ONSITE SCHEDULE AND GOALS
Before starting the internship, you should contact the Supervisor to arrange a meeting to plan a schedule for onsite hours, create a list of likely tasks to be completed, and agree on the goals of the internship.

GOALS STATEMENT
Before ten onsite hours of work are completed, please submit the following to Canvas:
   a. A one-paragraph description of the goals of the internship
   b. A list of tasks or objectives to be accomplished by the intern
   c. The work schedule agreed to by both the Intern and the Supervisor

JOURNAL
You will compile a journal that reflects the entire internship experience. At least one entry is expected for every 10 hours worked of the internship (usually one per week). Include brief notes on what occurs, with more extensive discussion of exceptional experiences and reflections on how your sense of professional practice develops. Your journal must be kept as a blog (Wordpress, Blogger, Tumblr, etc).

ARTICLE ABSTRACTS
You will summarize documents and published literature relevant to the internship: three 200-word, descriptive abstract or annotation for every credit hour (ex. For a 3 credit hour internship, you will prepare 9 article abstracts). Sources may include articles from professional practice or research journals, local institutional or departmental reports or policy statements, operation manuals, authoritative websites, and chapters from authoritative books.

MIDTERM REPORT
Interns should submit a brief summary of their progress to date and any changes in the goals, objectives, work schedule, or tasks when half of the onsite hours have been completed to OnCourse.

PRESENTATION
Interns will meet in groups to report at the conclusion of their placements. Your 5- to 8-minute report should present highlights of your internship accomplishments. Report times will be scheduled by the internship coordinator.

EVALUATION
The Supervisor is to complete the “Evaluation of Information/Library Intern,” discuss the ratings with the Intern, and send the completed evaluation to Pnina Fichman at the completion of the internship.

The intern has the option of completing the “ILS Intern Feedback” form, which provides ILS a sense of the Supervisor’s effectiveness in this internship. If you submit the form, the Supervisor will receive a copy.
Both forms are available here:
http://www.soic.indiana.edu/career/students/find-job-internship/resources/ils-internship-guidelines-forms.html

□ FINAL GRADE
Internships are graded Succeed/Fail. To receive an “S” for the course you must submit your plan (at the start of the internship) your interim progress report, your journal and professional readings (due 5 days before the oral report), and make your oral report. Satisfactory evaluation from your supervisor is also required.

□ IF THERE ARE PROBLEMS
If there are any concerns on the part of either the Intern or the Supervisor about tasks, performance or evaluation, contact Pnina Fichman immediately. DO NOT wait until the end of the internship to express such concerns. Adjustments and modifications will be made in tasks or placements when the need is shown (fichman@indiana.edu, 812-855-2018, or 888-335-7547).