**STAYING ON TRACK WITH YOUR FIELD STUDY**

**STEP 1**
Register LBSC 703 or LBSC 707

LBSC 703 is offered in-person and LBSC 707 is online. Both are offered each semester. Register on Testudo.

**STEP 2**
Feel free to use iSchool Field Study Database and blogMLIS as resources.

Find a Field Study Placement site

**STEP 3**
Complete the Field Study Contract

Complete the **Contract** with your Field Study Supervisor and submit to your Field Study Instructor 3-4 weeks before the start of the semester.

**STEP 4**
Complete the Plan with your Field Study Supervisor and submit to your Field Study Instructor 2 weeks before the start of the semester.

**STEP 5**
Participate in LBSC 703/ LBSC 707 coursework

Be sure to keep up with required homework, discussions, or meetings in addition to the 120-hours at your Field Study Site.

**STEP 6**
You can access the Evaluation Form on the iSchool Field Study Database.

Complete Field Study Student Evaluation
FREQUENTLY ASKED QUESTIONS

FIELD STUDY

The goal of the field study is for students to gain a breadth of experience. You cannot complete a Field Study in a unit where you currently work or used to work. You can do a Field Study in the same organization just in a different department.

To be eligible for a waiver, you must have a minimum of two years full-time professional experience. You must apply for a waiver through Graduate Student Services. Even if you are eligible for a waiver, you are strongly encouraged to complete a Field Study.

Some internship sites require extensive background checks. Apply early for these to ensure that the necessary paperwork is complete in time for the Field Study.

PRO TIP

I’m not an archives student. Can still I register for LBSC 703 in-person?

Yes! Even though the course titles are different, both courses count the same on your transcript. LBSC 703 is offered in-person and LBSC 707 is online. If you enroll in LBSC 705, you do not have to do a field study in an archive.

The Field Study Contract lays out the iSchool’s expectations for both the student and the Field Study Supervisor.

The Field Study Plan determines the student’s schedule and specific responsibilities for the field study.

Who is my Field Study Instructor and who is my Field Study Supervisor?

The Field Study Instructor is your iSchool professor teaching LBSC 707 or LBSC 705.

The Field Study Supervisor oversees your work at your Field Study site.

Have more questions? Email ischoolfieldstudy@umd.edu