

## **LS 566 Library Internship**

### **What is it?**

### **How do you begin?**

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Internship is a 3-hour course required for school library certification and for the Master of Library Science degree at Sam Houston State University. An internship is required for certification by the Texas State Board for Educator Certification (in addition to a Texas Teacher Certificate and two years of experience as a public school teacher). An internship consists of 130 contact hours documented by journal entries submitted to a supervising professor. Prerequisite courses are LS 530, 532, 534, 537, 560, 570, and 585. These courses must be completed (not taken concurrently) before enrolling in LS 566 Library Internship. Students in an internship course are expected to have basic knowledge of library science before participating in internship. Supervising librarians should not be expected to teach basic concepts of library science. Instead they will help you apply what you have learned in your coursework. Since the Department of Library Science focuses primarily on classroom teachers who want to be school librarians (also termed school library media specialists), the faculty expects your internship experience to take place in a school library.

If you are already working as a school librarian but have not completed your certification or MLS, you have the option of engaging in an internship experience or waiving the internship requirement once you have completed one year in the position of school librarian (documented by a letter from your principal). If you decide to waive the LS 566 requirement, you will need to enroll in a three-hour library science elective to achieve the 36-hour requirement of the MLS or the 24-hour requirement of certification only.

#### **How do you begin?**

1. Complete all seven prerequisite courses.
2. Attend a Graduate Seminar, either on campus or in a Valley location. The seminar is typically held on a Friday night for 2-3 hours and focuses on information about the internship as well as other information about the library science program. Read LIB\_SCI for announcements of Graduate Seminar locations and dates. You can attend a seminar after completing 6 hours in the library science program. Contact Rebecca Lewis, the department's secretary, when you are ready to attend a seminar.
3. Locate a librarian who is willing to supervise you and who has school library certification plus three or more years of experience in a school library. Most students intern in the school where they are teaching. If that is

not possible for you, contact schools where you would like to intern. Meet with the librarian to see if you seem compatible, if he or she is qualified, and if he or she is willing to supervise you. You may also want to contact faculty to see if one of your professors has a suggestion for a supervising librarian in your area.

4. Complete the basic paperwork outlined in the Intern Handbook and submit it to Dr. Rosemary Chance, current coordinator of interns, at SHSU, Department of Library Science, Box 2236, Huntsville, TX 77341 or fax it to the library science office at 936-294-1153. Be sure your name and Dr. Chance's name are on the coversheet of the documents you fax. These documents and other guidelines are available in the Internship Handbooks. If you are NOT working in a school library as the librarian, you'll follow the directions in the Intern Handbook; if you ARE working as a school librarian but have not completed your certification or MLS requirements, you will follow the directions in the Intern Handbook for Novice Librarians.

Basic paperwork to submit to Dr. Chance:

Application for Library Internship

Resume

Letter of Application to a School District

Application for Librarians Supervising Interns (if NOT working as a school librarian)

Photograph of yourself (appropriately professional, such as a school photo)

5. You must have verbal or written approval from Dr. Chance before being able to enroll in LS 566. The above paperwork must be submitted and approved before you have that approval.
6. If you are concerned about having sufficient time to complete the required 130 hours, you will have the opportunity to begin your internship experience prior to the semester in which you enroll In LS 566 ***with the prior approval of Dr. Chance and your supervising librarian.*** If you begin working in the library without departmental approval, the hours you accumulate will NOT count toward your internship.
7. After reading this material and the appropriate handbook, if you have questions, contact Dr. Chance at [rx001@shsu.edu](mailto:rx001@shsu.edu).
8. After the semester in which you are enrolled for the internship begins, contact your section's professor with further questions.

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