



ARHS-Library Media Specialist Student Internship Program

2019-2020 Semester I

Overview and Benefits

The ARHS-Library Media Specialist Student Internship Program is designed for students in grades 9-12 who are interested in learning the science behind operating a library media center. This internship program affords participating students with hands-on experience in a real world library setting while earning academic Work Based Learning credits.

Opportunities and Training

A participating student Intern engages in a minimum of twenty-four hours (24) of work-based learning within the ARHS Library/Instructional Materials Center. Hours begin with an orientation session to become familiar with the daily structure of the library. Interns will then have the opportunity to train in circulation, book processing and shelving books procedures, create bulletin boards, take photographs of school activities for the school website, and assist with collection development. To successfully complete the internship, students will complete a project, i.e., maintain a library blog, create a book review, agreed upon at the onset of the Internship.

Eligibility Requirements

An applicant for this Internship Program must be:

- ✓ A member of grade 9-12 at Apponequet Regional High School
- ✓ Academically Eligible (ARHS Handbook p.45)

An applicant for this Internship Program must:

- ✓ Submit a completed application, including a written narrative
- ✓ Enroll in the Work-Based Learning Course #646 (ARHS Program of Studies)

Information & Deadline

For any questions, please see Mrs. O'Brien at the ARHS Library, or contact at: jobrien@freelake.org or 508-947-2660 ext. 1136.



Interested applicants must submit application and accompanying materials to the ARHS Library/IMC by 2:00 p.m. on September 20, 2019.

ARHS-Library Media Specialist Student Internship Application 2019-2020



Applicant's Name: _____

Date: _____

Grade and Advisory Room#: _____

AC Lab Period: _____

Please Select: Sem: I (Oct-Jan) _____ OR Sem. II (Feb-May) _____

★ Please write and attach a narrative explaining why you are interested in this specific internship and what you hope to gain from the experience.

★ Please obtain signatures of 2 teachers plus your guidance counselor attesting to your readiness to participate in an Internship. (form attached).

I understand the tasks and responsibilities of this position as stated on the Internship position description and will comply with all library policies and procedures.

Signature of Student Applicant

Date

Dear Student Internship Parent/Guardian:

Your son/daughter is seeking acceptance into the ARHS Library Media Specialist Student Internship Program. If selected, he/she will engage in a minimum of twenty-four hours (24) of work-based learning within the ARHS Library/Instructional Materials Center. These work-based learning hours will be completed during the regularly scheduled school day. Students engaged in this Internship are responsible young adults who agree to, and by virtue of your signature below you agree on their behalf that they will, abide by school policies and procedures as set forth in the most current ARHS Handbook and Massachusetts General Laws. Please sign the bottom of this form giving permission for your son/daughter to participate and acknowledging your agreement to the aforementioned.

I _____ give my child _____ permission
(Parent or Guardian) (Student's Name)

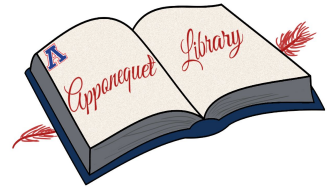
to participate in the ARHS Library Media Specialist Student Internship Program. My signature signifies the information on this application is accurate and that I am aware of the expectations set forth in all aspects of this application.

Signature of Parent/ Guardian

Date

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Based on _____ 's record of work completion, good
(Student Name)

attendance and follow-through on outside projects, I believe this student is ready for an independent learning experience, and possesses the maturity and responsibility to be successful in an Internship.

Teacher Signature

Date

Teacher Signature

Date

Guidance Counselor Signature

Date

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