

Goals

- To offer students an opportunity to extend their academic goals to a practical work experience. This implies that students have gained some expertise in an area they wish to explore in a work situation or are interested in pursuing a new career path.
- To show in concrete terms the work options available to students through an apprenticeship semester, which can provide job-related training.
- To illustrate the Department of Library and Information Science's commitment to translating information management ideas into action. This implies that the field placement experience is not only goal-oriented, but also ideological; therefore, the students should have a broad understanding of the issues confronting libraries and information centers today, obtained by concentrating on a wide range of DLIS courses.
- To broaden the scope of the department and to enrich the program by contact and exchange with community groups and agencies.

Prerequisites

- Students must have completed a minimum of twelve credit hours in good academic standing.
- The field placement must complement the student's education in DLIS 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.

Requirements

- A one to two page typewritten or word-processed proposal outlining the student's goals must be submitted to the faculty advisor along with the Field Placement Application form. A copy should be sent to Marcy Walls.
- The proposal must be approved by both the faculty advisor and the site supervisor in the semester prior to beginning the field placement.
- Students should plan on working a minimum of 150 hours per term for three credits. Individual schedules will be arranged between the student and the site supervisor and it is the student's responsibility to notify the faculty advisor of the schedule arrangements.
- Students must meet with their faculty advisor at least once a month, or as necessary, to discuss their progress at the site. It is recommended that students keep a written log of the placement experience to be examined by and discussed with the faculty advisor.
- A hard copy summary of accomplishments (three to five pages), relating the field experience to the student's academic goals, is required for the completion of the field experience. This report should also include the student's specific duties at the site and a critique of the strengths and weaknesses of the field placement in terms of academic and personal development. This report must be sent to the student's faculty advisor before the end of the term in which the field work is completed.
- Grading will be a pass/fail designation.



Student Application: DLIS Field Placement Department of Library and Information Science

After this form is signed, two copies must be made: Student keeps the original, one copy is submitted to Faculty Advisor, and one copy is submitted to the Department of Library and Information Science, c/o Marcy Walls

Student Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Student Email Address _____

Term _____ Fall _____ Spring _____ Summer _____ Year _____

Faculty Advisor _____

Site _____

Site Supervisor _____

Prerequisite Courses	Date Completed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I agree to serve as the faculty supervisor for this field experience:

Faculty Signature: _____ **Date** _____

This form should be completed during the semester **before** the field placement begins. A one to two page statement outlining the relationship between the field placement and the student's previous training or the student's goals should be attached to this form.

For Department Use Only: Pass/Fail _____

DLIS Agreement: DLIS Field Placement Department of Library and Information Science

- To assign a faculty member to facilitate communication regarding student education progress. The faculty member agrees to be available for consultation with site supervisor when needed.
- To provide services to administrative assistance to facilitate effective communication lines between the DLIS and the site on all matters.
- To provide site with a student profile if required, listing student's educational background, field of interest, and qualifications for working in the particular site.
- To provide academic calendar specifying beginning and ending dates of placement and dates student will be excused from instruction.
- To insure that a student will comply with the site holiday schedule on field placement days and the university schedule on school days.
- To insure that student placements and termination shall not be considered final until the plan has been fully reviewed by the DLIS, the site, and the student. Modifications or changes, such as early termination, shall be submitted in writing.
- To keep site informed through the faculty member of any changes in university policy or curriculum, which affect site-program relationship or field instruction.
- To insure that faculty advisors will offer guidance to the site supervisor (if needed) as to requirements and content of final evaluation report of student's progress.
- To provide that this agreement shall continue until review or termination is requested in writing by the DLIS, the site, or the student.
- To refrain from discrimination on the basis of race, color, religion, ethnicity, national origin, age, sex, sexual orientation, or marital, veteran, or handicapped status.



Site Agreement: DLIS Field Placement Department of Library and Information Science

After this form is signed, three copies must be made: Student keeps the original, one copy is submitted to Site Supervisor, one copy is submitted to faculty advisor, and one copy is submitted to the Department of Library and Information Science, c/o Marcy Walls.

Name of site _____

Address _____ **Phone** _____

City _____ **State** _____ **Zip** _____

Site Supervisor(s) _____ **Email Address** _____

Title(s) _____

Student _____

Address _____ **Phone** _____

City _____ **State** _____ **Zip** _____

Term/Year of Placement _____

DLIS Faculty Advisor _____

In recognition of a commitment to provide professional practical work experience for the above named student, we agree to work collaboratively with the Department of Library and Information Science at the University of Pittsburgh according to the following agreement:

- Site supervisor agrees to introduce and orient student to site objectives, structure, policies and procedures, and to interpret them as needed.
- Specifies meetings and/or conferences in which the student will be permitted to participate.
- Agrees to provide adequate space and equipment to enable the student to perform her/his tasks.
- Will provide appropriate supervision and/or instruction from qualified colleagues, who have the time and interest to assume the responsibility for the student's educational experience.
- Clearly define the student's duties.
- Negotiate student/site agreement on number of working hours per week.
- Have regular supervisor/student conference focusing on the professional development of the student.
- Agrees to accept ongoing responsibility for evaluation of student progress and for a final evaluation report to the faculty advisor.
- Agrees to provide a written evaluation report of no more than five pages (usually one to two pages) to the faculty advisor. This report will be kept in the student's file.
- Agrees, if requested, to write a letter of reference for the student's placement file.
- Negotiate student salary per hour (if applicable).
- Shall not terminate this Agreement during the placement period of any student.
- To refrain from discrimination on the basis of race, color, religion, ethnicity, national origin, age, sex, sexual orientation, or marital, veteran, or handicapped status.

Site Supervisor Signature _____ **Date** _____