

LI 873 Supervised Practicum Procedures and Requirements for the Archives Studies Certificate (ASC) Program

School of Library and Information Management
Campus Box 4025
Emporia State University
1200 Commercial St.
Emporia, KS 66801-5087

(800) 552-4770
(620) 341-5203
FAX (620) 341-5233

Table of Contents

| | |
|---|----|
| Student Checklist | 3 |
| Practicum Description | |
| Course Description | 4 |
| Pre- and Co- Requisites | 4 |
| Practicum Design | 4 |
| Practicum Goals | 5 |
| The Archives Professional Portfolio | 6 |
| Responsibilities | |
| The Student | 7 |
| The Site Supervisor | 7 |
| The Archives Certificate Program Director | 7 |
| Forms | |
| Practicum Plan | 8 |
| Student Self-Evaluation Form | 11 |
| Student Performance Evaluation Form | 12 |

Student Checklist

Use this checklist to make sure that you have completed the prerequisite steps for enrolling in and completing the LI 873 practicum for the Archives Studies Certificate (ASC) Program:

Yes, I have

- Been formally accepted into the Archives Studies Certificate Program ____
- Reviewed my coursework with the ASC Program Coordinator to make sure that I am ready for this experience ____
- Identified the educational objectives and professional goals that this practicum will help me achieve ____
- Determined which practicum design will work best, given my situation, educational objectives, and professional goals ____
- Identified a site supervisor (with the help of my advisor, professional colleagues, and/or the ASC Program Coordinator, if necessary) ____
- Registered for LI 873 (3-5 credit hours) at the beginning of the semester in which I will take the practicum ____ (Note: Some students spread practicum work over two semesters. If this is the case, enroll in LI 873 for the first of the two semesters.)
- Worked with my site supervisor and the ASC Program Coordinator, as needed, to create a Practicum Plan that sets forth my goals and objectives, a projected timeline, and my activities ____
- Submitted the signed Practicum Plan to the ASC Program Plan to the ASC Program Coordinator for approval ____
- Kept the ASC Program Coordinator apprised of my progress at frequent intervals ____
- Completed, signed, and submitted the Student's Self-Evaluation Form to the ASC Program Coordinator ____
- Made sure that my site supervisor had a copy of the Site Supervisor's Student Performance Evaluation Form ____
- Worked with the ASC Program Coordinator to schedule and complete the endorsement interview with members of the ASC Certifying Committee ____

Practicum Description

Course Description

The Practicum (LI 873) for students enrolled in the Archives Studies Certificate Program is designed as a supervised work experience. In order to ensure a quality experience and to achieve the goals that are identified by the student and the host institutions, all parties involved in the experience must collaborate to design the practicum.

The student must do the following to prepare for the practicum: 1) identify learning objectives; 2) review objectives with the Archives Studies Certificate Program Coordinator; and 3) plan the practicum with the site supervisor. The site supervisor and the Program Coordinator will work together to guide the student through the experience and ensure that the student's learning objectives are met. At the end of the practicum, the student will submit an Archives Studies Certificate Professional Portfolio. The course is graded pass/no pass by the Program Coordinator in conjunction with evaluative feedback from the site supervisor.

The practicum requires a minimum of 120 hours (for three credit hours) of supervised work at an approved site or on an approved project. Given the professional nature of the work expected in such a practicum, a set number of hours cannot be explicitly stated and 120 hours is provided as a guideline for a three-credit hour practicum. For each additional credit hour (up to a total of five) the student must work for approximately 40 additional hours. It is expected that the student, in conjunction with the site supervisor, will estimate an appropriately balanced work load to allow the student significant exposure to the work of an archives professional.

Pre- and Co-requisites

The practicum is planned as a work experience activity near the completion of the student's academic work. In some cases, the practicum allows students to demonstrate proficiency in skills, to extend skills, or to address skill deficiencies. Part of each student's responsibility is to recognize skills that need to be improved and knowledge or expertise that needs to be acquired, and actively address fulfilling these needs.

Student will be encouraged by the Program Coordinator to complete the practicum at the end of the Archives Studies Certificate Program course work. Students may not take the practicum before successfully completing LI 809 (formerly LI 856) and LI 818.

Practicum Design

A student's LI 873 practicum should be designed to ensure that the student gains entry-level professional archival experience while working under the supervision of and in cooperation with archives professionals.

SLIM recognizes that not all practicum opportunities will fit into the exact words in the preceding paragraph. We have found that some students and some organizations need

experiences more like day-to-day work experiences while others need to complete a distinct project. The goal is to match the needs of the student and the organization. If it is the opinion of the site supervisor or the student that a preliminary observation period would enhance the student's ability to conduct the practicum work, they are welcome to suggest that the student volunteer to do this before beginning the practicum.

Practicum Goals

- 1) To provide professional orientation and skills development appropriate for each student through a supervised field experience in an archival repository.
- 2) To broaden the student's perspective and background for improved assimilation and syntheses of general principles and concepts related to the archival profession.
- 3) To acquaint the student with the mission, administrative organization, policies and procedures, resources and services, and clientele of a particular archival repository.
- 4) To expose the student to working contacts with individual professional archivists; to facilitate the development of professional attitudes, service ethics, and work habits; to acquaint the student with different points of view and a variety of strategies for dealing with archival needs (e.g. collecting, preserving, and providing access to archival materials) and managerial problems and issues.
- 5) To provide the student with the experience of professional evaluation, in terms of: general education, professional knowledge and competence, ability to work with others, diligence in the accomplishment of assigned tasks.
- 6) To provide the student an opportunity for self-reflection and self-evaluation of his or her performance during the field experience.

The ASC Professional Portfolio

Guidelines

The Archives Studies Certificate Professional Portfolio will demonstrate that each student has achieved proficiency in each of the *seven domains* identified in the Academy of Certified Archivists' Role Delineation document for Archivists.

The LI 873 portfolio is targeted to potential employers. The portfolio will integrate the student's activities with coursework in the Archives Studies Certificate Program – particularly LI 809 and LI 818 – and document his or her experience with each of the following activities in an archival setting.

Selection, Appraisal and Acquisition

Arrangement and Description

Reference Services and Access

Preservation and Protection

Outreach, Advocacy and Promotion

Management

Professional, Ethical and Legal Responsibilities

Additionally, the portfolio will demonstrate the student's ability to develop an expert knowledge of the subject or entity he or she has treated in the practicum experience.

Submission

There is no adopted or set template for the portfolio. However, it will be to the student's advantage to organize the portfolio using effective headings or links. Students are also encouraged to use diverse media and formats to illustrate their proficiency in Archives Studies. For example, the student may submit a print or an electronic portfolio (e.g. web pages, CD ROM) or a combination of print and electronic formats.

The completed ASC Professional Portfolio will be submitted to the ASC Program Coordinator before the end of the semester at a date agreed upon by the student and the ASC Program Coordinator.

Responsibilities

The student will:

- 1) Complete each of the required activities listed on the student checklist
- 2) Complete all work as planned.
- 3) Review any proposed changes to the practicum plan with the ASC Program Coordinator, prior to implementing those changes.
- 4) Act professionally and with courtesy, taking special care to abide by the policies and rules of the host organization.
- 5) Keep the ASC Program Coordinator apprised of the practicum experience as it advances. When necessary, the student may arrange an onsite visit for the ASC Program Coordinator or the cohort advisor.

The site supervisor will:

- 1) Enable the student to put into practice techniques learned in courses and to observe principles of good practice in a work setting.
- 2) Provide professional feedback where appropriate.
- 3) Contact the ASC Program Coordinator with any concerns or questions regarding the practicum or the practicum process.
- 4) At the end of the practicum, complete the Student Performance Evaluation Form to indicate competence and performance in each activity area.
- 5) Submit the completed evaluation form to the Archives Studies Certificate Program Coordinator.

The Archives Studies Certificate Program Coordinator will:

- 1) Be available to discuss any problems or concerns with the student and site supervisor.
- 2) Work with the site supervisor to monitor student progress during the practicum.
- 3) Read and evaluate any submitted materials for the student during the practicum, and provide professional and instructional feedback where appropriate.
- 4) Assign a pas/no pass grade at the end of the semester, in conjunction with evaluation from the site supervisor.
- 5) Collect and review the student's completed Archives Studies Certificate Professional Portfolio and provide timely feedback.

School of Library and Information Management
Emporia State University, Emporia, KS 66801
Archives Certificate Program

LI873 Practicum Plan

Name _____ Date _____

Mailing address _____

E-mail address _____

Telephone number _____

Check all that apply:

____ I have attached a statement identifying my planned experiences

____ I have attached a copy of my curriculum vita (resume)

____ My Site Supervisor and I have both signed this form

Organization in which practicum will take place:

Name _____

Address _____

Timeframe:

Starting date _____

Projected completion date _____

Site Supervisor:

Name _____

Title _____

Telephone number _____

E-mail address _____

Plan of work:

General design of the practicum (check one):

Daily work _____

Specific project _____

Hybrid _____

Statement of objectives:

What do you want to learn during this practicum? Discuss this issue with your Site Supervisor and list specific objectives below:

Objective 1:

Objective 2:

Objective 3:

Planned experiences:

Attach a statement that describes the activities and responsibilities you anticipate taking on. Explain how these activities and responsibilities address the objectives listed above.

Signatures:

Student _____ Date _____

Site Supervisor _____ Date _____

(Mail signed form and statement of planned experiences to the ASC Program Coordinator at School of Library and Information Management, Emporia State University, Campus Box 4025, 1200 Commercial St., Emporia, KS 66801)

ASC Program Coordinator _____ Date _____

School of Library and Information Management
Emporia State University, Emporia, KS 66801
Archives Studies Certificate

LI873 Practicum Student Self-Evaluation Form

Student Signature _____

Date _____

Mailing address _____

Email address _____

Now that you have completed your practicum, what do you think are your professional strengths and areas for improvement? How did your work during the practicum reveal these qualities? Write a brief informal essay answering these questions. Mail the essay and this form to the Archives Studies Certificate Program Coordinator.

School of Library and Information Management
 Emporia State University, Emporia, KS 66801
 Archives Studies Certificate

LI873 Practicum Student Performance Evaluation Form

To be completed by Site Supervisor at end of practicum

Thank you for serving as a Site Supervisor! Faculty and staff at SLIM appreciate the contribution you've made to this student's professional education. To aid us in assessing the student, would you please complete the evaluation forms below? We welcome any additional comments you would care to make. If you have questions about this instrument or about any other aspect of the ASC program, please contact Sheila O'Hare, the ASC Program Coordinator, at sohare1@emporia.edu.

Please mail the completed form to Prof. O'Hare at SLIM, Box 4025, Emporia State University, 1200 Commercial St., Emporia, KS 66801.

Name of practicum student _____

Intellectual/Professional qualifications

| | Excellent | Above Average | Average | Below Average | No criteria to evaluate | N/A |
|------------------------------------|-----------|---------------|---------|---------------|-------------------------|-----|
| General Knowledge | | | | | | |
| Spoken English | | | | | | |
| Written English | | | | | | |
| Foreign Language Proficiency | | | | | | |
| Knowledge of Information Resources | | | | | | |
| Administrative Ability | | | | | | |
| Technological Expertise | | | | | | |
| Service Ethic | | | | | | |
| | | | | | | |

| | | | | | | |
|------------------------------|--|--|--|--|--|--|
| Ability to work with patrons | | | | | | |
| Ability to work with staff | | | | | | |
| | | | | | | |

Comments (optional):

Personal qualifications

| | Excellent | Above Average | Average | Poor | No criteria to evaluate | N/A |
|-----------------------|-----------|---------------|---------|------|-------------------------|-----|
| Integrity | | | | | | |
| Poise | | | | | | |
| Industry/Thoroughness | | | | | | |
| Enthusiasm/Initiative | | | | | | |
| Accuracy | | | | | | |
| Dependability | | | | | | |
| Judgment | | | | | | |
| Adaptability | | | | | | |
| Creativity | | | | | | |

Comments (optional):

Narrative

Please provide specific insights on the student's performance during the practicum, including strengths and opportunities for improvement, quality of work, and probability for success in the profession.

Practicum start date _____ Ending date _____

Have the student and the Site Supervisor discussed this report? (optional but encouraged)
yes _____ no _____

Signature of Student _____ Date _____

Signature of Site Supervisor _____ Date _____

Title _____

Organization _____

Mailing address _____

E-mail address _____