

ST. JOHN'S UNIVERSITY

**DIVISION OF LIBRARY
& INFORMATION SCIENCE**

INTERNSHIP HANDBOOK

LIS 269B

Spring 2004

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Introduction

Internships provide students in library and information science with a “structured preprofessional work experience which takes place during graduate course work or after work but preceding the degree, usually for a short amount of time” (Association for Library and Information Science Education). This experience provides the student with an opportunity to associate concepts learned in the classroom with concrete behaviors.

One of the goals of St. John's University's M.L.S. program is to provide an atmosphere of educational inquiry in which faculty and students may explore services of the library-information professions with an awareness of the contributions of other relevant fields. We also seek to offer a curriculum that embodies the knowledge, skills and attitudes that students need to serve successfully in a changing profession. This is consistent with the mission of St. John's University, inspired by St. Vincent de Paul's compassion and zeal for service.

Library science coursework provides the initial education and theoretical base for practice as an information professional. Further education and structured learning in entry-level positions is available through the internship program. Internships provide the opportunity to:

- gain work experience in a guided situation;
- obtain a practical overview of the working of a school library media center;
- enter a structured mentoring program;
- explore critical issues;
- further define career goals; and
- accelerate the career path

Please photocopy any forms as needed.

Completion Checklist (Interns should insert the date when each of the following requirements have been completed for their internship):

Semester Prior to Internship

- _____ Copy "Permission to Register for Internship" form on page 4
- _____ Meet with Internship Coordinator and Associate Director (Dr. Pollicino) to review eligibility; get signature on form
- _____ Interview with potential site supervisor and any required administrators of host site
- _____ Complete any paperwork required of host site
- _____ Have Site Supervisor fill out "Organizational Application to Host Interns" on page 24 and attach a brief description of each potential job or project, their resume, and literature about the institution
- _____ Fill out "Internship Agreement" on pages 5-7 and obtain appropriate signatures
- _____ Return completed host application and internship agreement to Dr. Pollicino
- _____ Meet with faculty advisor; get signature on "Permission to Register for Internship" form and advisement forms
- _____ Return "Permission to Register for Internship" form and advisement forms to DLIS office
- _____ Complete registration for LIS 269B

Semester During Internship

- _____ Complete 120 hours
- _____ Attend classes on campus
- _____ Complete log/journal
- _____ Complete essay based on 10 readings
- _____ Complete "Student's Evaluation of Internship" on pages 19-20
- _____ Make sure Site Supervisor's evaluation is sent to the Division

- _____ **Date all above requirements have been met**

Permission to Register for Internship – 269B
St. John’s University
Division of Library and Information Science

Students planning on registering for LIS 269B are required to have completed all required courses, be in the last or next to last semester of their program, and meet specific requirements for 269B. (Refer to the *Graduate Bulletin* for details.) Students are also required to obtain the approvals of their advisor, and Dr. Elizabeth Pollicino, the Internship Coordinator and Associate Director of the Division of Library and Information Science, **the semester before the internship begins**. Students who do not have an internship agreement on file the semester before the internship begins will be disqualified from continuing with the internship.

Present this form with the first two approvals to your advisor for signature when registering for classes.

Dr. Elizabeth Pollicino Date

Advisor’s Signature Date

Return this completed form with both signatures to the Office of the Division of Library and Information Science with your advisement form.

St. John's University
Division of Library & Information Science
Internship Agreement

Introduction

This Agreement is designed to guide the Interns studying at the St. John's University Division of Library & Information Science. It lists the Intern's goals and objectives, work area, assigned projects, and evaluation methods.

Participant Information

Student

Name: _____ Social Security # _____
Street Address: _____
City _____ State _____ Zip _____
Telephone #: Day _____ Evening _____
Email: _____

Internship Site:

Organization Name: _____
Address: _____

Site Supervisor's Name: _____
Title: _____
Telephone number: _____ FAX: _____
E-mail address: _____

Intern Agreement:

Intern Signature: _____ Date _____
Site Supervisor Signature: _____ Date _____
Intern Coordinator Signature: _____ Date _____

Internship Agreement (cont'd)

Description

The Intern, the Site Supervisor, and the Internship Coordinator must complete and sign the agreement **before the Internship begins**. The Intern is responsible for completing the Internship Agreement with the advice of the Site Supervisor and Internship Coordinator.

1. **Description:** Describe the responsibilities for the Internship--projects, programs, experiences. Attach an additional page if necessary.

2. **Goals:** What do you expect to learn? Be specific and concrete! How will this differ from what you have learned in the classroom?

3. **Theory into practice:** Identify one theory or abstract concept learned in the classroom which you will apply to practice as an Intern. How will that theory or concept be applied?

4. **Skills:** Identify specific skill(s) you will practice as an Intern.

5. **Concentration:** Identify how the Internship will improve your knowledge of practice in your selected concentration.

Internship Agreement (cont'd)

6. **Interpersonal Behaviors:** Identify one change you wish to make in the way you work with others (librarian colleagues, supervisors, staff, patrons). Describe how the Internship will provide a structure for achieving that change.

7. **Other Objectives:** Do you have any other purposes to be realized while serving as an Intern? Describe them.

8. **Project Description:** List the work you will be assigned as an Intern. Include any special projects to which you will contribute time and effort. Attach additional sheets as needed.

9. **Intern Supervision:** Describe the role of your Site Supervisor at the host organization, specifying: 1) the orientation, 2) the nature of instruction, 3) the supervision, and 4) the evaluation techniques to be provided.

This agreement must be filled out, signed, and on file in the Division before the Internship can begin.

The Internship

The internship is intended to provide students with a preprofessional experience that demonstrates the work in the field of library/information science and applies theory and knowledge learned in class.

At St. John's University the internship is a three-credit, graduate level course (LIS 269B). This is a pass/fail course and requires completion of 120 hours of work in the field along with written assignments. The Agreement forms a partnership of students, site supervisors, and the Division. The approach of the structure and procedures of the Division's internship is to place the burden on students for the quality of their internship and its site. Hosts ensure that the Intern has a quality learning environment, and the Division evaluates the Intern's performance in consultation with the Intern supervisor.

A preliminary selection of a site is made by the student in the semester prior to registration for the internship. All students must be supervised by an MLS-credentialed librarian or information specialist. The Internship Coordinator assists the student with site selection. The course (LIS 269B) is taught by the Internship coordinator, who is a member of the full-time faculty. The coordinator meets with the intern class three times during the semester and monitors students' individual progress as Interns.

Preliminary Criteria

Students are encouraged to select sites that match their career objectives. Interns in St. John's University M.L.S. program must meet the following criteria:

Maintain a 3.0 grade point average or above.

Have completed the core courses.

Have completed most electives or be in the last semester of the 36-credit program.

Have written permission of the Internship Coordinator, and their advisor.

Meet any special host site requirements, including: citizenship, security requirements, course requirements, and concentration.

Successfully apply to the site: complete an application and interview with the administrators of the host site.

Benefits

What do sites gain from an intern?

1. Prescreened candidates whose course of study, interests, and career goals match the host site's needs.
2. A person with professional training who is eager to work.
3. The opportunity to preview a potential staff member in actual work situations without direct cost or long term commitment (interns are not normally paid).
4. An extra mind, with professional preparation, who can undertake projects that regular staff seldom, has time to do.
5. An opportunity to experiment with new procedures or services while minimizing the reassignment of staff.
6. An opportunity to expose your staff to new ideas and perspectives.
7. Certificates for tuition remission at St. John's University. (Site supervisors receive a voucher for one and one-half credits of tuition at St. John's University.)
8. The opportunity to improve professional practice by providing concrete, real-life experience for a novice professional.

Benefits to the student include:

1. Experiencing the real world of professional practice.
2. Translating the generalizations and theoretical abstractions of the classroom into the concrete terms of professional practice.
3. Awareness of new developments in the field.
4. An opportunity to provide a service to the professional community.

Benefits for the Division include:

1. Additional contact with practitioners.
2. Visibility for the M.L.S. program and its curriculum.
3. Faculty awareness of new developments in the field.

Responsibilities

Faculty Advisor

All students have a Faculty Advisor who guides their academic experience throughout their program. The St. John's University professors who teach the LIS courses are the faculty advisors for students.

- Registers students for LIS 269B;
- Reviews the student's selection of a site, the student's resume, and evaluates the Internship Agreement.

Internship Coordinator - Dr. Elizabeth Pollicino

LIS 269B is taught as a three-credit course. The Instructor is full-time member of the faculty. Briefly, the Coordinator:

- Assesses the student's record prior to registration to ensure prerequisites are met;
- Assesses host sites
- Approves the Internship Agreement;
- Ensures that a copy of the signed Internship Agreement is in the student file before the internship begins;
- Schedules the dates for the class sessions;
- Convenes the class for three sessions during the semester (one session being online)
- Monitors students during the internship;
- Is the primary liaison with host sites;
- Makes site visits;
- Receives the Intern supervisor's evaluation of an intern;
- Receives and grades written assignments as specified in the Internship Agreement;
- Determines the final grade;
- Ensures that the site supervisor and student receive a copy of the Internship Agreement.
- Supervises maintenance of the files about host sites;
- Monitors student evaluations of their internship experiences to ensure consistency and quality across all course sections of the internship and sites.

Responsibilities *(cont'd)*

Site Supervisors

- Interview and select interns;
- Approve the Internship Agreement;
- Orient the Intern to the organization;
- Help Interns identify potential projects at the site;
- Supervise the Intern's work;
- Report problems and progress to the Internship Coordinator;
- Evaluate the Intern using the appropriate form.

Division's office staff

- Send handbooks and cover letters to potential internship sites;
- Provide handbooks in the Division's office;
- Maintain internship site notebook under the supervision of the Internship Coordinator;
- Maintain student records, file internship agreements and evaluations.

Students (Interns)

- Meet with the Associate Director and Internship Coordinator to review eligibility prior to registering for internship;
- Apply to sites as though applying for a professional position;
- Select the site, develop the Internship Agreement and solicit approval of it by the Internship Coordinator and the Site Supervisor;
- Register for LIS 269B;
- Arrange an on-site interview for themselves the semester before the internship begins;
- Give a copy of the final Internship Agreement to the Site supervisor;
- Attend class sessions taught by the Internship Coordinator;
- Complete assignments at the site; complete evaluation form.

Course Descriptions

269B Internship

Prerequisites: All required courses and preferably all the courses in the subject concentration, or permission of the Director. Students are required to meet with the Internship Coordinator the semester prior to registering for the internship for field sites to be approved and paperwork completed.

A supervised and observed professional experience combining theory and practice in a library of information center selected to suit the student's goals. Regular meetings of internship participants are held, and reports are presented.

Frequency

The course is offered every semester. The credits are considered to be based at the St. John's Campus no matter where the internship is done. Students registered for Internships also meet three times per semester as a class.

Requirements

Specific Course Objectives

The Internship Agreement requires that specific objectives be established for each Intern and agreed upon by the Host and the Internship Coordinator before the Internship is begun.

Topical Outline

There is no fixed set of topics/experiences that must be covered during the Internship, however suggested tasks can be found on page 18. Interns should complete as many of these professional tasks as possible. Interns should function as a professional as much as possible. Individual Internship Agreements will outline specific details about the experiences and projects that each individual Intern will undertake.

Tasks

The exercises and tasks assigned to Interns are negotiated individually as part of the Internship Agreement, and possible assignments are outlined in this document.

Assignments and Readings

Students are given an Internship Handbook during the semester in which they begin to seek a host site. The Interns are expected to read and apply the information in the Handbook.

The Intern must gather and read published and unpublished information concerning the Host organization.

1. Essay

The Intern must also identify and read a **minimum of 10 articles** concerning the work assigned by the Site Supervisor. The Intern will prepare an essay about the host organization and the work completed there, referring to the literature read in preparation for that work. Supervisors are encouraged to recommend appropriate articles. The essay should be a minimum of five pages, word processed, and double spaced, with margins no wider than one inch. Font should be Helvetica or Times - 12 point. All articles should be cited on a separate page at the end of the essay in MLA format. Sample essays are available for students to examine in the Internship Coordinator's office by appointment.

Requirements *(cont'd)*

2. Log/Journal

The student will also maintain a journal of work and hours completed by day for the entire Internship period. Record work experiences. Outline what you accomplished and learned and comment on contrasts and similarities between classroom knowledge and actual practice. They include comments about supervision, the organization, and interpersonal relations. Sample journal entries follow:

Sample internship log entry:

10/15/03 9 AM to 1 PM (4 hours)

Today I covered the reference desk for two hours and it was busy. The questions ranged from directional to intensive research, from assisting a patron who had never used the OPAC, to directing someone to company stock information, to a student working on a graduate-level term paper in English Literature. In my relatively "quiet" moments at the desk I stole some time to check websites for the pathfinder I've been working on, which is meant to guide patrons interested in this new notion of "embedding" reporters in action during conflicts. After the desk I was invited to attend a brief meeting of the technical services librarians, who were discussing some of the new interfaces for the library's bibliographic databases and how to best display them within the library's website. They are concerned about addressing this before the site goes "live" in order to avoid some of the anticipated problems. My last hour was devoted to reviewing my latest collection selection decisions with my site supervisor. All were approved!

3. Student Evaluation

The student will complete a student evaluation of internship form found in the Handbook on pages 19-20. The Division uses these evaluations to assist in determining the quality of sites and whether or not to recommend them to future interns.

Criteria for Evaluation of Student Performance

Academic evaluation is completed by the Intern Coordinator on the basis of the Intern's goals and objectives, completion of the journal, and the internship essay. These factors are considered in arriving at a grade of pass or fail. All items must be submitted for evaluation by the Internship Coordinator. Grades for 269A are Pass/Fail.

Factors Considered in Assigning a Grade:

Work (Based on Supervisor's Evaluation)	55%
Internship Essay	25%
Log/Journal	10%
Seminar Attendance	10%

Requirements *(cont'd)*

Interns should:

- be professional;
- work to the best of their ability;
- conform to policy and procedures of the host;
- complete assigned tasks;
- follow the Internship Agreement;
- attend seminar meetings;
- learn to apply classroom knowledge to practice in the field.

Host organizations and the Site Supervisors should:

- provide an effective orientation to the organization;
- treat the Intern as a professional member of the staff;
- provide thorough training for tasks and procedures assigned the Intern;
- adhere to the Internship Agreement;
- participate as a teacher in the professional education of the Intern.

Nondiscrimination Policy

St. John's University has guidelines pertaining to hiring, affirmative action, and sexual harassment. The Division requires host sites to adhere to these guidelines. If an Intern encounters discrimination or sexual harassment, the Internship Coordinator or Director should be notified immediately.

Policy of Nondiscrimination

St. John's University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, marital status, or disability in admitting students to its programs or in administering its educational policies, admission policies, scholarship and loan programs, athletics and other institutionally administered programs or activities generally made available to students at the University. In addition, the University continually strives to fulfill its educational goals by maintaining a fair, humane, responsible and non-discriminatory environment for all employees and students.

St. John's University has and will continue to comply with the various applicable laws relating to civil rights and will afford an equal opportunity for an education without regard to sex, race, age, creed, color, national origin, marital status or disability.

The Compliance Officer for St. John's University is Ms. Jennifer Petrilli, Director, Employee Relations and Compliance (718-990-2660).

Policy on Sexual Harassment

The University's policy of providing equal opportunity to faculty, students and staff mandates that present and prospective members of the University community be judged solely on criteria relating to credentials and academic or job performance. Sexual harassment is inimical to an appropriate working and learning environment and will not be tolerated. Sexual favors may not be required either explicitly or implicitly as a term or condition of an individual's academic progress or employment.

Sexual harassment of employees by supervisors or of students by faculty or administrators that imposes a requirement of sexual cooperation as a condition of employment or academic advancement or which creates an intimidating, hostile or offensive working or learning environment is prohibited. The University will promptly investigate complaints of sexual harassment and, when necessary, will institute disciplinary proceedings against the offending individual.

Complaints of sexual harassment may be brought to the University's Compliance Officer, Ms. Jennifer Petrilli, Director, Employee Relations and Compliance (718-990-2660). Complainants are assured that problems of this nature will be treated in a confidential manner.

Students with F-1 Visas

Students with F-1 visa status can be placed as Interns, provided that the work is part of the program of classroom study and it is a structured, supervised off-campus experience. Host sites have the right to reject Interns who are not permanent residents or U.S. citizens, if security so warrants. International students (F-1 visas) may have restrictions placed on their acceptance of paid Internships.

If there is any question at all about an International student doing an Internship, the instructor/faculty advisor should contact Student Services.

Key Names and Numbers

		E-mail	Telephone #
Dr. Sherry L. Vellucci	Director	velluccs@stjohns.edu	718-990-1455
Dr. Elizabeth Pollicino	Associate Director	pollicie@stjohns.edu	718-990-1457 631-218-7807
<hr/>			
Joanne Heiser	Division Secretary		718-990-6209
<hr/>			
Dr. Nancy Becker	Faculty	beckern@stjohns.edu	718-990-1452
Dr. Nancy Everhart	Faculty	nancye@ptd.net	718-990-1454
Dr. Marilyn Kaye	Faculty	mjk719@aol.com	718-990-1458
Dr. Bella Hass Weinberg	Faculty	weinberb@stjohns.edu	718-990-1456
<hr/>			
Division's Fax #	(718) 990-2071 (Queens) (631) 218-7812 (Oakdale)	Unless instructed to do so otherwise, please direct fax transmittals to the main campus in Queens.	
<hr/>			

Possible Tasks for Library Interns

	Performed			Observed		
Instruction						
Bibliographic instruction - group	frequently	some	none	frequently	some	none
Bibliographic instruction - individual	frequently	some	none	frequently	some	none
Reference						
CD-ROM searching/teaching	frequently	some	none	frequently	some	none
Internet searching/teaching	frequently	some	none	frequently	some	none
Online database searching	frequently	some	none	frequently	some	none
OPAC searching/teaching	frequently	some	none	frequently	some	none
Administration						
Budgeting	frequently	some	none	frequently	some	none
Complete reports	frequently	some	none	frequently	some	none
Schedule facility	frequently	some	none	frequently	some	none
Supervise/schedule media implementation	frequently	some	none	frequently	some	none
Evaluate programs	frequently	some	none	frequently	some	none
Public Relation/Programs						
Bulletin boards/displays	frequently	some	none	frequently	some	none
Program planning		frequently	some	none	frequently	
Creation of pathfinders/bibliographies	frequently	some	none	frequently	some	none
Storytelling	frequently	some	none	frequently	some	none
Booktalking	frequently	some	none	frequently	some	none
Administer other library programs	frequently	some	none	frequently	some	none
Collection						
Materials selection	frequently	some	none	frequently	some	none
Collection development	frequently	some	none	frequently	some	none
Circulation (manual)	frequently	some	none	frequently	some	none
Circulation (automated)	frequently	some	none	frequently	some	none
Inventory	frequently	some	none	frequently	some	none
Weeding	frequently	some	none	frequently	some	none
Cataloging	frequently	some	none	frequently	some	none
OCLC work	frequently	some	none	frequently	some	none
Processing	frequently	some	none	frequently	some	none
Professional						
Staff meetings	frequently	some	none	frequently	some	none
Regional professional meetings	frequently	some	none	frequently	some	none
Production/Computer Work						
Desktop publishing	frequently	some	none	frequently	some	none
Create media presentations	frequently	some	none	frequently	some	none
Word processing	frequently	some	none	frequently	some	none
Database management	frequently	some	none	frequently	some	none
Supervision						
Supervise clerical help	frequently	some	none	frequently	some	none
Supervise volunteers	frequently	some	none	frequently	some	none
Maintenance						
OPAC maintenance	frequently	some	none	frequently	some	none
Circulation system maintenance	frequently	some	none	frequently	some	none
General clerical tasks	frequently	some	none	frequently	some	none
Shelf maintenance	frequently	some	none	frequently	some	none
Repairs	frequently	some	none	frequently	some	none
Archives work	frequently	some	none	frequently	some	none

List other tasks performed on back of this sheet

St. John's University
Division of Library & Information Science
Student's Evaluation of Internship

Please type or print:

Name of Intern: _____ Semester : _____

Name of Host Site: _____ Name of Site Supervisor: _____

LIS 269B Internship Coordinator _____ Faculty Advisor _____

1. How meaningful was this Internship to your career and professional development?
Explain below.

2. What do you consider the most outstanding aspects of this Internship?

3. What do you consider the least valuable aspect of this Internship?

4. How well did the experiences and time spent match the Internship Agreement?
Explain below.

Student's Evaluation (*cont'd*)

5. How well did the Division provide direction and feedback about your Internship?
Explain below.

6. Did you receive enough instruction and feedback on the job and how was it conveyed to you? (e.g. written/oral, formal/informal, etc.)
Explain below.

7. Would you recommend this site for other Interns? Why or why not?

8. Would you recommend your supervisor for other Internships? Why or why not?

9. Any additional comments?

Please mail/Fax/E-mail this two weeks prior to the end of the semester to:

Dr. Elizabeth Pollicino, Internship Coordinator
Division of Library & Information Science
St. John's University
8000 Utopia Parkway
Jamaica, NY 11439

Applying to Be a Host Site

To qualify as an internship site, a library/information center must have:

- A professional (MLS-credentialed) librarian/information specialist with appropriate qualifications to supervise the intern.
- Work or special projects of a professional character that will meet the learning objectives of the Intern and the Division.

Application Materials

- 1) Applications to become a host site can be submitted at any time. Complete the **Organizational Application to Host Interns** form on page 24 in this Handbook.
- 2) Attach (1) current literature about the Institution, (2) a brief description of each potential job or project for the internship and (3) a brief vita or resume for each supervisor of Interns.
- 3) Mail the requested information to the Division. The Division maintains a notebook of internship sites. Students search it for suitable projects, locations, and types of organizations. A member of the Division's faculty may visit potential sites. The Internship Coordinator may interview the prospective site supervisor, often by telephone.

Selecting an Intern

The Site Supervisor receives applications from potential interns; arranges interviews; evaluates candidates; and selects interns. The criteria for selection should be based on the needs of the host site. The intern supervisor and the interns negotiate an internship agreement.

Paperwork

Once a site has applied and been accepted, paperwork is minimal. Intern supervisors are asked only to:

Applying to Be a Host Site *(cont'd)*

- Review and approve the Intern's Internship Agreement
- Complete an end of semester evaluation of the Intern

Students

In the semester before the one in which they take LIS 269B (Internship), students select potential sites, submit resumes to them, and arrange an on-site interview for themselves. Students must have approval from the Internship Coordinator and the Division's Associate Director before applying to sites. Sites may reject students who apply if their credentials (e.g., courses taken) are not a good match for site requirements.

Supervising an Intern - Supervisor's Responsibilities

- Provide an orientation to the entire organization, its policies and regulations, as well as appropriate introductions to other personnel; this will assist Interns in comprehending their work and the organization in which it is completed.
- Arrange a mutually agreeable schedule for the completion of 120 hours of work in one semester.
- Adhere to the Internship Agreement so that the Intern's objectives are achieved.
- Periodically verify the Intern's progress. There should be no surprises in the final evaluation.
- Interns are to be treated as professional members of the staff. Invite them to meetings, workshops, and other professional activities held at the site.

Interaction with the Division

The Internship Coordinator is responsible for maintaining contact with the site and the Intern to monitor the experience. Site visits are at the discretion of the Internship Coordinator.

Completion Checklist (Supervisors should insert the date when each of the following requirements have been completed regarding the internship):

Semester Prior to Internship

- _____ Interview intern
- _____ Give intern any paperwork required of your site
- _____ Fill out “Organizational Application to Host Interns” on page 24 and attach a brief description of each potential job or project, your resume, and literature about the institution.
- _____ Review and sign “Internship Agreement”

Semester During Internship

- _____ Orient intern to institution’s practices and procedures, not limited to the area which the intern is assigned
- _____ Monitor intern’s hours
- _____ Complete “Supervisor’s Evaluation of Intern” page 25 and send to Division two weeks prior to the end of the semester
- _____ **Date all above requirements have been met**

St. John's University
Division of Library & Information Science
Organizational Application to Host Interns

Note: Please complete one form for each separate department or division

Name of Organization _____
Department/Division/Unit _____
Street Address _____
City _____ State _____ Zip _____
Contact Person _____ Title _____
Phone (____) _____ FAX (____) _____
E-mail _____
Chief Administrator: Name _____ Title _____
Phone (____) _____ FAX (____) _____
E-mail _____

Type of setting (check all that apply):

Public Library Academic Library
 Special Library (type: _____)
 Other Site: _____

Check all semester(s) during which you can host an Intern:

Fall Semester (mid-September until calendar year end)
 Spring Semester (late January to early May)
 Summer Semester (early June to late August)

Signature _____ Title _____ Date: _____

Please attach (1) current literature about the Institution, (2) a brief description of each potential job or project, and (3) a brief vita or resume for each supervisor of Interns.

Send this application and all accompanying materials to Dr. Elizabeth Pollicino,

Division of Library and
Information Science
St. John's University
8000 Utopia Parkway
Jamaica, NY 11439

Division of Library and
Information Science
St. John's University
500 Montauk Highway
Oakdale, NY 11769

Supervisor's Evaluation of Intern

Please Type or Print

Name of Intern: _____ Semester: _____

Name of Host Site: _____ Supervisor: _____

Part I

Briefly describe the intern's work assignment as outlined in the Internship agreement.

Part II

1. Was the assigned work performed satisfactorily?

2. Did the Intern demonstrate the ability to learn?

3. What quality of decision-making was demonstrated by the Intern?

4. Did the Intern show enthusiasm for work?

Supervisor's Evaluation of Intern (cont'd)

5. Was the Intern dependable?

6. How organized was the Intern?

7. Was the Intern creative?

8. Did the Intern display initiative?

9. Please rate the Intern's overall performance:

____Above average ____Average ____Below average

10. How effective are the Intern's communication skills?

A. Writing ability

B. Oral/Speaking ability

Supervisor's Evaluation of Intern (cont'd)

11. Did the Intern demonstrate any professional growth during the Internship?

12. In what areas does the Intern need to improve?

13. Would you recommend this Intern to a prospective employer?

14. If you had an open position, would you hire this Intern?

15. What grade would you recommend that the Intern be given? Pass Fail (circle one)

16. Please provide any further comments necessary to give a complete picture of the Intern's performance.

Has this report been discussed with the Intern? ____ Yes ____ No

Name: _____ Title _____

(Signed) _____ Date _____

Please mail/Fax /E-mail this two weeks prior to the end of the semester to:
Dr. Elizabeth Pollicino, Internship Coordinator and Associate Director
pollicie@stjohns.edu

Division of Library and Information Science
St. John's University
8000 Utopia Parkway
Jamaica, NY 11439
Fax: (718) 990-2071

Division of Library and Information Science
St. John's University
500 Montauk Highway
Oakdale, NY 11769
Fax: (631) 218-7812