



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 O , 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/student-services/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.
4. Complete the *Request for Internship in School Libraries* form.
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.

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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.

School of Library and Information Science
REQUEST FOR INTERNSHIP IN SCHOOL LIBRARIES

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 701: _____ SLIS 742: _____

SLIS 702: _____ SLIS 761: _____

SLIS 703: _____ SLIS 756: _____

SLIS 705: _____ SLIS 757: _____

SLIS 706: _____ SLIS 720: _____

SLIS 707: _____ Other: _____

Date of Portfolio-In-Progress Submission: _____

Name of Advisor: _____

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.

Please Save