

## Field Experience Requirements & Process

### Definition of LIS (2921 or 2924) Field Experience

A field experience is a three-credit elective that incorporates two components completed over one term:

- 1) 130 hours of supervised professional work carried out by an MLIS student at an information service host site that provides the student with an opportunity to apply the skills, methodologies, and theories learned through coursework, and
- 2) 20 hours of scheduled class meetings, conferences, and on-line reflective discussion with other students registered for LIS 2921 or LIS 2924 in a given term, and overseen by the field experience coordinator

**Please note** the definition, course prerequisites, academic and work requirements, and application process for LIS 2921 or 2924 Field Experience vary from that of LIS 2922 Practicum in School Libraries. Students in the School Library Certification Program (SLCP) must successfully complete LIS 2922 and follow the requirements of the SLCP in order to meet teacher certification requirements. Questions regarding SLCP requirements should be referred to Dr. Mary K. Biagini.

### Student Learning Outcomes

Students will clarify their career objectives while gaining insightful, resume-worthy experience at an information organization, which will help prepare them for their chosen career.

### Course Registration

Students register for LIS 2921 or LIS 2924 (if the student is in the Archives and Information Science specialization), earning three elective credits upon successful completion of the course.

### Enrollment Requisites:

- 1) Students must have completed 12 credits of LIS coursework, including LIS 2000 Understanding Information and LIS 2600 Introduction to Information Technologies (or LIS 2610 Library and Archival Computing), before the start of the field experience.
- 2) Students must have earned a minimum QPA of 3.0 to receive permission to register for LIS Field Experience.
- 3) The student must be registered for LIS Field Experience in the term in which the supervised professional work occurs. The field experience must be completed in one term. Only extenuating circumstances will be considered for an incomplete grade and must be approved by the field experience coordinator.

### Requirement or Elective

Field Experience credits are not required when earning the MLIS degree—LIS 2921 or LIS 2924 is considered an elective course. Although LIS Field Experience is not required, all students are strongly encouraged to incorporate this elective course into their plan of study in order to gain real world, experiential learning.

### Grading

Students who successfully complete all requirements for LIS Field Experience earn a grade of "Satisfactory." Students who do not successfully complete all requirements for LIS field experience earn a grade of "Unsatisfactory." Grading will be based on performance as determined by the host site supervisor and the quality of the final report/project as determined by the Field Experience Coordinator.

# LIS Field Experience Registration Process

## In the Term Prior to the Field Experience

All students interested in completing a field experience for credit should attend the information session held one term prior to the term in which the student would like to participate in a field experience. These sessions are held in both fall and spring terms to accommodate spring and summer term field experience registration. For those unable to attend, information session recordings will be available online. These sessions will focus on how to identify a host site that will offer a positive learning and work experience, the process for being accepted by a host site, the work and academic requirements, and the steps to complete an application.

After the information session, students should consult with their faculty academic advisor and/or with the field experience coordinator about their career goals and potential host sites that best match these goals. The student must secure the faculty academic advisor's verification that the student has met or will meet the prerequisites and the minimum QPA requirement. Once a potential site has been identified, the student should contact a supervisor at the host site to seek tentative permission for a field placement with their organization.

## Applying for LIS (2921 or 2924) Field Experience

Students must submit the following items **no later than three weeks before the end of the term prior to the term in which the Field Experience will commence. Earlier submissions are encouraged.**

- Application for LIS (2921 or 2924) Field Experience (final page of this document), including signature of approval from faculty academic advisor
- Proposed field experience site and proposed site supervisor's permission
- Two statements (outlined on the application)

The student must submit the signed application and supporting documents to the field experience coordinator as either a paper copy to the LIS administrative office (600D IS Building) or as a PDF sent via email to the field experience coordinator. Field experience coordinator name and contact information is available on the SIS course schedule - [www.ischool.pitt.edu/sisint/courses/index.html#Schedules](http://www.ischool.pitt.edu/sisint/courses/index.html#Schedules).

## Agreement Form and Course Registration

The field experience coordinator must approve each student's application for a Field Experience. Once approved:

- 1) The student will receive a copy of the Field Experience Agreement Form that the student must sign and send to the host site supervisor for their signature.
- 2) When the student returns the signed Field Experience Agreement Form to the field experience coordinator, the field experience coordinator will sign it and the agreement among the student, the host site supervisor, and the field experience coordinator will be in place.
- 3) The field experience coordinator will keep the original and provide a copy to the student, to the host site supervisor, and to SIS' internship coordinator.
- 4) SIS' internship coordinator will register the student in the appropriate LIS Field Experience credits.

The signed Field Experience Agreement Form must be submitted to the field experience coordinator **before the end of the term prior to the term in which the Field Experience will commence.**

## In the Term of the Field Experience

### Student Work Requirements

- Complete 130 hours of work at the host site under the direction of the host site supervisor and according to the agreed upon schedule with the host site supervisor
- Follow all policies and procedures that host site staff must follow, e.g., dress, acceptable use of technology, interactions with patrons
- If the student is ill or if there is extreme inclement weather on a scheduled work day, the student must inform the host site supervisor in advance of scheduled work shift and must make up any missed hours.

### Student Academic Requirements

- Participate in regularly scheduled class meetings (20 hours) with the field experience coordinator and other Field Experience students to discuss progress, experiences, and shared challenges and learnings
- Post remarks to a weekly field experience blog on CourseWeb
- Prepare a mid-term report and submit to the field experience coordinator
- Facilitate a meeting at the host site that includes the field experience coordinator, the host site supervisor, and the student
- Submit to the field experience coordinator a final, confidential written reflection about the student's experience at the host site framed around their career objectives and the "Goals for Graduates of the MLIS Program" ([www.ischool.pitt.edu/sisint/academics/lis/goals.html](http://www.ischool.pitt.edu/sisint/academics/lis/goals.html)) that includes several examples of work developed for the host site during the experience (portfolio)
- Confer individually with the field experience coordinator to review the final course deliverables for the Field Experience, which may include a report or a project

**Application for LIS (2921 or 2924) Field Experience**


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 Student name Faculty academic advisor name


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 Pitt email 7-digit (PeopleSoft) Student ID #

 Field experience term:  Fall  Spring  Summer

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 Proposed field experience host site

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 Proposed host site supervisor name

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 Proposed host site supervisor contact: Email address Phone number

Courses completed	Term completed			Year completed
LIS 2000	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	
LIS 2600	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	
	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	
	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	

**Faculty Academic Advisor Verification of Student Eligibility**

I confirm that the named student has completed 12 credits of coursework, including LIS 2000 Understanding Information and LIS 2600 Introduction to Information Technologies (or LIS 2610 Library and Archival Computing) or will complete these courses at the end of this term with a minimum 3.0 QPA and is therefore eligible to register for the LIS Field Experience.

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**Faculty Academic Advisor Signature**
**Date**
**Submit this application with the following supporting documents:**

- Two statements:
  - 1) Explanation of the student's objectives for the placement and how the placement will help the student work toward career goals, as well as meet the "Goals for MLIS Graduates" - [www.ischool.pitt.edu/sisint/academics/lis/goals.html](http://www.ischool.pitt.edu/sisint/academics/lis/goals.html)
  - 2) Proposed activities the student will perform, including any special projects and major tasks
- Host site supervisor permission