

## Application LIBS 668: INTERNSHIP IN LIBRARIES

Submit this form to [mlisinternships@odu.edu](mailto:mlisinternships@odu.edu)

**Due:** February 1 for Summer Semester  
 April 1 for Fall Semester  
 August 1 for Spring Semester

<b>Student Name:</b>	<b>UIN:</b>	<b>ODU Email:</b>
<b>Semester &amp; Year of Internship:</b>		
<b>List the site, address, and a name and email address of the contact person where you are interested in placement (and an alternate) Check if you have already initiated contact.</b>  1.  2.		

**Prerequisites and Other Required Actions:** Prior to the internship, completion of the following prerequisite core courses is required. Indicate the semester you completed the prerequisites and other required actions below.

Course #	Course Title	Semester Completed	Grade
LIBS 608	Foundations of Library and Information Studies		
LIBS 658	Knowledge Resources		
LIBS 674	Management and Leadership in LIS		
LIBS 677	Knowledge Organization and Access		
<b>Site Specific Prerequisites</b>			
	Background Check (may be required) submitted to OCE		n/a
<b>Other Required Actions</b>			
	Read Internship Handbook		n/a
	Attended Internship Orientation		n/a

**Course(s) you plan to take in conjunction with Internship:**

Incomplete applications will be returned to you for completion. You will receive an email from internship coordinator approximately 2 weeks after the application deadline that your application has been approved. Then, you should register for LIBS 668. You will be contacted to attend an internship orientation the semester prior to your internship. By signing below, I attest that the information on this application is accurate. If my plan of study changes, I am responsible for submitting a new application. I acknowledge I will be administratively dropped from internship if the prerequisites are not successfully completed.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_