LIS/Partner Site Agreement: LIS Field Experience
Library and Information Science Program

• 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 such as administrative assistance to facilitate effective communication lines between the program 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 program, 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 program, the site, or the student.

• The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University’s mission.
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 Library and Information Science Program, c/o JoAnn Kavalukas (mailbox in LIS administrative office)

Student Name __________________________________________ Date ________________

Address _____________________________________________ Phone ________________

City ________________________________ State ________________ Zip ________________

Student E-mail Address _______________________________________________________

Placement Term _____ Fall ________ Spring ________ Summer ___________ Year__________

Faculty Advisor ______________________________________________________________

Placement Site ______________________________________________________________

Site Supervisor ______________________________________________________________

Prerequisite Courses Date Completed
CORE:____________________________ Date completed:___________________________

CORE:____________________________ Date completed:___________________________

CORE:____________________________ Date completed:___________________________

Course:___________________________ Date completed:___________________________

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

Faculty Signature: _________________________________ Date ________________

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

For Program Use Only: Pass/Fail ________

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Library and Information Science Program

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 Library and Information Science Program, c/o JoAnn Kavalukas (mailbox in LIS administrative office).

Student_____________________________________________________________________
Address ______________________________________ Phone _____________________
City ___________________________ State _______________ Zip __________________

Name of site _______________________________________________________________
Address ______________________________________ Phone _____________________
City ____________________________ State _______________ Zip ____________________
Site Supervisor(s)________________________________________ E-mail Address ______________
Title(s) & Qualifications_____________________________________________________
Term/Year of Experience_____________________________________________________
LIS 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 Library and Information Science Program 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_____________

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