**BSIS Internship Policy**

To earn internship credit, students must complete 3 semester credit hours of “experiential learning.” Typically, the experiential learning requirement is met through an internship (practicum). Internships approved for the Information Science program must primarily have an educational focus that distinguishes them from routine employment, and they cannot be applied retroactively for work already performed.

The minimum hours per week are 5 hours for 16 weeks (fall and spring semesters) or 10 hours for 8 weeks (summer semester). The total time for internship and reporting should equal 80 hours.

# **PREPARATION FOR INTERNSHIP CHECKLIST**

* Student should expect to find his/her own sponsoring organization and site supervisor.
* Student has completed all core courses (except LIS 4934 Senior Capstone) and/or is in second to last semester.
* Student has completed at least two (2) of his/her concentration courses.
* Student has contacted the internship director 60 days prior to anticipated start date.
* Student has discussed the proposed site and basic learning objectives with the internship director.
* Internship credit CANNOT be awarded for internships done in the past.
* Student has completely filled out a **BSIS Internship Form**, including signatures of the Site Supervisor/POC and the student.

**LEARNING PLAN**

## **Internship Tasks**

Students should provide the internship director a list of recommended tasks based on the learning objectives/goals below. These tasks should be coordinated with the internship director, then the site supervisor. At the end of the internship experience, the student will need to specify whether and how each of these tasks was/was not completed. This will be integrated into the student’s program portfolio.

**General Duties and Responsibilities:**

* XXXXX
* XXXXX
* XXXXX

## **Learning Objectives**

Students should create a set of learning objectives/goals related to the professional goals of their academic coursework. At the end of the internship experience, the student will need to specify whether and how each of these objectives was/was not met. This will be integrated into the student’s program portfolio.

After completing the internship, the student should be able to:

* XXXXX
* XXXXX
* XXXXX

# **INTERNSHIP ATTESTATION**

The following conditions are met for the proposed internship.

* The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
* The skills or knowledge learned must be transferable to other employment settings.
* The experience has a defined beginning and end, and a job description with desired qualifications.
* There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
* There is site supervision by a professional with expertise and educational and/or professional background in the field of the experience.
* There is routine feedback by the experienced site supervisor.
* There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.