



AGREEMENT TO SUPERVISE AN INFORMATION STUDIES STUDENT

The Department’s requirement for a 4-unit Internship (IS498) or Fieldwork (IS497) course is a minimum of 120 hours per quarter of responsible work at the professional level, supervised and evaluated by a qualified and appropriately credentialed professional in an information agency, archive or library approved by the Department.

In IS 498, the site supervisor must be an information professional with an MLIS degree. In IS 497, students work with an IS faculty member/instructor of record on the content and nature of the experience and any assignments/projects/deliverables for the course. The faculty member may contact the fieldwork site as appropriate to discuss the student's progress.

IS 497/498 students must be in their 2nd year of the 2-year M.L.I.S. degree program, and must have completed 36 units toward the M.L.I.S. degree, including the 4 core courses. Students may enroll in a maximum of 4 units per quarter of Internship credits, or 8 units per quarter of Fieldwork; a combined maximum of 12 units of Internship/Fieldwork may be applied to an MLIS degree.

I understand the objectives of the UCLA Information Studies Internship/Fieldwork Program and agree to accept responsibility for supervising the following student in:

IS 497 – Fieldwork ____ OR IS 498 – Internship ____

Name of Student: _____

Quarter: Summer ____ Fall ____ Winter ____ Spring ____ Year: 20____

As the site supervisor, I will provide a written evaluation of the intern’s performance at the end of the internship, on a form provided by the Department of Information Studies.

Name of Supervisor: _____

Title: _____ Email: _____

Institution: _____

Date: _____ Signature of Supervisor: _____

I agree to the above student participating in Internship/Fieldwork at the aforementioned site and verify eligibility:

Date: _____ Signature of IS Faculty Advisor: _____

To the Student

Verify completion of prerequisites for Internship or Fieldwork (completion of 36 units including IS211, IS212, IS260, IS270 + elective courses) by attaching an unofficial transcript to this form. Enrollment in IS 497 is by section assigned to supervising faculty member.