnings: The Proposal and Learning Agreement must be submitted to the assignment drop box for IST971 in Blackboard. Prepare these forms in consultation with your site supervisor, then submit them to Blackboard for approval by the faculty internship supervisor.

Your site supervisor must receive a copy of both forms and must approve these. The faculty supervisor may be discussing these forms with your site supervisor throughout the internship.

If IST 971 does not appear in your list of Blackboard courses, email Kathy Benjamin to get added. You must complete and submit all forms to get credit for the internship!

You are responsible for completing assignments and engaging in the internship discussion board, in addition to the professional responsibilities of your internship. You will receive a grade for your internship. This grade is based on your site supervisor's evaluation, your participation in the internship course discussion board on Blackboard, and your completion of all internship forms.

Do not discuss confidential or proprietary organization information on the Blackboard discussion board. This discussion board is set up for you to discuss your experiences, but be careful in using employee names, corporate information, or other items that your organization would not want you to post. If you are uncertain about sending something to the discussion board, obtain permission from your supervisor first.

Internship Description:

There are two ways to choose an internship. The first is to choose an internship that will directly match career goals and provide an excellent source of work experience and recommendations from practitioners who have had an opportunity to see your work first-hand. Many internships turn into full time job offers. The second approach, for those undecided about their career goals, is to try something new. The internship becomes a way of “testing the water” to see if you like a particular environment. Some students do two internships: one in direct preparation for a career, and one to explore and compare.

You should be explicit about what the objectives of this practical experience will be: management skills, technical skills, practice working with patrons or clients, and so on. Design the learning agreement form with your site supervisor to clearly define what you will be doing on the internship. This is the most critical step in defining your and your supervisor’s expectations for the internship.

An internship comprises 50 hours of work on site for each credit. The student must be under the supervision of a professional information manager, although this does not mean that the student cannot work with non-professionals as part of the experience. Most internships involve some general orientation, some work practice, and often a special project. Each experience is different.

Internships can be suggested by the director of career services or the student can pursue sites on his or her own initiative. Internships are posted to the School’s listservs, at the Career Services section of the Student Services iLMS site, and are available on Orangelink—the job and internship database used by Career Services. Once a contract is made the internship must be arranged through the School in order to qualify for credit.

Internship Learning Objectives

- Completing the internship means not only that you have worked the required number of hours but that you have gained the respect of your supervisor and colleagues, and are able to describe the organizational culture of your internship site. The internship is a valuable experience in understanding the professional work environment. This experience will frequently cover a topic of interest that you may not have previously been exposed to, but would like to improve your competency in. For example, someone without experience in implementing a technology project may want to participate in a technology based internship. This work experience will be on your resume and allow you to speak knowledgeably about a particular job/experience during future interviews.
- Completing the internship course means that you should be able to describe the organizational culture of other students’ internship sites. You will be exposed to professional work experiences of other students in the internship course by your

participation in the course bulletin boards. It is expected that you engage in the bulletin board discussions.

- You should be able to work under the mentorship and guidance of your site supervisor, who is a working professional in your field of interest.
- You should appreciate and be able to use the evaluation by a supervisor to improve your performance. Always remember that this experience may be helpful in getting you a job at the same organization where you do your internship.
- You should be able to evaluate your professional expectations on the job and for your career. Your exposure to this brief professional experience will give you a better understanding of what the profession is like, what is expected of you professionally, and what it will take for your career advancement.

Step 1: Submit your Proposal to Blackboard.

After you find an internship, fill out this form and submit it to the assignment drop box. You should wait until this gets approved before you get started on your internship.

Step 2: Introductions. Posting your Student and Organization Descriptions.

Please post your “Student and Organization Descriptions” at this discussion board. This is a single post that covers both descriptions. 1) Who are you? What program are you in? 2) Where are you doing an internship? What does this organization do?

Step 3: First Impressions. Your site supervisor and internship description.

So what was your first week at your internship like? What did your site supervisor ask you to do? Describe your first impressions on your internship at the discussion board AFTER you have spent at least a couple of days there. What do you expect to learn from this experience? What projects will you work on?

Step 4: The First 30 hours. The Learning Agreement.

You must complete the Learning Agreement (available at this site under resources). Discuss this with your site supervisor and make certain you have given him/her a copy. Submit the agreed to Learning Agreement to the assignment drop box. This must be completed within the first 30 hours of work.

Step 5: The faculty supervisor’s visit, call, or email.

Around the midpoint of your internship I will visit your internship site, or set up a phone call with you and your site supervisor, or correspond with both of you by email. A site visit is preferred where you and your site supervisor are present. During the visit we will discuss how the internship is going, if there are any issues, how your coursework helped during the internship, etc.

An in-person visit will include a 15 minute appointment with you and your supervisor together, a 15 minute appointment with your site supervisor (without you present), a 15 minute appointment with you (without your site supervisor present), and a brief tour of your site and responsibilities. The entire visit will last about one hour. If we cannot schedule a site visit, I will try to schedule a phone interview with you and your site supervisor.

Step 6: Almost Done! The final meeting with my site supervisor and the evaluation.

There are two more forms you will find under the student resources section of this class; the student evaluation form and the site supervisor evaluation form. Give the site supervisor evaluation form to your site supervisor. Ask him/her to fill it out and email/fax/mail it to:

Kathy Benjamin, Career Services Administrative Assistant
kabenjam@syr.edu, (315) 443-4496

Office of Career Planning
School of Information Studies
Syracuse University
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Syracuse, NY 13244-410

You must complete the student evaluation form and submit it to the Blackboard dropbox.

Academic Integrity

The academic community of Syracuse University and of the School of Information Studies requires the highest standards of professional ethics and personal integrity from all members of the community. Violations of these standards are violations of a mutual obligation characterized by trust, honesty, and personal honor. As a community, we commit ourselves to standards of academic conduct, impose sanctions against those who violate these standards, and keep appropriate records of violations. The academic integrity statement can be found at: http://supolicies.syr.edu/ethics/acad_integrity.htm

Student with Disabilities

If you believe that you need accommodations for a disability, please contact the Office of Disability Services (ODS), <http://disabilityservices.syr.edu>, located in Room 309 of 804 University Avenue, or call (315) 443-4498 for an appointment to discuss your needs and

the process for requesting accommodations. ODS is responsible for coordinating disability-related accommodations and will issue students with documented disabilities Accommodation Authorization Letters, as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.