iSchool Field Study
Information Session
Spring 2016
Outline

• Goals and Objectives of Field Study
• General Overview and Context
• Specifics Regarding Field Study
• Field Study Database
Goals or Why do we require it?

• Intended to provide students with:
  – Applied, hands-on experience
  – Work on real entry-level (or higher) projects
  – Develop career skills
  – An opportunity to build a professional network
Prerequisites

Students need to have completed 18 credits before taking the Field Study

- LBSC 703
  - LBSC 605 or INST 640 or INST 604
  - LBSC 602 Serving Information Needs
  - LBSC 631 Achieving Organizational Excellence
  - LBSC 671 Creating Information Infrastructures
  - An additional 6 credits.

- LBSC 707
  - LBSC 602 Serving Information Needs
  - LBSC 631 Achieving Organizational Excellence
  - LBSC 671 Creating Information Infrastructures
  - An additional 9 credits.
The Basics

- LBSC 703 and 707 require a minimum of 120 hours over the course of 1 semester

- The Field Study is offered each Fall and Spring
  - Summer is a case-by-case basis
Professional Experience
- Tasks and responsibilities appropriate for an entry-level professional
- Supervised by a fully qualified information professional
- Responsibilities may be usual functions of a unit or a special project or a combination
- Opportunities to observe or participate in other library or archives activities (committee meetings, staff workshops, etc.)
- Site, field supervisor, and work plan must be approved in advance by the instructor of LBSC 703 or LBSC 707

Career Planning and Professional Development
- Personal values and goals
- Professional values and goals
- Understanding job announcements and position descriptions
- Setting professional goals and developing plans
The Basics - Paperwork

- **Field study plan/contract** (LBSC 703/707)
  - Must be completed in consultation with field study supervisor

- Contract must include:
  - Schedule (including start date, expected end date, and weekly hours);
  - Assignments and responsibilities (all should be beginning professional level, as normally expected and appropriate for this site); and
  - Goals for the field study.

- After student and supervisor sign, send to instructor for review and approval **one month** prior to beginning of semester

- **Evaluations:** Student, Faculty, Supervisor
The Basics - Waivers

- Students can request a waiver of LBSC 703 or 707

  - A minimum of 2 years of professional experience is required in order for a waiver.
    - Archives and Digital Curation have additional requirements for a waiver.

- Waiver Guidelines
  - [http://ischool.umd.edu/content/field-study](http://ischool.umd.edu/content/field-study)

- Field Study Waiver Request Form
  - [http://ischool.umd.edu/content/mls-course-waiver-application](http://ischool.umd.edu/content/mls-course-waiver-application)
What is expected of me and/or my supervisor?

Guide to Successful Field Placement & Mentoring Relationships
http://ter.ps/4sf

– Outlines supervisor and supervisor responsibilities
– Provides instructions on how to create the field study contract
– Useful for both you and your supervisor
How do I start?

Before you approach anyone!

1. Set a goal for your field study
   What do you want to learn, and why?
2. Draft a brief work plan that would meet your goal
3. Select a field study site for its potential to fulfill the goal and launch your career
4. Approach a potential supervisor with a clear goal statement and a draft work plan

***Interested in working in a federal agency?
   Start the processes early to ensure time for clearances and passwords – this takes a while.
• Can the field study be paid?
  – Yes, the field study can be a paid position, but it cannot be a position that student has worked in previously.

• When should I take my field study?
  – You should take the your field study course after you’ve completed 18 credit hours. Most students complete it in their last semester.

• How do I find a field study site?
  – Glad you asked...
Internship & Networking Fair

February 29, 4-6:00pm
Hornbake Library Lobby
Field Study Database

• A field study database has been created to list over 200 locations that have confirmed a desire to host UMD students for their field studies
  – http://ischoolfieldstudy.umd.edu/

• Template email for a potential supervisor
  – http://ter.ps/4si

• You still need to contact and arrange the field study experience well in advance, even if the contact comes from this database
Questions?

- General Field Study Information
  - http://ischool.umd.edu/content/field-study
- Field Study Database
  - http://ischoolfieldstudy.umd.edu/
- Guide to Successful Field Study Placements
  - http://ter.ps/4sf

For further questions regarding the field study, email ischoolfieldstudy@umd.edu