School of Library and Information Science
School Library Internship
Application Packet

Internship applications must be in the SLIS Student Services Office by:
March 1 or Fall Internships
October 1 for Spring Internships
Internships in School Libraries.

1. The internship in School Libraries is a faculty supervised 135-hour field experience designed to afford school library candidates an opportunity to apply theories and techniques learned through previous course work to the requirements and expectations of actual practice under the direction of a qualified cooperating school librarian in an approved K-12 school library. Current certification as a classroom teacher is a prerequisite for additional certification in the area of school library media. Candidates seeking initial certification should complete four required education courses as outlined in the Checklist of Certification Requirements for School Library Candidates (revised 2016), as well as the FBI background check as part of the application for certification.

2. Those seeking initial certification must have a cleared status on their FBI background checks before they can be enrolled in SLIS 794. The deadline for applications for SC certification in order to be eligible for fall internships is April 15 of the preceding spring semester. The deadline for applications for certification in order to be eligible for spring internships is November 1 of the preceding fall semester.

For more information, contact:
Lauren Brown, Licensure Administrator
brownlw@mailbox.sc.edu
803-777-5531
USC College of Education
Office of Student Affairs, Wardlaw 113
Columbia, SC 29208

3. The internship focuses on professional practices rather than clerical level tasks. The candidate should observe and participate in all major areas of library operations and services. The internship should involve a wide variety of tasks, special activities, opportunities, observations, and challenges as outlined in the Internship Guidelines. The internship experience provides candidates with opportunities to demonstrate proficiency in various professional skills, to extend skills expertise, or in some cases, to address skills deficiencies. Part of each candidate's responsibility is to reflect and self-evaluate to identify skills that need to be improved and knowledge or expertise that need to be acquired or practiced.

4. The internship (3-hour) is completed during a fall or spring semester. Fall internships usually begin the last week of August or early September and culminate the first week in November with end of program portfolios due November 15th. Spring internships usually begin the middle of January and culminate the first week in April with end-of-program portfolios due April 15th.

The 3-credit internship is a non-paid, part-time position and is recommended to not exceed an average of two-three full days per week. Actual schedules, however, are determined through mutual agreement among the faculty supervisor/internship coordinator, the on site cooperating school librarian and the candidate. The time to be spent on site for a 3-graduate hour internship is a minimum of 135 hours when K-12 students are engaged in academic classes all day (approximately 20 full days) and the library is not closed or has limited services due to testing or other events. Additional time is required for site visits to other school libraries, participation in professional conferences, professional development opportunities, professional meetings, and contributions to 794 course wikis, and a mandatory Saturday initial onsite orientation in Columbia, SC (for in-state students). Out-of-state students will participate in a virtual orientation.

5. Candidates planning to complete 6 credit hours of SLIS (for initial certification) must complete one 3-credit hour internship in a semester, followed by a second internship in a subsequent semester.

6. The Internship is a pass/fail course and all candidates are expected to work at a level of professional commitment that is marked by outstanding excellence. Candidates are expected to successfully complete all activities and assignments as outlined in the Internship Guidelines.
Application and Registration Instructions.

1. Obtain a School Library Internship Packet online
   (http://www.sc.edu/study/colleges_schools/cic/internal/graduate/slis/studentservices/pdfs_forms/
   slm_internship_packet.pdf) or from the Student Services Office, Davis College, Room 102 (803)
   777-3887 or (800) 304-3153.
2. Contact your faculty advisor to discuss your progress toward completion of your program of study
   before applying for an internship.

3. Complete the Internship Contract page by completing the top portion including name, phone number, social
   security number, semester, year, and number of credit hours, i.e. 3. The department is SLIS. The course
   number is 794. IMPORTANT: Print your complete mailing address in the upper right hand corner of the
   contract. Print the name of your advisor in the upper left hand corner. One copy will be mailed to you at
   this address. Make sure that you sign and date the contract. All other signatures will be obtained by SLIS
   Student Services.


5. Return the Contract and the Request for Internship in School Libraries form to SLIS Student Services,
   via e-mail or fax: gshaw@mailbox.sc.edu or fax 803-777-0457.

Remember to adhere to the deadlines -- by March 1 for Fall internships and by October 1 for Spring
internships. Applications are dated as they are received and placements are initiated in the order
applications are received. Do not send your application to your Faculty Advisor or the faculty coordinator of
school library field experiences.

6. After your internship application is received and dated by SLIS Student Services, you will receive a e-mail
   from SLIS Student Services.

7. When applications have been processed, they will be sent to the faculty coordinator of school library
   field experiences. The Coordinator will review your file to determine if you are eligible for placement. After
   reviewing your file, the Coordinator will contact you directly to discuss your internship application.

8. If it is determined that you are eligible, the faculty coordinator of school library field experiences
   will make all arrangements for the internship, including the assignment of a school and a
   cooperating school librarian (site supervisor/mentor). The candidate should make no overtures or
   arrangements for an internship prior to approval. If you have special circumstances that should be
   noted when your assignment is made, please address them in writing on your Request for Internship in
   School Libraries form and in pre-placement discussions with the faculty coordinator of school library
   field experiences.

Applicants for spring internships are usually placed by early December and applicants for fall internships
are usually placed by early May. Candidates are not placed in internship schools without mutual
consent between the candidate and the faculty coordinator of school library field experiences.

9. In no case should the candidate complete an internship under the supervision of an individual who
   is related through family or prior friendship or employed at the same institution. For example, if a
   candidate is employed as a teacher in a school, that candidate is to complete the internship
   experience in an environment in which he or she is not employed. It is considered a conflict of
   interest for
the supervisor to be a co-employee with the candidate or related to the candidate's current employer. Also, a candidate should not complete an internship in a school where his or her children are in current attendance.

10. **Candidates do not register themselves for an internship.** When all arrangements are complete, the schedule code number and section number will be assigned and the internship contract will be signed by the Director of the School of Library and Information Science. A candidate will then be registered for an internship by the SLIS Student Services Office.

11. **Check your class schedule using VIP to confirm your enrollment in SLIS 794.** Pay your tuition before the deadline. Otherwise your enrollment will be cancelled for non-payment.

12. **After your internship placement, you will be expected to contact the approved Site Supervisor (practicing school librarian/mentor) and make an appointment to schedule your internship days as advised by the faculty coordinator of school library field experiences.** Submit your internship schedule for approval to the faculty coordinator of school library field experiences no later than the first day of classes at the beginning of the semester.

13. **The faculty coordinator of school library field experiences serves as the faculty supervisor who will be overseeing and grading your internship progress.** Submit all required documents in a timely fashion and contact the faculty coordinator of school library field experiences immediately with any questions or concerns.
Please complete this form and attach it to the Internship Contract required of all University of South Carolina students applying for various types of Internships. Submit both forms to the SLIS Student Services office by the deadlines for school library internships: by October 1 for spring internships and by March 1 for fall internships. If you have any questions, contact SLIS Student Services (803) 777-3887 or (800) 304-3153. Be sure to print legibly.

Full Name: _____________________________________________________________________ Date: ___________________________________

Non-USC E-mail Address: ______________________________________________________ Home/Evening Telephone: Area Code (____) ___________________

Street/Mailing Address: ______________________________________________________________________________

City: _________________________________ State: _______ Zip: __________ Preferred First Name: __________________________________

Name of Undergraduate Institution: __________________________________________ Year Graduated: __________ Major: _______________________

Prior Graduate Degrees? (Institution, degree, year earned): ________________________________________________________________________

Prior Work Experience: ______________________________________________________________________________________________________

Place of Current Employment (Include school and district if applicable): ________________________________________________________________

Current Job Title/Description: __________________________________________ Work/Day Telephone: Area Code (____) _______________ ______

Semester and date for which you wish to apply for an Internship: Fall:_____ Year: _______ or Spring: _____ Year: _______.

Grade Level Preference for Internship: Elementary: _____ Middle: _____ High School: _____

Currently Certified as a classroom teacher in SC? Yes ___ No ___ Currently Certified in another state? Yes ___ State: _________________________

Copy of Certificate on file in SLIS Student Services office? Yes ___ No ___ Areas of Certification: __________________________________________

If not currently certified, what Education courses have you completed and/or currently enrolled? Indicate semester and year.

Reading-Writing (Literacy) (As of fall 2016 program entry): _______________________________________________________________________

Curriculum Development: ________________________ Psychology of Learning: ________________________

Introduction to Exceptional Children: ________________________

If you have completed education courses not listed above or at another university, explain on the back of this sheet. Note: Prior written approval from the student's advisor for education courses taken at institutions other than USC-Columbia must be part of the student's file in the SLIS Student Services Office.

Currently enrolled in what degree program? MLIS: ___ Specialist: ___ Certificate: ___ Other (Explain): _____ Intended Graduation Date: __________

SLIS courses you have completed with semester/year completed: _______________________________________________________________________

SLIS courses in which you are currently enrolled: _______________________________________________________________________

Do you plan to take 720 during same semester as the Internship or prior to the internship? ________________________

School districts, counties, locations, and maximum driving range possible for your internship placement: _______________________________________________________________________

Please write about any previous or current experiences working in libraries, in schools, and with children. Use the back of this page or attach a separate page if necessary.

Describe any special needs, requirements, or circumstances that the Internship Coordinator should know about you or your situation. Use the back of this page or attach a separate page if necessary.
UNIVERSITY OF SOUTH CAROLINA
INTERNSHIP CONTRACT

ALL REQUIRED SIGNATURES MUST BE OBTAINED PRIOR TO REGISTRATION.

Student's Name (Print) ____________________________

Local Phone ____________________________

Student Number (SNN) ____________________________

Major ____________________________

Course Number

Department

Prefix

Course Number

Suffix

Section

Credits

Schedule Code

Term

Fall

Spring

Summer I

Summer II

Year

Instructor (Print) ____________________________

To be completed by the instructor who will supervise the study

Location:

On site supervisor: (Name/Telephone Number)

Description of Internship: (Conditions, duties, hours, etc.)

Student will participate in _______ hours of approved contact with host site.

Objectives: (What new skills and/or information will the student acquire?)

Learning objectives will be developed in consultation with site and faculty supervisors using CLIS internship guidelines.

Textbooks, Readings or other Resources to be used:

As needed - assigned by site and faculty supervisors.

Method of Evaluation:

Objectives based formal evaluation by site and faculty supervisors at midpoint and end of term.

Evaluation by faculty supervisor of assignments described in CLIS 794 guidelines.

Instructor's Signature ____________________________

I understand that completion of this form does not constitute registration, and that I must register for this course in the usual manner. Student is to present white copy to the Office of the Registrar to complete registration.

Student's Signature ____________________________ Date ____________

Department Chairperson/Area Head ____________________________ Date ________

Advisor's Signature ____________________________ Date ____________

Student's Dean (Undergraduates only) ____________________________ Date ________

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