

Samples of student-written Field Placement Proposals.

They are made available to Faculty Advisors and Students for guidance only. They are not the only way a proposal may be written.

What should be included in a Field Placement Proposal:

- 1. Student Name**
- 2. Faculty Advisor Name**
- 3. Site Supervisor Name**
- 4. Name of Field Placement Site**
- 5. Academic Term/ Date of Field Placement**
- 6. Objective of Field Placement**
- 7. Actual goals/activities the student will perform in order to meet his/her objectives.**
- 8. A statement that addresses the following prerequisite (as noted on the SIS web site info for Field Placements):**

"The field placement must complement the student's education in LIS and other university courses. Field placement assignments will be made on the basis of the student's past experience, or to introduce the student to new areas of information management which complement the student's academic background or area of interest."

**SAMPLE 1 OF FIELD PLACEMENT PROPOSAL
[FOR A PUBLIC LIBRARY]**

[Student Name]

[Faculty Advisor or Sponsor Name]

[Term/Year]

Field Placement Proposal – Version 1

In the [semester/year] I will be doing a field placement at [name of field placement library]. During this semester, I have many goals that I wish to accomplish. These goals are as follows:

At first, I will become acquainted with the "workings" of [name of field placement library]. I will receive an overview of the various departments such as, but not limited to: circulation, reference, requests and interlibrary loan, acquisition, personnel, the technical and database systems, collection, cataloging and programming. This overview will begin before the semester begins and last as long as is feasible or necessary. Once I am acquainted with the daily operations and various departments, I will be doing more "hands on" learning.

In the Circulation Department, once I master the overall desk procedures, I will be working with the Millennium System, conducting reference searches, and performing administrative duties. I will manage requests both in the [name of field placement library] and in the interlibrary loan system. I plan on helping to rectify some of the problems in the collection and in the circulation system. While working in Circulation, I will learn the duties and actions of the staff, volunteers and patrons as I interact with them.

I will be working with [Name/Title of person] in The Cataloging Department. I will be doing some basic cataloging of materials. I will also be helping to deal with "the issues" which will include authority control and maintenance of the catalog's integrity. The depth of this work is yet determined.

The [name of field placement library] has recently moved to a new building and some historical documents were discovered upon this move. [Name/Title of person] and I will be archiving this historical data.

I will be working with [Name/title of person] and others to yet to be determined to develop programming for the patrons. My goal is to develop and implement a program at the [name of field placement library].

[Name/Title of person] and I will be developing and submitting a grant, possibly for further digitalization, at The [name of field placement library].

I will be working with the professional staff on collection development, specifically looking at weeding the existing collection.

During my field placement, I will be primarily working with [Name/Title of person]. Yet, when the new Library Director is hired, I hope to shadow her or him. If I am able to shadow the Director, I plan on observing budgeting to learn some of the specifics about non-profit revenue resources. I also plan to learn about The Library Board and The Friends of the Library Organizations. I am also very interested in the daily workings of a Library Director, what it is that they actually do with a vital support staff.

This is a large list of goals that I have for the next four months neither the depth that I cover these items nor the actual tasks that I will accomplish is something that I can predict at this time. Yet, I envision myself as a Small Library Director within the next few years and I believe that this Field Placement will be of great benefit to me and I also have the benefit of contributing to my local public library in a meaningful and vital way while I gain valuable knowledge.

[Student Name]

[Date]

**SAMPLE 2 OF FIELD PLACEMENT PROPOSAL
[FOR AN ACADEMIC LIBRARY]**

[Student Name]

[Faculty Advisor or Sponsor Name]

[Term/Year]

My field placement will be at [Name] University in [location]. I will be supervised by [Name], Head, Public Services & Assistant Professor of Learning Resources and [Name], Director and Associate Professor of Learning Resources. [Name], PhD is my LIS faculty advisor.

OBJECTIVE: My project will focus on the management of Reference Services at XMU. I will perform a detailed study of the following areas within the Reference Division:

- Overall management of Reference Services at [Name of academic library]
- Training program for reference personnel
- Types of questions asked of the reference librarian (e.g. specific vs. general, length of questions, etc)
- Record keeping techniques of questions asked (by length, type, patron?)
- How is the reference interview conducted?
- Scheduling of librarians (method)
- Special circumstances/situations – Is there a policy in place to deal with difficult patrons, questions, etc?

As part of my reference experience, I will also create an eCollege (distance education) module that identifies reference resources that support a specific course.

GOALS: I will fulfill my goals by:

- Shadowing the librarians and becoming familiar with the library during the first two weeks
- Observing the reference desk
- Working at the reference desk
- Familiarizing myself with the library's collection
- Meeting with [Name/title of person] weekly to ask questions, discuss problems

In addition to the Reference Division experience, I would like to explore the following if time permits:

- Instruction: Create a PowerPoint presentation for freshmen who are writing their first research papers. Included would be a general introduction to the Library's services and resources and a systematic process for defining a topic and finding the most relevant books and articles on the subject. The presentation would be used in teaching information literacy/bibliographic instruction sessions for freshman classes, which I could also present periodically.

[Student Name]

[Date]

**SAMPLE 3 OF FIELD PLACEMENT PROPOSAL
[FOR A SPECIAL LIBRARY]**

[Student Name]

[Faculty Advisor or Sponsor Name]

[Term/Year]

The [Name of Library] is a perfect environment for my field placement because of its clientele - lawyers, students, and the public. [Name of Library] will provide me with experience that I feel I can take to any library setting whether it special, academic, or public. Under the guidance of [name], I will be doing in-depth research projects and also traditional library tasks including reference work, cataloging, and administrative tasks.

My goals for the field placement include:

- Familiarizing myself further with legal resources, both print and digital
- Learning how to interact with specific patron groups
- Effectively planning and executing at least one major research project
- Gain experience in some facet of tech services/cataloging
- Understand the business side of the law library by aiding in billed lawyers' services
- To act as [name/title of person] research assistant, so I might have a publication to list on my resume by the end of the term

Classes such as Retrieving Information, Government Information Resources & Services, and Law Resources & Services have prepared me for this field placement. Additionally, I have taken an undergraduate level legal research class that was taught by [name]. He is very accomplished in the fields of law librarianship, legal research, and Pennsylvania law. He has published numerous books and articles on these topics and has many in the works right now on which I could assist. This is especially appealing because of my interest in research, background in English, and desire to add to my resume.

I plan to accomplish these goals through 150 hours of service. I plan to work 15 hours a week for ten weeks, generally on Mondays, Wednesdays, and Thursdays. About ten of the 15 weekly hours will be spent doing research; the other five will be spent on other tasks or projects. Experience at the [Name of Library] will provide me with skills I feel will be applicable in any library setting.

[Student Name]

[Date]