

## FIELD STUDY CONTRACT

Student's Name

Instructor

\_Academic Term (i.e. Fall 2021)

Name of Field Study Institution

Location (city, state)

\_Supervisor's Name

E-mail

Telephone

**Description.** Field studies are coordinated through LBSC 707 - 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 the 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.

**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, the supervisor will provide orientation, training, oversight, and feedback.

**Please sign below:**

Agreed to on (date) \_\_\_\_\_, by  
\_\_\_\_\_ (student)  
and  
\_\_\_\_\_ (supervisor).

Approved by (Instructor)

\_ Date

## FIELD STUDY PLAN

**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 feel free to use an additional sheet of paper if you need more space.

**Please sign below:**

Agreed to on (date) \_\_\_\_\_, by

\_\_\_\_\_ (student)

and

\_\_\_\_\_ (supervisor).

Approved by (Instructor)

\_ Date