



Internship Application, Contract, and Plan of Work

Submission Deadlines

This completed and signed form must be submitted no later than the last day of classes in the semester/term prior to the internship (e.g., if the internship is for Fall 1, this form must be submitted by the last day of class in Summer 2).

Section 1: Student Information

Student Name:

LSU ID:

LSU Email Address:

Section 2: Course & Term Information

LSU School of Information Studies requires 45 hours of work per credit per semester/term. All hours must be completed within the official dates of the term.

Semester/Term: ☐ Fall ☐ Fall 1 ☐ Fall 2 ☐ Spring ☐ Spring 1 ☐ Spring 2

☐ Summer ☐ Summer 1 ☐ Summer 2

Year:

Credits Requested: ☐ 1 Credit (45 hrs) ☐ 2 Credits (90 hrs) ☐ 3 Credits (135 hrs)

Section 3: Internship Site & Supervisor Information

The site supervisor must possess an MLIS or equivalent degree and must have worked as an information professional for at least five years after earning the degree. The internship may not take place at the same agency where the student is currently employed, nor may it be supervised by the student's current supervisor.

Internship Site/Organization:

Site Location (City, State):

Site Supervisor Name:

Supervisor Title:

Supervisor Email:

Supervisor Phone:

Section 4: Faculty Advisor Information

The faculty member must be in the School of Information Studies, but they are not required to be the student's main advisor.

Faculty Advisor Name:

Faculty Advisor Email:

Section 5: Internship Details

Start Date:

End Date:

Total Expected Hours:

Section 6: Plan of Work

Internship Description & Project(s):

Describe the internship experience. Every internship must include both (a) experience in the routine procedures of the information agency and (b) the completion of a specific project involving planning, analysis, evaluation, and assessment.

Scheduling and Time Allocation:

Describe the days and hours the student will work, and the proportion of time allocated to routine procedures versus the specific project(s).

Weekly or Bi-Weekly Schedule of Activities:

Use the table below to outline planned activities for each week or two-week period of the internship. Add or remove rows as needed.

[illegible]

Section 7: Internship Contract & Signatures

By signing this document, all parties agree to the Plan of Work outlined above and acknowledge the responsibilities required for the successful completion of this internship for academic credit. Changes to the Plan of Work are permissible as long as all parties agree and the activities remain within a relevant learning focus.

Student Responsibilities: I understand that I am responsible for fulfilling the proposed activities at the internship site, completing all required hours (45 per credit), maintaining a reflective log/journal of work, submitting a final project report, and completing the Student Internship Evaluation Form at the end of the term.

Student Signature:

Date:

Site Supervisor Responsibilities: I agree to supervise the student, provide a meaningful learning experience consistent with the Plan of Work, and complete the Supervisor Internship Evaluation Form during the final week of the term. I understand that I will not receive compensation from Louisiana State University for this voluntary professional commitment.

Site Supervisor Signature:

Date:

Faculty Advisor Responsibilities: I have verified that the student has met the prerequisite requirements for the internship. I agree to monitor the student's progress throughout the term, communicate with the site supervisor as needed, and determine the final grade based on submitted documentation and the student's overall performance.

Faculty Advisor Signature:

Date: