



**Department of Interdisciplinary Professions
Master of Library Science Program
East Carolina University, Greenville, NC 27858-4353**

SUMMARY OF INTERNSHIP STEPS

Date Completed	Step to complete	Form to complete	Disposition of form	Timeframe
	Student intern confirms they have completed 30 semester hours of coursework by the start of the internship semester.	N/A	N/A	2-3 weeks <u>before</u> pre-registration for the term in which the internship will be conducted.
	Student intern determines selection of site for internship and site supervisor.	Student intern completes "Application for Internship" online form. Link for form on MLS website, Current Students page - https://education.ecu.edu/idp/library-science-masters/idp_mls_students/	Form will automatically send to the University internship supervisor.	2-3 weeks <u>before</u> pre-registration for the term in which the internship will be conducted.
	Student intern will contact the site supervisor to arrange a work schedule.	Student intern sends site supervisor the link to the Memo of Understanding. Site supervisor completes "Memo of Understanding" Link for form on MLS website, Current Students page - https://education.ecu.edu/idp/library-science-masters/idp_mls_students/	Form will automatically send to the University internship supervisor.	2-3 weeks <u>before</u> pre-registration for the term in which the internship will be conducted.
	Register for internship course during registration.	n/a	n/a	During registration week.

	University internship supervisor hosts info meeting with site supervisors.	N/a	University internship supervisor will email site supervisors meeting information.	Meeting will take place before the start of the internship course for that semester.
	Candidate begins course and site work.	n/a	n/a	During the course. Complete course, 110 hours, and site work by end of the semester
	Candidate submits log of internship hours and other required course components.	Log of internship hours: Use the log provided on the MLS website. Must have site supervisor signature on each activity listed.	Copy to course instructor as designated by the course instructor	Log hours from the start of the course, IF application & Memo of Understanding are completed. Log hours until hours are completed.
	University internship supervisor or course instructor provides a copy of evaluation form to site supervisor.	"Student Intern Evaluation form" to be completed by site supervisor. Site supervisor reviews evaluation with intern before submitting the online form. Link to form will be sent to site supervisor by the University internship supervisor or course instructor.	Form will automatically send to the University internship supervisor and course instructor.	Near the conclusion of internship course
	Candidate portfolio and course materials submitted.	All course work.	Submitted to the internship course instructor.	By assigned date according to course due date

