Suggestions for Field Experience Proposals

These suggestions 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 Experience Proposal?

1. Student Name
2. Faculty Advisor Name
3. Site Supervisor Name
4. Name of Field Experience Site
5. Academic Term/ Date of Field Experience
6. Objective of Field Experience
7. Actual goals/activities the student will perform in order to meet his/her objective(s).
8. A statement that addresses the following prerequisite (as noted on the SIS web site info for Field Experience):
   “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.”
9. Note any special projects, major tasks, or management opportunities that might be undertaken as part of this field experience.