

University of Rhode Island
Graduate School of Information and Library Studies

Site Supervisors for the Professional Field Experience

Description: The GSLIS field experience program enables students to gain professional experience in an information organization, while receiving class credit. Each student is mentored by a supervising professional in the organization, as well as by a GSLIS professor (faculty supervisor). The student will work 45 hours on site for each credit.

Student qualifications: The student must have completed 18 credit hours of courses in the MLIS program with a B average. In some cases, a potential site supervisor may stipulate course work needed for professional performance a specific field experience.

Site Supervisor responsibilities: Although the student is ultimately responsible for his or her own learning, the site supervisor offers professional guidance and facilitates learning opportunities, ensuring that a professional work experience is provided. Specifically, the site supervisor:

- **Agrees to work with a student.** The supervisor has the right to reject an applicant. The agency may require that the student complete an application process before selection.
- **Collaborates on the PFE contract.** The student and site supervisor will agree on projects and activities that will advance both the site's mission and the student's education. Major objectives are selected from the GSLIS Educational Outcomes and adapted to the needs of site and student; specific activities, responsibilities, and evaluation criteria will be worked out with faculty help.
- **Makes necessary arrangements with the site.** This includes alerting co-workers and other appropriate personnel and providing space, equipment, and supplies for the student.
- **Orients the student to the site,** its physical layout, organizational structure, clientele, and services offered.
- **Communicates with the faculty supervisor** on the student's progress.
- **Completes a written evaluation** form provided by the School at the end of the experience and meets with the student to review the final evaluation.
- **Contacts the faculty supervisor** if any questions or problems arise.

Variety: In a typical semester, 20 GSLIS students will seek placements for professional field experiences in a variety of information organizations, including public, academic, and special libraries. Some will undertake special projects; others will concentrate on daily routines of the organization; many will do both. Their fields of interest range from children's librarianship and information literacy instruction to administration, cataloguing, and digitization projects. The majority of placements are in New England.

Would you like to be a site supervisor? If you are interested in mentoring professional field experience students, please complete and return the form on the following page. There is no way to guarantee you a student in any given semester, but by publicizing your site and the kinds of activities and projects you offer, we can increase the chance that you will get appropriate applicants. We greatly appreciate the contribution you make to our students' education.

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Site Supervisors for the Professional Field Experience

Site Supervisor Information:

Name: _____
Title: _____
Institution: _____
Address: _____

Telephone: _____ E-mail: _____

Projects and Activities:

Special Student Qualifications Needed:

Please submit your form by mail to:
Professional Field Experience Coordinator
Graduate School of Library and Information Studies
University of Rhode Island
94 West Alumni Avenue
Kingston, RI 02881

Or by fax to (401) 874-4964
Or as an e-mail attachment to geaton@mail.uri.edu