

Site Agreement for LIBS 668 Internship in Libraries
Old Dominion University, Master of Library and Information Studies

THIS FORM IS TO BE COMPLETED and SIGNED (by both Student AND Site Supervisor) THEN SUBMITTED prior to placement

This form should be completed collaboratively between the Student and Site Supervisor

Student Name:	UIN:	ODU Email:
Instructor/University Faculty:	Instructor Contact information:	

Site Information:

Site name:
Site address:

Site Supervisor Information:

Supervisor name:	Title:
Phone:	Email:
Highest academic degree related to your position:	
Total years of experience working in an information setting:	
Types of information workplace:	
Intern or volunteer supervisory experience?	

Site Supervisor Responsibilities:

Site supervisor, please **check** items to indicate you have read and agree to the responsibilities:

- Review the current MLIS Internship Handbook, available on the ODU MLIS website and review the Internship Orientation materials for site supervisors sent at the beginning of each semester you are working with an ODU MLIS intern.
- Ensure student receive an orientation to the facility and has access to site policies and procedures.
- Review emergency and crisis procedures with the intern during the first week on site.
- Assist the intern with the planning of internship experience to include meeting the minimum hours and types of experiences delineated in the MLIS Internship Handbook.
- Assist the intern in establishing realistic and measurable objectives to meet during the internship semester.
- Sign the intern's hour log on a regular basis.
- Communicate with the intern's university faculty, as needed, during the semester to discuss the intern's progress.
- Contact the university faculty immediately if professional behavioral concerns arise. Document concerns and share documentation with university faculty.
- Complete the university's final evaluation form concerning the intern's performance.

Student Responsibilities:

Student, please **check** items to indicate you have read and agree to the responsibilities.

- Provide site supervisor with information on ODU's program requirements, including the Internship Handbook, the MLIS program website, required evaluation forms, university faculty and Placement Coordinator contact information, and supervisor training opportunities.
- Meet regularly with site supervisor to review progress.
- Attend mandatory meetings and seminars with university faculty. Unexcused absences from university faculty sessions (individual or group) will result in failure of the course.
- Facilitate communication among site supervisor and university faculty.
- Document direct and indirect internship hours on a regular basis.
- Learn and adhere to the policies and procedures of the site.
- Represent self and the university in a professional manner.
- Follow the American Library Association's Ethical Guidelines.
- Complete all required internship paperwork and assignments by the deadlines.
- Consult immediately with site supervisor or university faculty member if experiencing a problem during your placement that should be addressed.

Course Requirements:

- Interns are required to establish objectives appropriate to the needs of the intern, site and site supervisor prior to beginning the placement. Objectives must be approved by the university faculty member. Completion of a final evaluation by the site supervisor, documenting progress toward meeting objectives, is required for successful completion of the LIBS 668 course.
- Interns must submit a signed time log documenting a minimum of 160 hours.
- Students must complete and submit all additional course assignments in Livetext to earn a passing grade in the LIBS 668 course. Assignments include submitted reflective journal entries and a successful impact project as outlined in the Internship Handbook.

Length of agreement (start and end dates should correspond to University semester dates)

Start date:	End date
Anticipated schedule:	

Student Site Responsibilities and Goals (mutually agreed upon by site supervisor and student)

Description of job duties and responsibilities for the intern:

Identify three objectives that will be accomplished over the course of the internship:

- 1.
- 2.
- 3.

Signatures

This document serves as a contract between the site and the intern. Signatures indicate agreement on the above requirements and responsibilities.

Site Supervisor _____ Date _____

Student Intern _____ Date _____