Field Experience Guidelines:

Information Technology and Digital Libraries

LIS 2926
3 credit elective course

Field Experience Objective:

• To provide an opportunity for students to apply knowledge and skills acquired in the classroom, and to gain practical experience in the professional field with defined learning outcomes as a focus. The placement will be a supervised, professional learning experience that takes place in a library, an archival repository, or other information-based institution. In the case of digital libraries, field experience may include student work and participation in a recognized online site approved by the student’s academic advisor.

Learning Outcomes:

• To demonstrate an understanding of information technology’s role and impact within information organizations, and to understand the technological knowledge and skills needed by information professionals at these organizations as they relate to the core competencies addressed by the American Library Association. Information technology is an underlying foundation to many areas relating to:
  o Information Resources
  o Organization of Recorded Knowledge and Information
  o Technological Knowledge and Skills
  o Reference and User Services
  o Research
  o Continuing Education and Lifelong Learning
o Technological Literacy
o Information Literacy
o Administration and Management

Prerequisites for LIS 2921, in Information Technology and Digital Library Specializations:

- Students must have completed the four core courses and obtain a grade of B. In some cases, students may be permitted to take a core course concurrently with the field experience, but only if they have completed the other three.
- The field experience must complement the student’s education in LIS and other university courses. Field experience assignments will be made on the basis of the student’s past experience, or to introduce the student to new areas of information technology or digital libraries which complement the student’s academic background or area of interest.
- The placement and site must be approved by the student’s academic advisor.
- A Field Experience Application Form and a Proposal stating the student’s learning objectives, goals, and expected tasks for the field experience must be submitted prior to the start of the Field Experience. The student application must be approved by the student’s academic advisor (or the faculty member supervising the field experience) and the site supervisor. Please find the Field Experience Application Form and sample proposals at this site: http://www.ischool.pitt.edu/lis/degrees/field-experience.php

Course Requirements:

1. Registration
   - Students must register for the Field Experience course as they would for any other LIS course. This includes an advisory meeting with their faculty advisor to discuss their placement and approval of the site by the faculty advisor prior to registering. Students should contact their advisor at least three months before the Field Experience is to begin.

2. Site Selection:
   - The Field Placement should not be completed at the student’s current place of employment since one objective of the Field Experience is to broaden the scope of the student’s experience and knowledge.
   - The site supervisor must be a qualified librarian, with an MLIS degree, Ph.D., or the equivalent.
• A partial list of Field Placement host sites is kept by SIS for student review. Please note that Field Placement host sites are not obliged to accept students, nor are positions continuously available.

• In regions where no Field Placement host site has been established, the student can identify a potential site. The staff and faculty at the School of Information Sciences will determine if the site meets the necessary criteria for a successful placement.

• If the host site is new to the LIS program a Field Experience New Site Proposal will need to be completed so that the site can be evaluated to ensure that it will provide a suitable learning environment for the student.

3. Total 150 working hours at the field site.
   • These hours are to be worked out between the site supervisor and the student. A planned schedule of work should be submitted to the student’s faculty advisor. A record of hours worked should be part of the weekly log.
   • The 150 hours does not include attendant learning experiences, such as maintenance of the weekly log, the mid-term progress report, the student’s final report and evaluation of the internship site.

4. Weekly Log
   • The student should keep a log of weekly activities and hours worked that should be signed at the end of each week by the site supervisor and submitted with the Mid-term Progress Report and at the end of the term along with the Final Report.

5. Mid-term Progress Report
   • The student must submit a Mid-term progress report to the academic advisor, the date to be determined at the beginning of the term. A copy of the report should also be submitted to the site supervisor.

6. Student’s Final Report
   • The student must submit a final report to the academic advisor at least one week before the end of the term. A copy of the report should also be submitted to the site supervisor.

7. Site Supervisor’s Final Evaluation
   • The site supervisor must submit a final evaluation to the academic advisor at least one week before the end of the term.
8. Site Evaluation

- Students should complete the brief Student Evaluation of Site form at the end of the term. This confidential form allows students the opportunity to provide feedback on the placement site’s effectiveness in hosting a Field Placement student, and to recommend whether the site should continue to host Field Placements. This evaluation form is for the LIS program’s use in determining which sites provide the appropriate learning environment for our students.

Student Evaluation:

- Evaluation of the student’s work will be based on the review of the weekly log, mid-term progress reports, final report, visual presentation, and site supervisor’s evaluation.

- The course is graded as Pass/Fail.

Weekly Log:
Students should keep a weekly log of the Field Experience hours worked and activities completed. This log should be signed by the site supervisor at the end of each week and submitted to the faculty advisor with the Mid-term progress report and with the Final Report at the completion of the Field Experience.

Mid-Term Progress Report:
At the mid-point in the Field Experience, students must submit a Mid-Term Progress Report. This report provides the student, academic advisor, and site supervisor the opportunity to evaluate student progress to date. It is a chance to get feedback before the end of the Field Experience so that any issues can be addressed and adjustments made if necessary. It also serves as a check to make sure that the student’s learning outcomes goals are being met.

The report should outline how well the student has met these goals to date, whether projects or assignments were completed on time satisfactorily. The report should not exceed 2 pages, double-spaced and should also address:

- New skills that were acquired and/or updated
- Training that has been completed or is ongoing
- Strengths that the student possesses that have helped with duties and assignments
- Weaknesses that have arisen and what actions the student plans to take to address them
• Observations on how this experience will benefit the student in his/her pursuit of a career

**Student’s Final Report:**
This report is a summary of your Field Placement experience, presented in an academic format. The report should include:

• Summary of what was accomplished during the Field Placement
• Discussion of your experiences during the Placement including positive and negative experiences and what you have learned from them
• Copies or samples of deliverables (if possible) that were submitted to the site supervisor.
• Reflections on how the work you completed ties into best practices, theoretical foundations of Library Science. This can include references to the professional and/or scholarly literature relating to the area of work you were engaged in.
• Incorporation of the same points that were addressed in the Mid-term report.
• The report should be 3 – 5 pages, double-spaced.

**Site Supervisor’s Evaluation:**
• The site supervisor will provide a written evaluation report of no more than five pages (usually one to two pages) to the faculty advisor at least one week prior to the end of term. This report will be kept in the student’s file.
• Students will have access to the evaluation report.
Field Placement Checklist

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<thead>
<tr>
<th>Date Task Completed</th>
<th>Activity</th>
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<tr>
<td>Meet with academic advisor to discuss Field Experience</td>
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<tr>
<td>Have Field Experience site approved by academic advisor. If the site is new to LIS, a New Site Proposal form will need to be submitted. See the attached New Site Proposal form.</td>
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<td>Register for Field Experience LIS 2921 or LIS 2924</td>
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<tr>
<td>Submit completed and signed Field Experience application and Site Agreement prior to the start of term. Forms can be found at <a href="http://www.ischool.pitt.edu/lis/degrees/field-experience.php">http://www.ischool.pitt.edu/lis/degrees/field-experience.php</a></td>
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<tr>
<td>Submit proper clearance forms if required by LIS or by site institution prior to the start of Field Experience (i.e. Criminal Clearance form, Child Abuse Clearance form). See Appendix A for a list of clearance forms.</td>
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<td>Verify start date and end date with site supervisor</td>
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<td>Submit work plan and time schedule to academic advisor and site supervisor prior to the start of the Field Experience</td>
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<tr>
<td>Maintain a weekly log of hours worked and activities completed. Should be signed by site supervisor at the end of each week, submitted as part of the mid-term progress report and the final report at the completion of the Field Experience.</td>
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<tr>
<td>Submit mid-term progress report to academic advisor and site supervisor by date agreed upon</td>
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<tr>
<td>Submit final report to academic advisor and site supervisor by date agreed upon</td>
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<td>Final site supervisor evaluation received</td>
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<td>Compete confidential evaluation of Field Placement site and submit to academic advisor. This is not part of the evaluation for grades.</td>
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<td>Organization:</td>
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<td>Website:</td>
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<td>Have you made contact with someone from this organization?</td>
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<td>Name of Contact:</td>
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**Area of service/type of work available in this organization**

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### Appendix A: Clearance forms

For Field Experiences in Public Libraries and School Libraries:

1. **Pennsylvania Child Abuse History Clearance form PA Act 33/151:**
   [http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm](http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm) (this can take 5-6 weeks and costs $10.00)

2. **Criminal Record Check form PA Act 34:** [https://epatch.state.pa.us/Home.jsp](https://epatch.state.pa.us/Home.jsp) (this can take 3-4 weeks and costs $10.00)