

School of **Information Sciences**

MLIS Partners Program

For Partner Host Institutions

Your institution can make a big difference to students in the School of Information Sciences' MLIS program. As a host for the Partners program, you will provide students with the practical, real-world experience so essential for their successful job hunt. Many of our new students come into the MLIS program without any experience in libraries, archives or information centers. You can help to add that element to our curriculum and to the students' resumes.

As a host institution, you can benefit from the additional staff hours provided by the student. Each student will work for your organization 10 hours per week, under the supervision of one of your staff members. Many host organizations offer an hourly wage or a stipend to Partners students; such financial offerings are determined and processed by your institution. In a select number of cases, the iSchool will offer a partial tuition scholarship to Partners students: a 10-hour-per-week placement may also carry a 3-credit tuition scholarship.

The primary goal of the Partners Program is to enrich the learning experiences of the students in the MLIS program. We aim to provide students with an opportunity to "practice" what they learn in the classroom, to gain experience in the Information Professions, and to begin to create a professional network that will sustain them throughout their career. By hosting a Partners student, your organization can make that possible.

The Partner host site application can be found at:
<http://www.ischool.pitt.edu/lis/partners/partners-application.php>

For more information about becoming a Partners host institution, please contact us at ppartners@sis.pitt.edu or (412) 624-1442.

School of Information Sciences

Partner Host Institution Details

Each Partners placement begins in the Fall term (late August). Each placement is for three consecutive terms (fall, spring and summer). Partners placements are offered to newly-enrolled students who are US Citizens and enrolled full-time in the MLIS program.

If you have not done so, please complete a Partners Host application form. This form will give the Partners Program an idea of your needs and the opportunities available for our students. We will contact you directly to further define the parameters of your Partner position. We will ask you about such things as location, specific types of duties, hours, stipend/wage, and types of skills you are seeking.

Student applications to the Partners Program are due to the iSchool by **January 15th** of each year. Each application is carefully screened by the iSchool faculty prior to accepting the students into the Partners program.

Partner host institutions will be contacted via e-mail in late January with an update about the availability of students for specific placements. The applications of appropriate student candidates will be forwarded to host institutions for their review. You can, of course, request that the iSchool make a selection for your placement.

Once you have a candidate or a shortlist of candidates, we encourage you to conduct either telephone or face-to-face (whenever appropriate) interviews with applicants of interest. This provides an excellent opportunity for hosts and students to review the particular of the position.

Partners host organizations indicate their selection(s) to the Program administrator within 4-6 weeks of initial receipt of applications. The formal offer of a placement must be extended by the Partners Program administrator and the Partner is notified when the student officially accepts the offer of the placement. The Partner receives a copy of the official offer letter for each student placed within their institution.

Students are responsible for contacting placement supervisor prior to the first day of the new term to select a start date and exchange any necessary information as outlined in the scholarship letter. The start date should be no later than the second week of classes.

In most cases, students are paid an hourly wage/stipend by the host institution. Such financial arrangements are determined and processed by the Partner host.

Students are employed for 10 hours/week and may be awarded a 3-credit tuition scholarship/term by the iSchool.

Any student working more than 10 hours per week (but less than 20 as mandated by the University of Pittsburgh), as agreed upon by both Partner and student, should receive any additional hourly wages; however, no additional tuition scholarship will be made available. Any conditions outside the parameters of the Partners Program, such as summer employment, must be agreed upon by the host institution and the student per the institution's normal employment procedures.

Partner supervisors will be asked to complete a brief evaluation prior to the end of each term to advise the Program administrator that the student is performing satisfactorily in the placement so that the placement can be renewed for the following term.

If a student fails to meet the required GPA at the end of the Fall term, participation in the Partners Program may resume in the summer term if the student meets the minimum 3.0 GPA at the end of the Spring term and the Partner site supervisor is agreeable to reinstatement of the placement.

In the event a Partner wishes to terminate a student due to unsatisfactory work performance, the Partner should notify the Partners Program administrator in writing prior to the end of that term stating the reason for -- and date of -- termination.



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School of Information Sciences

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