

**Important Deadline and Contact Information:**

- LIBR 294: Start investigating internships at least one term prior to when you want to be doing the internship and be enrolled in LIBR 294. This will give you sufficient time to review internship opportunities and find the one that's right for you.
- MARA 294: Students must work with the MARA internship faculty supervisor during the spring semester before their final year to determine if the internship experience is right for them. MARA 294 internships occur in the Spring semester only.
- You must have already identified, applied to, and been accepted by the internship site **before** submitting the [Professional Experience: Internship – Student Application](#). Your information will be sent to the appropriate iSchool internship supervisor.
- It would be best to target some time around **4-6 weeks** prior to the start of classes to submit your application to the iSchool internship faculty supervisor for review. We understand this may not always be possible, but the more lead time the better.

**IMPORTANT:** Please read the [LIBR 294 Student Handbook](#) or the [MARA 294 Student Handbook](#) to familiarize yourself with the details of the internship process and experience. This checklist is only a summary.

**iSchool Student Internship Checklist**

Eligibility, Preliminary Decisions, and Information		
1.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• LIBR 294: MLIS students must have completed LIBR 200, 202, 203, 204, and at least 3 elective courses for a total of at least 19 completed units before the start of the semester in which they participate in an internship. Post-Master's Certificate students must have completed LIBR 203.</li> <li>• MARA 294: Students must have completed MARA 200, 202, 204, and 6 advanced courses before the start of the semester in which they participate in an internship.</li> <li>• You must be in good academic standing (3.0 GPA or above and no outstanding incompletes).</li> <li>• The internship site may require that certain courses be taken before the internship begins. Review internships requirements in the <a href="#">iSchool Internship Listings Database</a>.</li> <li>• Review additional rules in the <a href="#">LIBR 294</a> or <a href="#">MARA 294</a> Student Handbook.</li> </ul>
2.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Select the <a href="#">internship</a> that is right for you.</li> <li>• Do you prefer an on-site or <a href="#">virtual</a> position?</li> <li>• Do you prefer an archival/records or non-archival/records position?</li> <li>• Review the <a href="#">iSchool Internship Listings Database</a> to see what opportunities are available.</li> </ul>
3.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• How many units will you take?</li> <li>• MLIS and Post-Master's Certificate students can take 2 units (minimum of 90 hours of work), 3 units (minimum of 135 hours of work), or 4 units (minimum of 180 hours of work). Some internship sites will only take students for a certain number of units/hours, so be aware of specific site requirements.</li> <li>• MARA students must take 3 units (minimum of 135 hours of work).</li> </ul>
4.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• MLIS students should attend a <a href="#">Collaborate orientation session</a> in preparation for an internship. These sessions are also recorded. Orientation sessions are posted to the School's calendar and will be announced in advanced.</li> <li>• MARA students will be contacted by the MARA internship faculty supervisor to arrange an orientation.</li> </ul>

Select, negotiate, and apply for the internship with the site supervisor		
5.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Select an internship from the <a href="#">iSchool Internship Listings Database</a>.</li> <li>If you don't see an opportunity that's right for you, you can create your own internship, but it must meet iSchool internship requirements to be taken for credit. See the <a href="#">iSchool Internship Site Supervisor Handbook's Eligibility</a> and <a href="#">Guidelines</a> sections for more information. The site supervisor must <a href="#">add the internship</a> to the iSchool Internship Listings Database so that you may apply for it through the iSchool.</li> </ul>
6.	<input type="checkbox"/>	Create a rough draft of <a href="#">Learning Outcomes</a> to review with the prospective internship site supervisor. (Guidelines are the same for LIBR 294 and MARA 294.)
7.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><a href="#">Contact the site supervisor</a> of the internship you're interested in. (Guidelines are the same for LIBR 294 and MARA 294.)</li> <li>Follow the application instructions provided on the internship listing.</li> <li>If you are contacted for an interview, review the opportunity and activities, share your expectations and understand the site supervisor's expectations.</li> <li>Review your draft Learning Outcomes with the site supervisor.</li> <li>Discuss the hours/number of units that you'd like to work.</li> <li>If you're comfortable with the opportunity and the site supervisor, and have not already formally applied for the position, do so.</li> </ul>
8.	<input type="checkbox"/>	Receive and accept a verbal or written offer for the internship from the site supervisor.
Apply for the internship through the iSchool		
9.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Complete the <a href="#">Professional Experience: Internships – Student Application</a>.</li> <li>If you set up a new internship that is not listed in the iSchool Internship Listings Database, you must have the internship approved by your faculty supervisor and entered into the database <b>before</b> submitting the application. The internship site supervisor should <a href="#">add the internship to the database</a>.</li> </ul>
10.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>The appropriate faculty supervisor will contact you to approve your application and instruct you to enroll in a specific section of LIBR 294 or MARA 294.</li> <li>Do not start working any hours for your internship until the appropriate faculty supervisor confirms approval of your internship.</li> </ul>
Contact Site Supervisor		
11.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Contact your site supervisor once your internship is approved.</li> <li>Review the final Learning Outcomes, hours, and specific tasks/activities/projects you will complete as part of your internship.</li> <li>Set a date for your first official meeting during the internship semester.</li> </ul>
Register for LIBR/MARA 294		
12.	<input type="checkbox"/>	Check the <a href="#">class schedules</a> to be sure you register for the appropriate section of LIBR 294 or MARA 294 through <a href="#">MySJSU</a> . You may also register during the late registration period if you need to do so. You should give the iSchool faculty supervisor a few days to get a late internship approved, so don't wait until the last day of late registration to submit an internship application.