LBSC 707, Field Study in Library Service  
University of Maryland, College of Information Studies  
[Insert Semester and year, e.g., SPRING 2012]

FIELD STUDY CONTRACT

Student’s Name________________________________________________________________________
Name of library ___________________________ Location (city, state) ___________________________
Supervisor’s Name ______________________ E-mail ______________________ Telephone ____________

NOTE: The Field Study Plan section must be completed on the back of this form or on a separate sheet and this contract signed and returned to [instructor] before the student begins the work.

Description. Field studies are coordinated through LBSC 707 (3-credits). In [enter semester and year, e.g., spring 2012], [insert instructor name] is teaching the course. Please do not hesitate to contact [instructor name] if you have questions [insert phone and e-mail], 4105 Hornbake Library Building, University of Maryland, College Park, MD 20742).

A field study assignment needs to be about 120 hours (or more, if the student and supervisor agree). During the spring this is normally carried out as 8-10 hours a week for 14 weeks, but other scheduling is possible if student and supervisor agree and [instructor name] approves. The field study should provide challenging, important, and interesting work for the student in preparation for his/her first professional job. The nature of the work may be everyday operational tasks, or it may involve a special project (in its entirety or as part of a larger project where the rest of work can be completed by others). The field study may also be a combination of everyday work plus one or more special projects.

A field study is unpaid and cannot be carried out in the same unit where a student is currently or has been formerly employed. The supervisor must be a professional librarian or equivalent and not someone that the student works for now or has ever worked for before.

Evaluation. At the beginning of the course the student will give an evaluation form to the site supervisor. At the end of the course [no later than (insert date)], supervisor will complete the form and send it to [instructor name].

Benefits. A field study experience should be mutually beneficial for the student and the library. The student gains hands-on practical experience, acquires knowledge and skills appropriate for a professional library position, begins to build a network for support and future employment, and clarifies individual professional goals and strategies for development. The library gains the opportunity to make progress on or accomplish work that might not otherwise get done and to work with bright, highly motivated students who have already completed most of their master’s level coursework and who can, with light supervision and training, work independently. It is also an opportunity for librarians to return some of the mentoring, guidance, support, and encouragement that they received early in their careers.
In some instances, supervision of a field study student will count as extra service and be recognized in merit pay considerations.

**Expectations of field study students.** After agreeing to goals, assignments, and a schedule, student will arrive faithfully on time and stay on task to complete the work as efficiently and effectively as possible. Student will observe the expectations for conduct as defined by the profession and workplace. Student will ask questions as needed, communicate problems or issues, and follow a regular schedule of reporting on progress.

**Expectations of field study supervisors.** After agreeing on goals, assignments, and a schedule, supervisor will provide orientation, training, oversight, and feedback.

**Field Study Plan.** Describe the following:
- Goals for this field study
- Assignments and responsibilities (all should be beginning professional level, as normally expected and appropriate for this site)
- Schedule (including start date, expected end date, and weekly hours).

Please sign below:

Agreed to on (date) ______________________, by _______________________________ (student)
and _______________________________ (supervisor).