



# Internship Program

**Keri S. Botello, M.L.S., Coordinator**  
**UCLA Department of Information Studies**

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## AGREEMENT TO SUPERVISE AN INFORMATION STUDIES INTERN

The Department’s requirement for an internship course is a minimum of 120 hours per quarter of responsible work at the professional level, supervised and evaluated by a qualified and appropriately credentialed professional in a library or other information agency approved by the Department. Interns meet on campus for regular discussions with the Internship Coordinator. The coordinator may visit the internship site as appropriate to discuss the intern's progress with the site supervisor. Interns must be in their second year of the two-year M.L.I.S. degree program, and completed 36 units toward the MLIS degree. They may enroll for course credit as an intern for no more than three quarters (4 credit units per quarter) as a total of 12 units may be applied toward the degree.

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I understand the objectives of the UCLA Information Studies Internship Program and agree to accept responsibility for supervising the following intern:

\_\_\_\_\_ **(Name of IS Student)**

Quarter(s) internship will be provided: \_\_Summer \_\_Fall \_\_Winter \_\_Spring 20\_\_

I will provide a written evaluation of the intern's performance at the end of the internship, on a form provided by the Department of Information Studies, and will provide feedback when requested by the Coordinator.

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Position: \_\_\_\_\_  
Institution: \_\_\_\_\_  
E-mail: \_\_\_\_\_

I agree to the above student participating in the Internship program at the above named site:

Date: \_\_\_\_\_ Signature of Faculty Advisor \_\_\_\_\_

To the Student: Please submit the signed form to the Internship Coordinator before you enroll. It will be kept on file until you complete the Internship. Rev: 9/2010