



EMPORIA STATE  
UNIVERSITY

*School of Library and Information  
Management*  
General Practicum Handbook

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# Important Notes About the Practicum

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- You must complete 40 hours of contact time for each credit hour: 40 hours for 1 credit, 80 hours for two credits, 120 hours for three credits. These hours can be spread out over two semesters. You can start at any time and complete at any time. You are not tied to the semester time frame. However, you must have the practicum approved by your advisor before starting the practicum work.
- You cannot be monetarily compensated for work done as part of a practicum project.

## Checklist for Enrollment in LI870

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1. Determine your personal educational objectives and professional goals that a practicum would help you to achieve.
2. Contact your SLIM advisor about your goals and objectives to discuss practicum options, possible practicum sites, and practicum supervision. This should be done at the beginning of the semester prior to desired enrollment in LI870.
3. With the assistance of your SLIM advisor, identify a site supervisor for the practicum. Your SLIM advisor will serve as your faculty supervisor for the purposes of your practicum or will identify for you the individual who will serve in this role for your practicum.
4. Your Site Supervisor must hold an MLS or other associated master degree.
5. Review the List of Possible Practicum Activities (page 8) with your site supervisor and decide which of these are appropriate and useful activities for the particular kind of field experience you are seeking. Keep in mind that these are only suggested as *possible* activities. You do not need to do them all; likewise, you can create activities not listed here to be part of your practicum.
6. Write a Practicum Prospectus that sets forth:
  - a. Why you want to do a practicum: include your career goals and objectives
  - b. A description of the host organization including identification of the on-site supervisor and his or her position
  - c. A description of the specific project or projects you intend to undertake to meet your goals and objectives
  - d. The relationship of each project to one or more SLIM Program Outcome(s):

<http://www.emporia.edu/slim/programs/master-of-library-science/mlsprogramoutcomes.html>

- e. A timeline of practicum activities

7. Attach the Request for Practicum Experience form: <http://www.emporia.edu/slim/about/forms.html> and a current resume to your Practicum Prospectus and submit it to your site supervisor for approval. After your site supervisor has signed the Request form, send this material to the SLIM advisor for review and approval.
8. Once approved, your SLIM advisor will enroll you in LI870 (1-3 credit hours).

# LI870 Syllabus

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## Catalog Description

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Supervised, advanced professional experience in a library or information center. Students engage in professional activities; apply theories, principles, and skills learned in professional courses; and discuss problems and relevant topics associated with professional practice. **Consent of instructor.** (*Approved 3/11/2011*)

## Purpose of Course

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- To provide general professional orientation and skill development through a supervised field experience in a library or information agency appropriate for each student. Each student will experience directed practice work and observation in a representative range of functional areas (e.g., reference and information services, information skills instruction, materials selection and acquisitions, management, technology, and technical services).
- To broaden the student's perspective and background for improved assimilation and synthesis of general principles and concepts.
- To acquaint the student with the mission, administrative organization, policies and procedures, resources and services, and clientele of a particular library or information agency.
- To expose the student to working contacts with individual professional librarians; 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 information and service needs and managerial problems and issues.
- To provide the student an opportunity for self-reflection and self-evaluation of his or her performance during the field experience.
- 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, etc.

## Course Learning Outcomes

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|                          | <b>By the end of the course, students will be able to:</b>   | <b>Program Outcomes</b> | <b>Program Values</b> | <b>ALA Core Competence(s)</b> |
|--------------------------|--|-------------------------|-----------------------|-------------------------------|
| 1                        | Apply information and library theory, principles, and skills to perform professional tasks and to address common problems in library and information organization environments.                                    | 1 - 8                   | 1 - 3                 |                               |
| 2                        | Discuss the mission, administrative organization, policies and procedures, resources and services, and clientele of a particular library or information organization.  | 1 - 8                   | 1 - 3                 |                               |
| 3                        | Describe their experience of professional evaluation, in terms of: their own education, professional knowledge and competence, ability to work with others, and diligence in the accomplishment of assigned tasks. | 7                       |                       |                               |
| 4                        | Reflect on their performance during the field experience and conduct an appropriate self-evaluation.   | 7                       |                       |                               |
| <i>Approved 3/9/2015</i> |  |                         |                       |                               |

## Required Readings

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There are no required textbooks for the General Practicum. Students should become familiar with this Handbook, as well as their approved practicum prospectus. Please note that students may be required to purchase books or other resources if their site supervisor deems it necessary for the practicum experience.

| Assignments  | Due Date   | Pts       |
|--|--|-----------|
| <p>Assignment 1: Creation and Approval of Practicum Prospectus. The prospectus should be created prior to enrollment in LI870. The prospectus should outline the goals and objectives of the practicum experience as well as provide a timeline for completion. Students are expected to complete 40 hours of practicum work per credit hour. See the practicum handbook or more details.</p>  | <p>Prior to the 1st day of classes</p>                               | <p>30</p> |
| <p>Assignment 2: Reflective Journal. A reflective journal should be maintained. The journal must be kept on a regular basis, the number of entries depending on the work schedule that is outlined in the prospectus. Journal entries will be submitted via Canvas.</p>  | <p>Submit final journal at conclusion of practicum hours</p>         | <p>30</p> |
| <p>Assignment 3: Self-Evaluation. Upon completion of the practicum hours, the student will submit a self- evaluation. This evaluation should be no longer than two-pages, double-spaced. The evaluation should include a summary of the practicum experience and projects that were completed. Were your projects completed? Were they successful? What could have been done differently?</p>  | <p>At conclusion of practicum hours or by the last day of class.</p> | <p>20</p> |
| <p>Assignment 4: Site Supervisor Evaluation. The site supervisor will also need to submit an evaluation of the practicum student. The two electronically fillable evaluation forms can be found in the online course. The student will be responsible for providing the site supervisor with a copy of the evaluation forms and informing him or her of the due date. Points will be assigned based on the site supervisor's evaluation.</p> | <p>At conclusion of practicum hours or by the last day of class.</p> | <p>20</p> |

## Grading

The General Practicum (LI870) is a Pass/No Pass course. A Pass/No Pass grade will be assigned based on points earned. A passing grade is equal to a B- or above. See the grading scale in the official syllabus. Assignments should be submitted on or before the due date listed above. Exceptions will be granted if student contacts practicum instructor and requests an extension.

# Responsibilities of the Student

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1. Identify the type of practice experience desired.
2. Contact your SLIM advisor and the site supervisor. Provide your site supervisor with the SLIM advisor's contact information and vice versa.
3. In collaboration with the site supervisor and before you begin the practicum work, create a Practicum Prospectus (see Checklist for Enrollment in LI870). This prospectus must be submitted to the SLIM advisor for approval before you can enroll in the practicum course.
4. Abide by all the policies and rules of the host agency.
5. Maintain a reflective journal of daily and/or weekly activities undertaken during the practicum experience, including observations, activities and reflections on the experience. This kind of journal provides documentation of the practicum for the SLIM advisor, and it may be useful to you when you interview for jobs. The journal does not have to be shared with the site supervisors unless you wish to do so.
6. Do research in the professional literature for best practices and current information on whatever projects you are working on. Researching on your own anything new that you might tackle in your professional life is a very important habit to develop. Reflections on these searches and connections between your experiences and your readings should be included and **formally cited** throughout your journal.
7. Keep your SLIM advisor apprised of the practicum experience as it advances. Where necessary, you may wish to arrange an onsite visit for the SLIM advisor.
8. Upon completion of the General Practicum hours, summarize and evaluate the practicum experience by writing a one to two page self-evaluation of the programs or projects which includes such things as what was learned; what was of particular value, what went particularly well, and what you would do differently if you had it to do over again. Evaluate your personal progress and your strengths and weaknesses in terms of the professional activities undertaken during the practicum.
9. Provide your site supervisor with the two electronically fillable evaluation forms to be completed and turned in to your instructor (SLIM advisor).

# Responsibilities of the Site Supervisor

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## **General**

The School of Library and Information Management recognizes that the site supervisor will be donating both administrative and training time to the General Practicum. In order to make the practicum a valuable training experience, it is important that the students undertake a broad range of activities that fulfill course objectives and address course competencies, while at the same time contributing to the host organization.

The intent of the General Practicum is to allow the student to put into practice techniques learned in courses and to observe principles of good practice in a “real” setting. It is hoped that students will be rotated through a logical sequence of activities to ensure that they understand the various tasks and roles available to information professionals within the library or information agency.

## **Prospectus Development**

In order to ensure that the student’s goals for the practicum are achieved, and that SLIM’s expectations for the field experience are also met, the site supervisor is asked to:

1. Meet with the student to discuss the activities that the student will undertake. (See page 10 for a list of possible activities.)
2. Help the student identify program(s) or project(s) that may assist the host organization as well as provide the student with experience to meet the student’s goals and objectives.
3. Agree upon a timeline for the completion of the practicum work.
4. Approve and sign the student’s prospectus that includes descriptions of the above activities along with alignment to SLIM Program Outcomes.

## **Evaluation of Student**

At the end of the General Practicum, the site supervisor will fill out two evaluation forms: (1) the Student Performance Evaluation Form (see page iii), indicating competence and performance in each activity area; and (2) the General Evaluation and Recommendation Form (see page iv) which may be referenced in support of applications for subsequent professional appointments.

Completed evaluation forms should be sent directly to the SLIM advisor. These documents are used to determine an appropriate grade for the student and will become part of the student’s permanent record.

## Responsibilities of the SLIM Advisor

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1. Assist the student in developing goals for the practicum where necessary.
2. Review the Practicum Prospectus and timeline created by the student and site supervisor.
3. Enroll the student in LI870.
4. Monitor progress, read the student's journal, and assign a final grade at the end of the semester.

# List of Possible Practicum Activities LI870 General Practicum

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## Possible Introductory Activities

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- \_\_\_\_\_ Meet library staff / administration
- \_\_\_\_\_ Review mission / goals statement of organization
- \_\_\_\_\_ Review objectives and policies of the library / organization
- \_\_\_\_\_ Review service priorities and philosophy of the library / organization
- \_\_\_\_\_ Review the schedule, goals, and objectives of the Practicum
- \_\_\_\_\_ Tour the facility / computer labs (web pages), where applicable
- \_\_\_\_\_ Review policies related to access, confidentiality, and copyright

## Possible Participatory Activities

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- \_\_\_\_\_ Participate in daily activities of the library / agency
- \_\_\_\_\_ Assist individuals in the use of library materials or hardware
- \_\_\_\_\_ Participate in reading advisory / promotion activities
- \_\_\_\_\_ Provide information skills instruction to individuals and groups.
- \_\_\_\_\_ Other

## Possible Administrative/Management Activities

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- \_\_\_\_\_ Review administrative structure of the library / organization
- \_\_\_\_\_ Review budgeting procedures (prioritizing / allocating / reporting)
- \_\_\_\_\_ Review staffing policies, job descriptions, and evaluation criteria for library staff positions
- \_\_\_\_\_ Review technical services: procedures for selection, acquisitions, and cataloguing of serials and monographs in all media / genre / formats
- \_\_\_\_\_ Review public relations and outreach programs
- \_\_\_\_\_ Review cooperation / participation activities the library or agency has with other libraries and agencies
- \_\_\_\_\_ Review policies and procedures for circulation, resource sharing, and interlibrary loan
- \_\_\_\_\_ Examine automated systems (circulation, accounting, LANs, etc.)
- \_\_\_\_\_ Review weeding schedules and procedures
- \_\_\_\_\_ Review procedures for book repair and collection maintenance
- \_\_\_\_\_ Review procedures for storage and maintenance of equipment
- \_\_\_\_\_ Review procedures for selection, acquisition, evaluation and purchasing of equipment, including state bidding requirements, writing specifications, etc., if applicable
- \_\_\_\_\_ Attend staff meetings
- \_\_\_\_\_ Attend professional meetings where applicable

# Forms

These forms can all be found as electronically fillable pdf files within the slim website and within the online course associated with LI870

# Request for LI870 Practicum Experience

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## Student

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Name:

Address:

Phone Number:

E-Mail:

*1 credit (40 hours)*

*2 credits (80 hours)*

*3 credits (120 hours)*

## SLIM Advisor

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Name:

Phone Number:

E-Mail:

## Site Supervisor

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Name:

Title and Graduate Degrees Held:

Phone Number:

E-Mail:

Host Organization:

Address:

Phone Number:

Web Site:

## Attach to this form:

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1. Practicum Prospectus. See handbook for details.
2. Current resume.

## Signatures:

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(Do not sign unless the two items listed above are attached.)

Student

Date

Site Supervisor

Date

SLIM Advisor

Date

# Student Performance Evaluation Form

(To be completed by the Site Supervisor. The Site Supervisor may review the completed form with the student or he or she may sign and submit the form without student review. This form can be filled and signed electronically, saved, and submitted directly to the SLIM advisor via email.)

Date \_\_\_\_\_ Student's  
 Name \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

## Intellectual/Professional qualifications

|                                   | Excellent | Above Average | Average | Fair | Poor | No criteria to evaluate | N/A |
|-----------------------------------|-----------|---------------|---------|------|------|-------------------------|-----|
| General Knowledge                 |           |               |         |      |      |                         |     |
| Use of English: Spoken            |           |               |         |      |      |                         |     |
| Use of English: Written           |           |               |         |      |      |                         |     |
| Foreign Language Proficiency      |           |               |         |      |      |                         |     |
| Other:                            |           |               |         |      |      |                         |     |
| Knowledge of information sources  |           |               |         |      |      |                         |     |
| Administrative ability/leadership |           |               |         |      |      |                         |     |
| Technological expertise           |           |               |         |      |      |                         |     |
| Professional Ability              |           |               |         |      |      |                         |     |
| Service Ethic                     |           |               |         |      |      |                         |     |
| Ability to work with patrons      |           |               |         |      |      |                         |     |
| Ability to work with staff        |           |               |         |      |      |                         |     |

## Personal Qualifications

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

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 initiator:lwarner3@emporia.edu;wfState:distributed;wfType:email;workflowId:c56cac4b912e4e6d97b634e1afc75b19

# General Evaluation and Recommendation

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(To be completed by the Site Supervisor. The Site Supervisor may review the completed form with the student or her or she may submit the form without student review. The form should be filled and signed electronically and submitted directly to the SLIM advisor via email.)

Please evaluate the student listed below, giving special attention to specific strengths and weaknesses as well as to quality of student work and probability for success in the profession.

Student's Name \_\_\_\_\_

Dates of Practice \_\_\_\_\_

Signature of Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor's address, phone number and E-mail address:

2014-08-02 00:47:53  
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initiator:lwerner3@emporia.edu;wfState  
:distributed;wfType:email;workflowId:d0  
61786c876c4b79b7948d5c74c55fb6