



## LIS 2921 Field Experience Requirements, Process, and Application

### Definition of LIS 2921 Field Experience

LIS 2921 is a three-credit elective that incorporates two components completed over one term:

- 130 hours of supervised professional work carried out by an MLIS student at an information-service site that provides the student with an opportunity to apply the skills, methodologies, and theories learned through coursework, and
- 20 hours of scheduled class meetings, conferences, and on-line reflective discussion with all students registered for LIS 2921 in a given term and overseen by the Field Experience Coordinator.

### Please Note These Exceptions to LIS 2921

- **Students in the School Library Certification Program (SLCP)** must register for the SLCP-required LIS 2922 Practicum in School Libraries and follow the requirements of the SLCP program.

### Course Prerequisites

Students must have completed 12 credits of LIS coursework, before the start of the Field Experience.

### QPA Requirements for LIS 2921 Field Experience

Students must have earned a minimum QPA of 3.0 to receive permission to register for LIS 2921.

### Requirement or Elective

A field experience is not required for earning the MLIS degree except for SLCP students who must successfully complete LIS 2922 to meet teacher certification requirements. Students are strongly encouraged to consider a field placement to gain “real-world” experiential learning in conjunction with their coursework.

### Grading

Students who successfully complete all requirements for LIS 2921 earn a grade of “Satisfactory.” Students who do not successfully complete all requirements for LIS 2921 earn a grade of “Unsatisfactory.”

## **Completion of LIS 2921 in Term of Registration**

The student must be registered for LIS 2921 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.

## **Student Learning Outcomes**

Students will clarify their career objectives in “real-world” information organizations and gain experience toward meeting these objectives.

## **Process for Preparing for and Registering for LIS 2921**

### **In the Fall term:**

All students interested in completing a field experience should attend the **information meeting** held in the Fall Term prior to the start of Spring Term registration for students who will register for Spring Term field placements. A second meeting will be held in the Spring Term for Summer Term field placements. (For those unable to attend, these meetings will be video-taped for later viewing). These meetings will focus on how to identify a site that will offer a positive learning and work experience, the process for being accepted by a site, the work and academic requirements, and the steps to follow to complete an application.

After this meeting, students should **consult with their faculty academic advisor and/or with Field Experience Coordinator** on their career goals and identify potential sites that best match these goals. The student must secure the faculty academic advisor’s signature of verification on the Application Form 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 an administrator at the site and seek tentative permission for a field placement.

### **In the term before the field experience:**

The student must submit an application for LIS 2921 Field Experience no later than three weeks before the end of the term prior to the term in which the Field Experience will be completed. Earlier submissions are encouraged.

### **Information to Include in the Student Application:**

- Student name, Pitt email address, and phone number
- Faculty Academic Advisor
- Academic Term of Field Experience (Fall, Spring, Summer)
- List of LIS courses already completed/completed by the end of the term
- QPA
- Name of proposed Field Experience site
- Proposed Site Supervisor Name and email address
- **Statement # 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 Graduates of the MLIS Program](#)”
- **Statement # 2:** Proposed activities the student will perform including any special projects and major tasks
- Signature of Faculty Academic Advisor for verification of prerequisites

## **Submitting the Application Form**

The student submits the Application Form with:

- Signature verification of Faculty Academic Advisor approval;
- Site Supervisor permission; and
- Two statements.

The student submits the Application Form to the **Field Experience Coordinator** as either a paper copy to the LIS administrative office on the 6<sup>th</sup> floor of the IS Building or as a PDF sent via email to [etm@pitt.edu](mailto:etm@pitt.edu)

## **Field Experience Agreement Form and Permission Code for Registration**

**The Field Experience Coordinator must approve each student's application for a Field Experience.**

When the Field Experience Coordinator approves the application, the student will receive:

1. A [permission code](#) via email from SCI Student Services to register for the 3-credit LIS 2921 Field Experience.
2. A copy of the Field Experience Agreement Form. Once registered, the student should sign the Field Experience Agreement Form and send the signed Agreement Form to the site supervisor for the site supervisor's signature.

When the student returns the Agreement Form to the Field Experience Coordinator with the student's signature and the site supervisor's signature, the Field Experience Coordinator will sign the Agreement Form and the agreement among the student, the site supervisor, and the Experience Coordinator will be in place. The Field Experience Coordinator will keep the original and provide a copy to the student and to the site supervisor.

The signed Agreement Form must be submitted to the Field Experience Coordinator before the end of the term before the Field Experience will take place.

## **During the term of the field experience**

### **Student Site Work Requirements**

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

## Student Academic Requirements

- Participate in regularly scheduled class meetings with the Field Experience Coordinator and all field experience students to discuss progress, experiences, and any common challenges.
- Post remarks to a weekly Field Experience blog.
- Prepare a mid-term report to the Field Experience Coordinator.
- Host the Field Experience Coordinator for a site visit and conference with the site supervisor and student.
- Submit a final, confidential reflection to the Field Experience Coordinator about the experience at the site framed around the student's career objectives and the "[Goals for Graduates of the MLIS Program](#)" and include several examples of work developed for the site during the experience.
- Confer individually with the Field Experience Coordinator to review the final reflection, resume, and portfolio.

## Student Application for LIS 2921 Field Experience

**Student Name:**

**Date:**

**Pitt Email Address:**

**PeopleSoft Number:**

**Placement Term:**

Spring term

Summer term

Fall term

**Faculty Advisor:**

**Proposed Placement Site:**

**Proposed Site  
Supervisor:**

**Courses Completed:**

*Course:*

*Term completed:*

*Course:*

*Term completed:*

*Course:*

*Term completed:*

*Course:*

*Term completed:*

### **Faculty Academic Advisor Verification of Student Eligibility**

I confirm that student has completed 12 credits of coursework, or will complete these courses at the end of this term with a minimum 3.0 QPA and is therefore eligible to register for LIS 2921 Field Experience.

**Faculty Advisor Signature:**

**Date:**

### **Please Attach to Application:**

- **Statement of your career goals and objectives for Field Experience** and how the placement will help you work toward your career goals as well as meet the [Goals for MLIS Graduates](#).
- **Statement of proposed activities** you will perform including any special projects and major tasks.

## LIS 2921 Field Experience Agreement Form

**Student Name:**

**Site Name:**

**Site Address:**

**City:**

**State:**

**Zip code:**

**Site Supervisor(s):**

**Title(s):**

**Email Address(s):**

**Phone Number(s):**

**Start and End Dates of Experience**

**Start Date:**

**End Date:**

## Responsibilities of the Site Supervisor

In recognition of a commitment to provide professional work experience for the above named student, the site supervisor agree to work collaboratively with the Library and Information Science Program at the University of Pittsburgh to:

- Define the student's duties clearly.
- Negotiate student/site agreement on scheduled working hours per week for a total of 130 hours for the duration of the Field Experience.
- Provide adequate work space and equipment to enable the student to perform tasks.
- Introduce and orient student to site objectives, structure, policies and procedures, and interpret and clarify these as needed.
- Include the student in staff meetings or conferences as appropriate.
- Provide appropriate supervision and/or instruction from qualified colleagues.
- Meet regularly with the student to focus on the student's progress.
- Evaluate the student's performance by providing a short summative evaluation at the completion of the Field Experience.
- Not terminate this agreement during the placement period of the student before consulting with the Field Experience Coordinator.

**Site Supervisor Signature:**

**Date:**

## Responsibilities of the MLIS Student

### Student Site Work Requirements

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

### Student Academic Requirements:

- Participate in regularly scheduled class meetings with the Field Experience Coordinator and all field experience students to discuss progress, experiences, and any common challenges.
- Post remarks to a weekly Field Experience blog.
- Prepare a mid-term report to the Field Experience Coordinator.
- Host the Field Experience Coordinator for a site visit and conference with the site supervisor and student.
- Submit a final, confidential reflection to the Field Experience Coordinator about the experience at the site framed around the student's career objectives and the "[Goals for Graduates of the MLIS Program](#)" and include several examples of work developed for the site during the experience.
- Confer individually with the Field Experience Coordinator to review the final reflection, resume, and portfolio.

**Student Signature:**

**Date:**

### **Responsibilities of the Field Experience Coordinator**

- Coordinate and approve student placements in the term before the Field Experience with the verification of the student's faculty academic advisor and willingness of the site supervisor to serve.
- Coordinate the regularly scheduled class meetings and reflection experiences over the term of the field experience.
- Observe the student at the site and confer with the student and the site supervisor.
- Meet with each student individually at the end of the term to review the experience reflection and digital portfolio.
- Assign the final S/U grade at the end of the term after receiving the student's final reflection and site supervisor's assessment.

### **Approval of MLIS Student LIS 2921 Field Experience Application**

**I approve this field placement**

**The student has satisfied all requirements and is permitted to register for LIS 2921 Field Experience.**

**Field Experience Coordinator:**

**Date:**

**For Program Use Only**

**Final Grade:**

**Satisfactory**

**Unsatisfactory**