

University at Albany, State University of New York
College of Emergency Preparedness,
Homeland Security, and Cybersecurity

IIST 668 Internship (General)
3-6 Credits

Meetings and Schedule

There are no scheduled class meetings for this course. Interns will communicate with their advisors as needed through individual meetings or voice/electronic media. Typically, there will also be a site visit at which the advisor will meet with the student and internship mentor to discuss the internship experience and the student's progress. If distance is an issue, the advisor, internship mentor, and student will arrange for a discussion through appropriate media. The intern's schedule at the internship site is arranged by the intern and mentor. Most interns spread the internship evenly throughout the semester by doing regular hours each week, but there may be variation depending on the needs of the placement and the intern.

Objectives and Description

The internship is designed to provide a learning experience for students. During the course of the internship, the student should gain new insights, knowledge, experience and skills. The student is expected to work alongside the mentor or work on projects under the direct supervision of the mentor. This may entail some routine tasks, but the majority of the time should be spent on professional activities. The intern is not meant to be a replacement for regular staff. The mentor should be available to meet with the student on a regular basis and should have interest in and time available for the management and guidance of the student. It is also expected that the mentor will have the appropriate professional qualifications to effectively supervise and assist the student in the internship experience.

The objective of the internship is to provide MSIS students with an opportunity to observe and apply principles learned in graduate study in contemporary information environments, help in the development of career opportunities, and provide the intern with hands-on experience in specific work assignments.

The internship typically begins with an introduction to the facility, resources, processes, and technology of the organization, and observation of the organization's day-to-day functioning. The majority of the intern's time is then spent practicing professional information skills under the supervision of the mentor. Competency with current technologies and effective information resource management should increase as the student encounters, analyzes, and evaluates the substance of professional practice.

Time Requirements

Students are expected to arrange a mutually agreeable schedule with the mentor to complete the 150 hours required for the internship. At the end of the 150 hours, the mentor will be asked to verify that the student has completed the time requirements. During the course of the internship, the advisor will be in contact with the mentor to assess the intern's experiences and progress. Students should email the advisor at each 25-hour increment of the internship experience.

Deliverables

Students will turn in the following items for their internship:

1. *A statement of goals* as established by the student and the internship mentor in their first meeting. These should be in the form of a numbered or bulleted list and should be submitted to the advisor in the first two weeks of the internship.

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2. *A log of hours* and activities for each day or time period spent at the internship site. You should also give a copy of this document to your mentor.
3. *A midpoint journal* on your internship, number of hours completed to date, questions, reflections, concerns, observations. Write something (at least a paragraph) each time you have been to the internship site. This is a private document only for the advisor. Include a statement on how well goals are being met with adjustments, additions, edits to the list. This should be reviewed in conjunction with the midpoint evaluation and attached to it for submission to the advisor.
4. *A final journal* of reflections, comments, questions for the internship experience. This is a private document only for the advisor. Include a statement on how well goals were met (see above) during the internship. This should be handed in at the end of the internship with the final evaluation and project description.
5. *A project description* of approximately five double-spaced pages with appended materials as appropriate. Each student is expected to work on at least one project during the course of the internship. You may submit multiple project descriptions although only one is required. This is a public document that may be shared with the mentor, other faculty, and college staff as appropriate.
6. *The final deliverable* for IST 668 is a paragraph that you should write and send to your academic mentor with a copy to the CEHC office. The paragraph will be used by the college for publicity and evaluation purposes (such as ALA accreditation). Please include your name, the name of your internship site, a list of the main duties that you had while there, the number of staff/librarians with whom you worked, the approximate number of customers/patrons with whom you had contact (as appropriate for the particular internship), and the major professional goals that you accomplished as a result of this internship. If this is a second internship, or a 300 hour internship, please indicate that.

The advisor will provide timely feedback on each of the above documents.

Evaluation: Completion of these requirements will constitute a grade of S (satisfactory).

1. Beginning goals statement (see above)
2. A log of hours (see above)
3. An email from the student intern each time the intern completes an additional 25 hours of time on site
4. A midpoint journal and goals statement progress report (see above)
5. 150 hours of internship experience
6. A journal of reflections, comments, and questions about the experience. (above)
7. At least one project description of approximately 5 double-spaced pages, with supporting appended materials where appropriate. (above)
8. Informational paragraph noted in item 6 above.
9. The site mentor's observations of the intern's experiences and performance in the form of the Mentor Evaluation form at midpoint (75 hours) and at the end of the internship, including the final evaluation of internship goals.