



# School of Library and Information Science

## School Library Media

### Internship Application Packet

Internship applications must be in the  
SLIS Student Services Office by:  
the end of the first week in March for Fall Internships  
the end of the first week in October for Spring Internships

## **Internships in School Library Media.**

1. The internship in School Library Media is a faculty supervised field experience designed to afford school library media 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 media specialist 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 Media Candidates dated May 2007, 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 certification in order to be eligible for fall internships is December 1st of the preceding fall semester. The deadline for applications for certification in order to be eligible for spring internships is April 15th of the preceding spring semester.

For more information, contact:

Office of Student Affairs

Attention: Laura Aboyan

Certification & Assessment Administrator

College of Education, Wardlaw 113

820 S. Main Street Columbia, SC 29208

Telephone: (803)-777-3031 Fax: (803)-777-3068

E-mail: [aboyan@mailbox.sc.edu](mailto:aboyan@mailbox.sc.edu)

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, problems, 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 needs to be acquired.

4. The internship (3-hour) is completed during one fall or spring semester. Fall internships usually begin the last week of August and culminate the first week in November with end of program portfolios due November 15<sup>th</sup>. 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-graduate hour internship is a part-time position and normally should not exceed an average of two full days per week. Actual schedules, however, are determined through mutual agreement among the faculty supervisor/internship coordinator, the on site cooperating media specialist 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, book fairs, or other events. Additional time is required for site visits to other school libraries, participation in professional conferences, professional development opportunities, professional meetings, reading and writing assignments, and mandatory Saturday class meetings in Columbia, SC.

5. Candidates planning to complete 6 credit hours of SLIS 794 should plan to complete one 3-hour internship in a fall or spring semester followed by a second 3-hour internship in a subsequent fall or spring 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 -- a separate document that is updated each semester.

## **Application and Registration Instructions.**

1. Obtain a School Library Media Internship Packet online (<http://www.libsci.sc.edu/slm/slminternshippacket.pdf>) or from the Student Services Office, Davis College, Room 102 (803) 777-3887 or (800) 304-3153
2. Contact your faculty advisor to see if he/she would like to meet with you to discuss your progress toward completion of your program of study before applying for an internship.
3. Complete the Internship Contract by filling in 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 Library Media form.
5. Return the Contract and the Request for Internship in School Library Media form to SLIS Student Services, School of Library and Information Science, University of South Carolina, Davis College, 1501 Greene Street, Columbia, SC 29208. Remember to adhere to the deadlines -- by the end of the first week of March for Fall internships and by the end of the first week in October 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 Coordinator of School Library Media Field Experiences.
6. After your internship application is received and dated by SLIS Student Services, you will receive a e-mail in the mail from SLIS Student Services.
7. When applications have been processed, they will be sent to the Coordinator of School Library Media 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 either by e-mail or telephone to discuss your internship application (usually in November and December for spring internships and April and May for fall internships).
8. If it is determined that you are prepared, the Coordinator of School Library Media 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 Library Media form and in pre-placement discussions with the Coordinator of School Library Media 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 Coordinator of School Library Media 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 outside that in which he or she is 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 filled-in and the internship contract will be signed by the Director of the School of Library and Information Science. You 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 library media specialist) and make an appointment to schedule your internship as advised by the Coordinator of School Library Media Field Experiences. Submit your internship schedule for approval to the Coordinator of School Library Media Field Experiences prior to beginning your internship and no later than the first Saturday class meeting at the beginning of the semester.

13. The Coordinator of School Library Media Field Experiences serves as the faculty supervisor who will be observing and grading your internship progress. Turn in all assignments in a timely fashion and contact the Coordinator of School Library Media Field Experiences immediately with any questions or concerns.

**School of Library and Information Science**

**REQUEST FOR INTERNSHIP IN SCHOOL LIBRARY MEDIA**

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 the end of the first week of October for spring internships and by the end of the first week of March for fall internships. If you have any questions, contact SLIS Student Services (803) 777-3887 or (800) 304-3153. Be sure to print legibly and include an e-mail address that you read daily.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

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 \_\_\_ No \_\_\_ 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? Give semester and year below.

EDCS 725 Principles of Curriculum Construction: \_\_\_\_\_ EDFN 749 The School and Modern Society: \_\_\_\_\_

EDPY 705 Human Growth and Development: \_\_\_\_\_ EDFN 592 Historical Foundations of American Educational Thought: \_\_\_\_\_

EDEX 523 Introduction to Exceptional Children: \_\_\_\_\_ EDFN 749 The School in Modern Society: \_\_\_\_\_

If you have completed education courses not listed above or away from USC-Columbia, 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: \_\_\_ SLIS: \_\_\_ 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 Portfolio In Progress Submitted: \_\_\_\_\_

Date Portfolio In Progress Approved: \_\_\_\_\_

Name of Faculty Reviewing Portfolio In Progress: \_\_\_\_\_

SLIS courses in which you are currently enrolled: \_\_\_\_\_

Other courses you plan to take during the same semester as the Internship: \_\_\_\_\_

School districts, counties, locations, and 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.

Why do you wish to work in school libraries and be certified in school library media? 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.

