

ALLAMA IQBAL OPEN UNIVERSITY
Department of Library and Information Sciences

MASTER OF LIBRARY AND INFORMATION SCIENCES (MLIS)
PROGRAM

INTERNSHIP AND COMPREHENSIVE VIVA VOCE

All MA (LIS) students including those who opt for Thesis will undergo two months' unpaid internship training in a library of repute during or after their final semester. Students will have to do the internship beyond two months against the number of working days they avail any leave or remain absent. Students' requests for nearby libraries for internship from among the following libraries will be considered for further processing.

- I. All central/main libraries in HEC approved public sector universities and degree awarding institutes.
- II. All national libraries.
- III. Selected central/main libraries in HEC approved private sector universities and degree awarding institutes (e.g. LUMS, Aga Khan University, GIKI).
- IV. Selected major public libraries located at divisional headquarter cities (e.g. Punjab Public Library, Lahore; Quaid-e-Azam Public Library, Lahore; Central Library, Bahawalpur; Liaqat Memorial Library, Karachi).
- V. Selected special libraries located at divisional headquarter cities (e.g. State Bank Library, Karachi; PASTIC Library, Islamabad).
- VI. All main/central libraries in PMDC-approved public and private medical colleges.
- VII. All main/central libraries of public/private sector research centers/institutes (e.g. Cotton Research Institute), provided these centers/institutes maintain a well-established, open-shelved computerized libraries with sufficient number of professional, paraprofessional, and non-professional staff.
- VIII. Any other library of repute not listed above.

Instructions for Internship

Libraries in primary/secondary/higher secondary schools, and inter/degree colleges are not listed for the purpose. Only postgraduate degree colleges may be considered if there is no other library as listed above in the same region. A student is expected to do practical, professional work in all sections of the library during his/her internship. A student already working in a listed library may not be allowed internship there unless the LIS Dept gets ensured that he/she would work in all sections of the library regularly. Student will fill an Internship Application Form indicating the library of his/her choice selected from the above list for internship and send that form to the LIS Department. The LIS Department will issue a reference letter to the student for internship purpose. However, it rests with student to first visit the selected library to seek their permission for internship. If a student fails to select a good library the Department will itself select a library and issue him/her a reference letter. Internship would only be accepted in libraries for which the LIS Department had issued a reference letter. A student's internship without a reference letter from the LIS Department will not be accepted. Once an internship reference letter is issued, students' requests for the change of library may not be considered unless he/she gives sound justification. A student must start his/her internship around the date mentioned in application form, otherwise they would justify in writing to the library concerned and the LIS Department. Students are advised to keep a copy of the internship reference letter before submitting it to the library concerned. On completion of internship the librarian concerned will issue an internship certificate to the student indicating his/her dates of internship, sections in which he/she worked, and his/her overall performance and behaviour.

Internship Report

The student will also prepare a report of his/her internship comprising at least 2,000 words, introducing the library, indicating library functions/operations he/she learnt, and his/her overall experience. Every student will prepare his/her own report in his/her words even if they do internship in groups. Therefore, no internship report should match with other student's report.

Internship Report Format

(MS Word processed, both sides, bottom page numbered, Times New Roman, 12 font,
1.5 line spacing, justified; use headings as per APA style manual)

1. Title page

2. Introduction of the institution/organization and library (max one page)
3. Brief introduction of the library sections in which student worked (max two pages)
4. What student learnt in these sections (section-wise detail, max three pages)
5. What student could not learn (section-wise detail, max two pages)
6. Student's reflection on internship (use headings and paragraphs, max two pages)
7. Limitations, if any (max one page)
8. Conclusion (max one page)
9. Recommendations (max one page)
10. References as per APA style manual, if any, and
11. Acknowledgements, if any (max one page).

Note: Students are also required to send softcopies of their reports to the LIS Department for plagiarism checking through Turnitin software. A sample internship report is also available at LIS Department's website <lis.aiou.edu.pk>.

Comprehensive Viva Voce

When a student completes his/her internship, he/she will apply for Comprehensive Viva Voce examination to be held by the LIS Department at AIOU, Main Campus, Islamabad. The Viva Voce covers all MA (LIS) courses for oral and practical examination. Students are advised to contact the LIS Department for further information in this regard.

Documents required for Comprehensive Viva Voce

(Send as hardcopy in a spiral-bound file by post)

1. Attested copy of CNIC (bring original at the viva voce).
2. Viva voce form (duly filled and photographed)
3. Copies of MA (LIS) pass results (all courses)
4. Internship certificate (original, signed, stamped and dated)
5. Internship report (original)

Department of Library and Information Sciences

Address: Block 6, Allama Iqbal Open University, H-8, Islamabad.

Note: Students are advised to keep on watching LIS Department's website <lis.aiou.edu.pk> and our Facebook page <LIS@AIOU official> for updates.