



School of Information Studies

Guidelines for Graduate Student Internships

APPROVED BY THE SIS FACULTY IN AUGUST 2026

Goals and Purpose of the Internship

LIS 7900 is a variable-credit (1-3) course that requires 45 hours of work per credit. This course is repeatable for up to 6 credit hours. It provides students with an opportunity to pursue an interest in a specific type of information agency or service under the guidance of an experienced information professional who holds the appropriate graduate degree. It is especially recommended for students who lack practical experience in the field.

The internship should be mutually beneficial to both the student and the agency. It will be tailored to the student's needs and career objectives, as well as to the agency's needs, and will provide an opportunity to evaluate both theory and practice.

Please note: The requirements discussed in this document pertain only to LSU. Individual internship locations and programs may have additional requirements or application procedures.

Internship Roles

Internship Advisor

The internship advisor must be a School of Information Studies (SIS) faculty member. Adjunct faculty are not eligible to serve as advisors. The internship advisor *is not* required to be the student's academic advisor.

Internship Supervisor

The internship supervisor is the person who will supervise the student's work at the host agency. They must hold an MLIS or equivalent degree and have worked as an information professional for at least five years after earning the degree.

Prerequisites

Students in the MLIS program must have completed at least 18 hours of graduate LIS courses before enrolling in an internship, including all of the core courses and any relevant elective(s). The internship advisor will determine whether the student has the appropriate coursework for the proposed internship. Graduate certificate and non-SIS students (e.g., students in the DDes program) should consult with their internship advisor on prerequisites.

Internship Structure

Every internship must involve at least two components: (1) experiences in the routine procedures of the information agency and (2) the completion of a specific project(s). The time allocated to each component will depend on the student's needs and background. The project(s) should involve planning, analysis, evaluation, and assessment. It may be completed during the internship or be a portion of a larger project that will be continued by others after the internship.

Internship Evaluation

The internship advisor will determine the final grade for the internship based on the evaluation of the internship supervisor and deliverables submitted to the advisor (see below). The internship is subject to the same evaluative criteria and rigor as other graduate courses.

If the internship supervisor is unable to complete the internship, the advisor will assist the student in completing the experience with another supervisor and/or at a different site.

Procedures & Documentation

Term Prior to the Internship

Planning for the internship begins at least a term prior to the internship. All documentation must be submitted by the last day of the term prior to the start of the internship. For example, documentation for an internship in Fall 2, must be submitted by the final day of Fall 1.

Step 1: Identify an Internship Advisor

The student should contact the faculty in the subject area of the proposed internship site. Faculty may agree to serve as an advisor or recommend another faculty member.

Step 2: Identify Potential Site(s) and Internship Supervisor(s)

It is the student's responsibility to identify at least one appropriate site and supervisor, and provide the advisor with the appropriate information. The advisor may provide suggestions, but it is the student's responsibility to contact the site.

The internship may not take place at the same agency or at a branch of the same agency where the student is employed. It may not be supervised by the student's current supervisor, regardless of the site at which it takes place. It must provide the student with a new experience and new perspectives.

Students may receive pay or other compensation for an internship.

Before agreeing to supervise an internship, the supervisor should obtain any necessary permission from appropriate administrators at the internship site. The supervisor will not receive compensation from Louisiana State University for this voluntary professional commitment.

Step 3: Completing the Internship Contact and Plan of Work

The student, internship advisor, and internship supervisor will work together to draft a formal plan of work and sign the internship contract.

Step 4: Submitting the Qualtrics Form

The student will submit the plan of work and internship contract to SIS [via the Qualtrics form](#). This document must be submitted no later than the last day of classes in the term prior to the internship. For example, documentation for an internship in Fall 2, must be submitted by the final day of Fall 1.

Examples of the plan of work and contract can be found in the appendix.

Completion of Internship

The student will be responsible for completing the internship as described in the plan of work. A week prior to the conclusion of the internship, the Internship Advisor will contact the student and the Internship Supervisor to remind them to submit their associated documentation (e.g., Log of Work, Project Report, Student Evaluation, Supervisor Evaluation). The Internship Advisor will forward copies of the Log of Work and Project Report as attachments to infostudies@lsu.edu for documentation.

Student Documentation

Log of Work

The student will keep a log of their internship experience that will be submitted to the internship advisor at the end of the internship. The log should include an introductory section that describes the environment in which the internship took place, descriptions of the activities completed, reflections on how the experience relates to expectations, and a summary of the student's perceptions of the value of the internship to the student's professional growth. It may include impressions of the practical applications of skills as related to the theoretical foundations of the profession, and questions and impressions regarding procedures, services and their evaluation. The log is a record of the student's growth and development, as well as practical experience.

Project Report

The student will complete a written report summarizing the internship project. If the project results in any documentation, such as a user guide, training materials, or finding aids, it should be attached to the report.

Student Internship Evaluation Form

The student is responsible for completing an evaluation of their internship using the associated Qualtrics form.

Supervisor Documentation

The supervisor is responsible for evaluating the student's performance using the supervisor internship evaluation form. It must be submitted by the last day of the internship.

Internship Advisor Responsibilities

The advisor is responsible for assigning the student a grade in Workday Student and is required to email a copy of all internship deliverables to infostudies@lsu.edu.