Remember:

It is YOUR responsibility to contact Tamara Weintraub (LIT Cooperative Education Coordinator), find an internship job, complete all paperwork accurately, and meet all deadlines. Upon successful completion of the internship, you will receive a grade and credit units, and, upon request, letters of verification or recommendation.

Contacts:

Tamara Weintraub, M.L.S.
Professor/Cooperative Education Coordinator
Library and Information Technology (LIT) Program
Library, Rm. LL-211
tweintraub@palomar.edu
(760) 744-1150 x2967

Kat Balouch
Academic Department Assistant
Cooperative Education Department
Rm. P8D and P8E
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760-744-1150 x2354

Additional Resources

Palomar College Class Schedules
http://www2.palomar.edu/

Cooperative Education Department website
http://www2.palomar.edu/pages/cooped/

LIT Program website
http://www2.palomar.edu/pages/library/
library-and-information-technology-program/
lit-internships/
Before You Begin Working

- Notify Tamara Weintraub, LIT Cooperative Education Coordinator, that you’re planning an internship. Her contact info is on the back of this brochure.
- Enroll in Cooperative Education for the semester you do the internship:
  - FALL or SPRING
    CE 150 = 2 units (120 unpaid/150 paid hours)
    CE 100 = 3 units (180 unpaid/225 paid hours)
  - SUMMER
    CE 100 = 1 unit (60 unpaid/75 paid hours)

Be sure to register for the correct no. of units. You must work the no. of hours that correspond to those units during the semester enrolled.

- Consult the Class Schedule and Cooperative Education syllabus for dates, deadlines, and other information. A sample syllabus is at http://www2.palomar.edu/pages/cooped/forms/
- Establish 3 internship learning objectives with your site supervisor, and review them with your Coop. Ed. Coordinator. Meeting these objectives by the end of the semester will count toward your grade.
- Complete and submit any required paperwork by the deadlines. Fall or Spring interns: write “LIT STUDENT” at the top of all Coop-Ed paperwork.

Find an Internship Job

Find and set up your internship job. You can find a site on your own, or contact any of those listed on the LIT Internship webpage: www2.palomar.edu/pages/library/library-and-information-technology-program/lit-internships/

REMEMBER: It is your responsibility to find and arrange your internship.

Make sure your internship schedule allows you to work the required number of hours during the semester.

Confirm that your site supervisor is willing to monitor your progress. They must: identify 3 internship objectives with you, verify the hours you work, sign your monthly reports, meet once with your LIT Coop. Ed. Coordinator, and complete some paperwork.

Give your site supervisor a copy of the Letter to the Supervisor http://www2.palomar.edu/pages/cooped/forms/ so she or he knows what is expected of them.

Basic Requirements

To receive credit for an internship, you must:

- Find an internship job.
- Register for Cooperative Education (CE 100 or CE 150)
- Successfully complete other requirements, including:

  Attend internship orientation sessions at beginning of semester (schedule posted at http://www2.palomar.edu/pages/cooped/)

  Identify 3 learning objectives with your site supervisor.

  Work required number of hours and submit monthly reports.

  Meet with your Cooperative Education Coordinator for Library and Information Technology (LIT), at the end of the semester.