FIELD STUDY CONTRACT

Student’s Name__________________________________________

Instructor ____________________________ Academic Term (i.e. Fall 2017) _____

Name of Field Study Institution ________________________________

Location (city, state) ____________________________ Supervisor’s Name ______________________

E-mail __________________________________________ Telephone ______________________

Description. Field studies are coordinated through either the LBSC 707 or LBSC 703; both of
which are three credits. Please do not hesitate to contact your instructor if you have questions.

A field study assignment needs to be a minimum of 120 hours. This work should span the entire
14-week semester in spring and fall, or the entire 12-week semester in the summer. It should be
carried out as 8-10 hours a week, but other scheduling is possible if student and supervisor agree
and the instructor approves.

The field study should provide challenging, important, and interesting work. 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 experience cannot be completed in the same unit in which a student is currently or
has been formerly employed. A field study in a different unit within the same organization,
however, may be considered as an appropriate field study placement site. The direct supervisor
must be professionally qualified and not someone that the student works for now.

Evaluation. At the end of the course, both the student and the Field Study Supervisor will be
given an evaluation form to complete. These evaluations are required, as they help the MLIS
Program collect data for learning outcomes assessment. The completed evaluations are submitted
through the iSchool Field Study Database.

Benefits. A field study experience should be mutually beneficial for the student and the
institution. The student gains hands-on practical experience, acquires knowledge and skills
appropriate for a professional career, begins to build a network for support and future
employment, and clarifies individual professional goals and strategies for development. The
institution gains the opportunity to make progress on or accomplish work that might not
otherwise get done and to work with highly motivated students who have already completed at
least half of their master’s level coursework and who can, with minimal supervision and training,
work independently. It is also an opportunity for the mentors to return some of the knowledge,
guidance, support, and encouragement that they received early in their careers, and develop the
next generation of information professionals.
**Expectations of field study students.** After agreeing to goals, assignments, and a schedule, the student will arrive faithfully on time and stay on task to complete the work as efficiently and effectively as possible. The student will observe the expectations for conduct as defined by the profession and workplace. The 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.

**Please sign below:**

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

Approved by (Instructor) _____________________________ Date ________________