

Internship Program

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Information Studies 498, Internship – Course Description

OFFICIAL CATALOG DESCRIPTION. (4 units per quarter). Prerequisite; consent of the Internship Coordinator. Discussion: to be arranged. Supervised professional training in a library or information center approved by the Internship Coordinator. Minimum of 120 hours per quarter. May be repeated twice. To be graded S/U.

LIMITATIONS OF ENROLLMENT. (1) Open only to students who have completed 36 units in the MLIS program including a minimum of four required core courses. (2) Individuals must be approved by the agencies in which internships are requested. (3) Internships must be approved by the individual's advisor. (4) Some internships may require specific course work. (5) Students may undertake only one internship per academic quarter.

APPROVAL OF TRAINING UNIT. Before negotiating for internship placement the Internship Coordinator, acting for the Chair and faculty of the Department, must approve the training site using the following criteria: (1) qualifications of the staff, (2) evaluation of the library, archive or information center in terms of available standards and practices, (3) facilities for and interest in internship programs, and as appropriate, (4) evaluation of the effectiveness of previous training programs.

APPLICABILITY TOWARD DEGREE REQUIREMENTS. Three quarters of approved internship(s) may be counted toward: (1) The eighteen courses required for graduation from the MLIS program, or (2) the nine courses required for the post-Master's Certificate. The student may enroll in a fourth quarter, but this fourth quarter may not count toward the degree.

COURSE GOALS. The goals of internships are for students:

1. to acquire specialized competence through supervised work experience at the professional level, and
2. to test basic professional competencies as well as the capacity to meet professional level performance requirements.

COURSE OBJECTIVES. The principal objective of an internship or fieldwork is to provide the student with hands-on experience at the beginning professional level in a library or information center environment that is supervised by a librarian or appropriately trained person. In addition, the internship experience will:

- Provide the student an opportunity to apply the theory of core courses to practice.
- Reinforce the student's preparation for his/her specialization or area of focus. The Department's two-year MLIS program cannot provide unlimited choice of specialized courses, and any specialized study needed may not be available in other departments and schools of the University. Internships, therefore, incorporate elements of directed individual study, and guidance provided by both the instructor in charge and the site supervisor.
- Provide opportunities to the student to test, refine, or modify his/her selected field of focus. The working experience often enables the student to broaden, narrow, or re-focus the selected field of specialization.
- Improve the student's qualifications for professional appointment. Working experience at the professional level is frequently specified as a requirement for appointment to posted positions. The evaluations by supervisors normally constitute recommendations by competent practitioners whose judgment is respected by prospective employers.
- Provide the student an environment for research, experimentation, testing, etc., necessary to specialized projects.

METHOD OF INSTRUCTION. A combination of (1) verified 120 hours of professional training in a library or information center supervised by a credentialed information professional, and (2) a classroom component— scheduled class meetings, written assignments, in-person conference with the Internship Coordinator during the 10 week quarter.

REQUIREMENTS & METHOD OF EVALUATION. Internships are directed by the Internship Coordinator and the Coordinator will visit the site as appropriate. The student is responsible for selection of an appropriate internship experience, contingent upon approval of his/her advisor and the Internship Coordinator. Each internship is supervised by a librarian or information professional in the unit selected. The supervisor will organize, direct, and evaluate the intern's performance. The final grade in the course is assigned by the coordinator using the following criteria:

1. The performance evaluation by the supervisor at the internship site, including written confirmation that the intern has worked 120 at the site during the quarter;
2. Completion of the classroom component by the student.

If grading is in doubt the Internship Coordinator will schedule an individual final examination, written and/or oral.

RELATIONSHIP TO OTHER COURSES. Internships are not required for the MLIS degree, however they are strongly recommended. Internship experience draws from and reinforces classroom education through real-world, day-to-day library or information institution tasks or projects, in order to broaden and to perfect the skills and expertise required of a savvy information professional. Students directly relate theory to tasks at hand, act accordingly, and receive immediate feedback facilitating mastery and integration of concepts.