ILS 299/499—Internship Contract

Name: ________________________________  Date: ______________________

To be developed through a process of consultation between the student and the Intern Site Supervisor.

1. **Work Schedule** (80/120 hours)
   Include the beginning and ending dates and hours of service. Work should be completed three (3) weeks prior to the end of the semester.

2. **Learning Objectives** (Base the learning objectives on prior library work experience (review Library Operations and Skills Checklist), career goals, and the need to acquire new skills or knowledge. The student log should reflect experiences related to the state objectives.

   *For those with no prior experience working in a library, the objectives should offer an opportunity to work in the areas of: a) electronic media, b) public services, c) collection development/selection of materials, and, d) technical services.*
3. **The Project**

Ideally, the project will match the student’s interests and the needs of the host library.

Define and summarize the final project:

What evidence of successful completion will you submit for evaluation?

<table>
<thead>
<tr>
<th>Student</th>
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<tbody>
<tr>
<td>Intern Site Supervisor</td>
<td>Date</td>
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Please sign and return one copy of this form to:

Jodi C. Williams  
Library & Information Services  
Katz Library  
46 University Drive  
Augusta, ME 04330