

EMPORIA STATE UNIVERSITY

■ *School of* LIBRARY &
INFORMATION MANAGEMENT

Archives Studies Certificate (ASC) Practicum Handbook

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Introduction

The Archives Studies Certificate (ASC) Program is designed to provide students with exposure to the domains of archival theory and practice, as well as work experience at an archival repository. This handbook outlines the requirements to be fulfilled through the professional three-credit-hour practicum course, LI873.

Current MLS students will be advised during their practicum by their respective MLS academic advisor. Students who are enrolled as certificate-only participants and are not current SLIM MLS students will be advised by the Archives Studies Certificate (ASC) Program Coordinator.

LI873: Archives Studies Certificate Practicum

Course Description

The practicum for students enrolled in ASC 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 institution, 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 ASC Coordinator or MLS Academic Advisor; and 3) plan the practicum with the Site Supervisor at the host institution.

The Site Supervisor and the ASC Coordinator or MLS Academic Advisor will work together to guide the student through the experience and ensure that the student's learning objectives are met. The course is graded pass/no credit by the ASC Coordinator or MLS academic advisor 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. It is expected that the student, in conjunction with the Site Supervisor, will estimate an appropriately balanced workload to allow the student significant exposure to the work of an archives professional.

The practicum activities should integrate knowledge obtained in previous ASC coursework with experience in the domains of archival practice in a field setting. These are:

- Selection, Appraisal and Acquisition
- Arrangement and Description
- Reference Services and Access
- Preservation and Protection
- Outreach, Advocacy and Promotion
- Management
- Professional, Ethical and Legal Responsibilities

Pre- and Co-requisites

The practicum is planned as a work experience activity near the completion of the student's academic work. 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.

Students usually complete the practicum at the end of their ASC course work. In particular, LI818 should be successfully completed before beginning the practicum. If extraordinary circumstances exist requiring concurrent enrollment in LI818 and LI873, pre-approval must be obtained from the ASC Coordinator or MLS Academic Advisor.

Practicum Design

A student's LI873 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 involve day-to-day work experiences, while others involve the completion of 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, the student may do this as a volunteer before beginning the practicum.

Please note: Students are not allowed to complete the practicum requirement at their place of current employment. An exception must have the pre-approval of the ASC Coordinator or MLS Academic Advisor.

It is recommended that students submit their practicum plans at least 2 months before the start of the semester in which the practicum will begin. Enrollment in LI873 may be denied if this plan is not submitted and approved in a timely manner.

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 synthesis 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.

Getting Started

The following checklist is provided to assist in making arrangements for the practicum. Pay particular attention to the Practicum Plan request form as this is the document that must be completed and approved before your advisor is able to enroll you in LI873.

Student Checklist

Use this checklist to make sure that you have completed the prerequisite steps for enrolling in the LI 873 Practicum for the ASC Program.

Yes, I have:

- Been formally accepted into the Archives Studies Certificate Program;
- Successfully completed LI809 and LI818;
- In consultation with the ASC Coordinator or my MLS academic advisor:
 - Identified the educational objectives and professional goals that this practicum will help me achieve;
 - Determined which practicum design will work best for me, given my situation, educational objectives, and professional goals;
 - Identified a Site Supervisor;
 - Worked with my Site Supervisor to create a Practicum Plan that sets forth my goals and objectives, a projected timeline, and my activities;

- ❑ Provided the Site Supervisor with the name and contact information for the ASC Coordinator or MLS academic advisor;
- ❑ Submitted the signed Practicum Plan to the ASC Coordinator or MLS academic advisor for approval.

Responsibilities

The **student** will:

1. Complete each of the required activities listed on the student checklist according to the agreed upon timeline;
2. Review any proposed changes to the practicum plan with the ASC Coordinator or MLS academic advisor, prior to implementing those changes;
3. Act professionally and with courtesy, taking special care to abide by the policies and rules of the host organization;
4. Check in with the ASC Coordinator or MLS academic advisor and relate the practicum progress at regular intervals;
5. Maintain a reflective journal. The journal can be kept on a daily or weekly basis depending on the work schedule that is outlined in the prospectus. Journal entries will be submitted through the Canvas course.
6. At the end of the practicum:
 - ❑ Submit the completed reflective journal to the ASC Coordinator or MLS academic advisor;
 - ❑ Submit a 1-2 page “Self-Evaluation” to the ASC Coordinator or MLS academic advisor;
 - ❑ Provide the Site Supervisor with a copy of the Site Supervisor’s Student Performance Evaluation Form and instructions for submitting the form to the ASC Coordinator or MLS academic 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 Coordinator or MLS academic advisor with any concerns or questions regarding the practicum or the practicum process;
4. At the end of the practicum, complete the two Student Performance Evaluation Forms to indicate competence and performance in each activity area;
5. Submit the completed evaluation forms to the ASC Coordinator or MLS academic advisor.

The **ASC Coordinator** or **MLS Academic Advisor** will:

1. Provide the student with recommendations for practicum sites and Site Supervisors as needed;
2. Review and approve their respective student's practicum plan and paperwork;
3. Once approved, enroll the student in LI873;
4. Be available to discuss any problems or concerns with the student and Site Supervisor, as appropriate;
5. Review student progress during the practicum and work with the Site Supervisor to address any concerns.
6. Read and evaluate any submitted materials from the student, and provide professional and instructional feedback where appropriate;
7. Assign a pass/no credit grade at the end of the semester, in conjunction with evaluation from the Site Supervisor.

ASC Forms:

- Practicum Plan Request
- Student General Evaluation (for Site Supervisor)
- Student Performance Evaluation (for Site Supervisor)