



School of Information Studies

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: Mike the Tiger

LSU ID: 89-000-0001

LSU Email Address: mtiger1@lsu.edu

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: Louisiana State Archives

Site Location (City, State): Baton Rouge, LA

Site Supervisor Name: John Doe

Supervisor Title: Head of Archival Processing

Supervisor Email: jdove@la.sos.gov

Supervisor Phone: 225-555-1444

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: Dr. Edward Benoit, III

Faculty Advisor Email: ebenoit@lsu.edu

Section 5: Internship Details

Start Date: August 24, 2026

End Date: October 10, 2026

Total Expected Hours: 135 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.

Routine Procedures: Mike will assist with the physical processing of newly acquired manuscript collections, learning proper handling techniques for delicate materials (without using claws) and basic DACS-compliant arrangement.

Specific Project: "The Archivaux Initiative." Mike will conduct a space utilization study of the Hill Memorial Library reading room to assess its accessibility for non-human researchers. He will produce a report detailing recommendations for structural and policy changes to better accommodate feline patrons.

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).

Mike will work 9 hours per week (Tuesdays and Thursdays, 1:00 PM - 5:30 PM). Approximately 40% of his time (54 hours) will be dedicated to routine archival processing procedures. The remaining 60% of his time (81 hours) will be allocated to the "Archivaux Initiative" project, including space assessment, literature review, and report writing.

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.

Week(s)	Planned Activities	Notes / Deliverables
1	Orientation to the Louisiana State Archives; basic handling training; begin processing small manuscript collection	Complete handling quiz; processing plan approved.
2	Continue processing collection; begin literature review on inclusive reading room design and non-human information behavior.	Draft of literature review section.
3	Complete processing of manuscript collection; finalize DACS finding aid. Begin physical assessment of reading room.	Completed finding aid.
4	Conduct observational studies in reading room (noting furniture height, aisle width, and sunlight availability).	Observational notes submitted.
5	Analyze observational data; draft recommendations for the Archivaux Initiative.	Draft recommendations.
6	Review draft with site supervisor and faculty advisor; incorporate feedback.	Revised draft.
7	Finalize Archivaux Initiative report and prepare brief presentation for library staff. Deliver presentation; complete final evaluations and reflective log.	Final project report submitted; presentation delivered; evaluations submitted.

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: August 15, 2026

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: August 15, 2026

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: August 15, 2026