

**JAMESTOWN COMMUNITY COLLEGE**  
**State University of New York**

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**INSTITUTIONAL COURSE SYLLABUS**

**Course Title:** Library Internship

**Course Abbreviation and Number:** LIB 2010

**Credit Hours:** Variable

**Course Type:** Internship

**Course Description:** Students receive on-the-job experience consisting of 135 hours of supervised activity in a local business or industry. Students work in conjunction with a faculty mentor and a supervisor at the job site. All guidelines in the original college internship policy will be followed.

**Prerequisite:** completion of at least 12 college-level credits with a GPA of 2.0 or better.

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**General Education Requirements Met**

JCC

Applied Learning

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**Student Learning Outcomes:**

1. Effectively apply knowledge and skills to a real-world experience, creative project, or independent intellectual investigation. [JCC Gen Ed – Applied Learning]
2. Thoughtfully reflect on connections between concepts studies in the classroom and insights gained from an applied learning experience/project. [JCC Gen Ed – Applied Learning]

A *Learning Contract for Experiential Learning* is created for each individual internship. In that document, program specific learning outcomes are outlined as agreed upon by the faculty sponsor, the student, and the organization supervisor. The contract must be approved by the assistant dean in charge of the discipline area prior to beginning the internship experience.

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**Topics Covered:**

Topics will vary based on the individual student's educational goals in relation to the type of experience the sponsoring organization can provide. In general the student, faculty sponsor, and organization supervisor create a learning contract with the following components:

- Educational objectives
- Job requirements
- Methods of evaluation of educational objectives (with due dates)

This document is signed by the three individuals mentioned as well as the assistant dean for the discipline area. It is then filed in the division office with a copy sent to the registrar's office so the student can be registered for the course.

During the internship, the student, faculty sponsor, and organization supervisor communicate periodically in an effort to create a positive experience for all parties. The faculty sponsor is responsible for evaluating how well the educational objectives are met so the appropriate grade can be assigned.

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**Information for Students**

- Expectations of Students
  - [Civility Statement](#)
  - [Student Responsibility Statement](#)
  - [Academic Integrity Statement](#)
- [Accessibility Services](#)  
Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
- [Get Help: JCC & Community Resources](#)
- [Emergency Closing Procedures](#)
- Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

|       |        |     |        |     |        |     |     |
|-------|--------|-----|--------|-----|--------|-----|-----|
| A=4.0 | B+=3.5 | B=3 | C+=2.5 | C=2 | D+=1.5 | D=1 | F=0 |
|-------|--------|-----|--------|-----|--------|-----|-----|

- Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.
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**Effective Date:** Fall 2021