Advising Supplement
Internships

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Key Information and Contacts

• Internship information: https://ischool.arizona.edu/graduate-internship-information
• Regular Internships: https://ischool.arizona.edu/list-internships
• Internship/Fellowship Forum: https://ischool.arizona.edu/forums/internshipsfellowships
• Internship Coordinator: tracks and posts internship opportunities, acts as liaison with organizations, best person to contact to find internships, ask about specific opportunities and learn more about how specific internships work. Reviews and co-approves internship applications. Email questions to SBS-SI-Internship@email.arizona.edu
• Academic Advisor, reviews and co-approves internship applications
Internship LIS 693

- **Internship (693)**
- Student must have completed 12 units and be in good standing
- Maximum of 3 units internship can be applied to MA-LIS degree (students entering Fall 2015 and later who must also complete a capstone internship) or 6 units (students entering prior to Fall 2015)
Capstone Internship LIS 698

• Required for students entering the program fall 2015 and later*

• Requirements
  • Completed 18 units
  • Completed Core Courses
  • Approved Mid-Program Reflection
  • Submitted Plan of Study

• Linking of Competencies with Experience

• Referenced in Final ePortfolio Reflection

*Exceptions granted for online students in certain states, see next slide
Limitations and opportunities

• Some states do not allow internships for students enrolled in distance programs at the UA. These are listed on the UA Online web site. If you are in one of these States contact your advisor to develop a substitute course.

• Students are encouraged to find their own internship opportunities

• Many opportunities are listed on the internship website
Internship Format

- Most internships are 3 Credits
- Minimum 135 hours service commitment
- All work must be performed in the semester in which credit is earned
- May be paid or unpaid – does not affect credit earned
Site Supervisor

- Students identify a site supervisor for the internship
- The Site Supervisor for the MA-LIS degree must be a librarian (ALA), certified archivist (ACA) or other qualified information professional.
- Site Supervisors for the MS-I must have sufficient training in information professions to provide training and guidance to the student (requires advisor approval).
- A copy of the Site Supervisor Responsibilities document should be provided to your proposed site supervisor.
- The Site Supervisor must sign the student internship application form (download forms from the Internship Web Page).
Proposal

Written proposal (requires advisor approval) must include

- Description of work to be performed
- Goals or expected outcomes
- Reasons for undertaking the internship as related to your plan of study
- Projected work schedule for completing 135 hours
- Academic preparation (list of courses completed applicable to the internship)
Proposal (Continued)

• Application signed by you and Site Supervisor returned to School of Information Office

• Prior to start of classes, contact the site supervisor to discuss final details of the internship as outlined in your proposal.

• Any revisions to the original proposal must be reviewed and approved by your site supervisor.

• Application Deadlines
  • July 1 for Fall semester studies
  • December 1 for Spring semester studies
  • May 1 for Summer session studies
Details and Forms

- https://ischool.arizona.edu/graduate-internship-information