

University of Rhode Island Graduate School of Information and Library Studies

LSC 595: Professional Field Experience (PFE) Application Form

Complete application and hand in or email to: geaton@mail.uri.edu

PART I: Please complete up to Part II and submit. Your PFE instructor will then clear you to interview potential site supervisors (see below) and enter you in the Sakai site; when a placement is confirmed, your instructor will give you a permission number so that you can enroll in LSC 595.

Name:

Address:

Telephone:

Email:

Expected date of graduation:

I plan to register for LSC 595 according to the information I have provided in this application for the semester indicated: Fall: Spring: Summer: Year:

Signature of student _____ * Date _____

*Emailing this form from your URI e-mail account acts as signature verification.

Checklist of student qualifications:

- | | | | |
|---|---|---------|--------|
| 1 | I have completed at least 18 credits of coursework at URI/GSLIS | Yes:___ | No:___ |
| 2 | I have taken at least one course related to this PFE | Yes:___ | No:___ |
| | Specify course and its relationship to the PFE: Administration of Archives | | |
| 3 | I have a GPA of 3.0 or better | Yes:___ | No:___ |
| 4 | I am available and willing to work a minimum of 45 hours per credit hour at the PFE site, complete tasks specified in negotiated contract, and participate in LSC 595 online discussion | Yes:___ | No:___ |

Student's background:

Undergraduate major: _____ Other graduate degree/studies: _____

Currently employed? Yes: ___ No: ___ Full-time: ___ Part-time: ___ Hours per week: ___

Current employer, location, your position title:

Student's objective in undertaking a PFE:

Type of PFE setting desired/type of position desired:

Specific library and/or mentor to be considered, if you have one in mind: Please see above.

Geographical range to be considered if you do not have a specific placement in mind: See above.

Other comments about your preparation for the PFE or any special circumstances that need to be considered:

PART II: PFE site information: After consulting with your LSC 595 instructor, you may confirm your PFE site. If you do not have a site in mind, your instructor will help you identify options. If you do have a preferred site in mind, please include information here so that your instructor can clear it before confirming your placement.

Name of potential site:

URL:

Name of potential supervisor:

Title:

Address:

Telephone:

Email:

Your PFE instructor will

- make initial contact with one or more potential sites;
- ascertain that a qualified site supervisor is available for the necessary time;
- give the potential site supervisor your name, so your call will be expected; and
- let you know that you may schedule one or more interviews.

You will be responsible for scheduling interviews. While interviewing or discussing your placement with your site supervisor, you should consider your objectives for the PFE and what routine activities and special projects will best achieve those objectives. To help you with this, you should review the GSLIS Educational Outcomes (available at www.uri.edu/artsci/lsc/AboutUs/eduoutcomes.html).

Comments:

PART III: For GSLIS Office use only:

Students has requested help with a PFE placement: Yes ___ No ___

Student has identified a PFE site and has spoken with a potential site supervisor: Yes ___ No ___

GSLIS office has confirmed PFE with site supervisor: Yes ___ No ___

Approved: Yes ___ No ___ Reason _____

PFE instructor signature _____