Advising Supplement  2015-2016
Internships
School of Information
University of Arizona
Bruce Fulton, MLIS, PhD
Key Contacts – 2015 - 2016

• Karen H. Bell, hkbell@email.Arizona.edu, Internship Coordinator, tracks and posts internship opportunities, acts as liaison with organizations, best person to contact to find internships, ask about specific opportunities and learn more about how specific internships work.

• Academic Advisor, Bruce Fulton (MA-LIS, Certificates) bfulton@email.Arizona.edu or Hong Cui (MS-I, PhD), hongcui@email.Arizona.edu, reviews and approves internship proposals.
Internship LIS 693

- **Internship (693)**
- Student must have completed 12 units and be in good standing
- Maximum of 3 units internship can be applied to MA-LIS degree (students entering summer 2015 and later who must also complete a capstone internship) or 6 units (students entering prior to summer 2015)
Capstone Internship (694)

• Required for students entering the program fall 2015 and later
Limitations and opportunities

• Some states do not allow internships for students enrolled in distance programs at the UA. These are listed on the UA Online web site. If you are in one of these States contact your advisor to develop a substitute course.

• Students are encouraged to find their own internship opportunities

• Many opportunities are listed on the internship website at
  http://si.arizona.edu/list-available-internships
Format

• 3 Credits
• Minimum 135 hours
• All work must be performed in the semester in which credit is earned
• May be paid or unpaid – does not affect credit earned
Site Supervisor

• Students identify a site supervisor for the internship

• The Site Supervisor for the MA-LIS degree must be a librarian (ALA), certified archivist (ACA) or other qualified information professional.

• Site Supervisors for the MS-I must have sufficient training in information professions to provide training and guidance to the student.

• A copy of the Site Supervisor Responsibilities document should be provided to your proposed site supervisor.
Proposal

Written proposal (requires advisor approval) must include

• Description of work to be performed
• Goals or expected outcomes
• Reasons for undertaking the internship as related to your plan of study
• Projected work schedule for completing 135 hours
• Academic preparation (list of courses completed applicable to the internship)
Application

• Application signed by you and Site Supervisor returned to School of Information Office

• Prior to start of classes, contact the site supervisor to discuss final details of the internship as outlined in your proposal.

• Any revisions to the original proposal must be reviewed and approved by your site supervisor.

• A copy of the approved, revised proposal must be submitted to the Internship Coordinator.

• Application Deadlines
  • July 1 for Fall semester studies
  • December 1 for Spring semester studies
  • May 1 for Summer session studies
Full Details and Forms

• Complete documentation and required forms at http://si.arizona.edu/internships