Course Syllabus
LI870XA/XB/XD

Practicum
Fall Semester 2015

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Online Course Login: canvas.emporia.edu
Credit Hours: 1-3
Meetings: Internet, begins 8/17

Important Dates for Fall 2015

8/17 First Day of Class 8/28 Last Day to Add/Drop 9/7 Labor Day (ESU Closed)
10/23 Last Day to Withdraw 11/11 Veteran’s Day 11/25-29 Thanksgiving (ESU Closed)
12/4 Last Day of Classes 12/12 Commencement 12/15 Final Grades Due

Program Goal

The goal of the SLIM Master of Library Science program is to prepare creative problem solvers who will provide proactive client-centered services in information agencies.
Catalog Description

The practicum is a 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. **Prerequisite: permission of instructor.** (Approved 3/9/2015)

Course Learning Outcomes

<table>
<thead>
<tr>
<th>By the end of the course, students will be able to:</th>
<th>Program Outcomes</th>
<th>Professional Values</th>
<th>ALA Core Competence(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Apply information and library theory, principles, and skills to perform professional tasks and to address common problems in library and information organization environments.</td>
<td>1 - 8</td>
<td>1 - 3</td>
<td></td>
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<tr>
<td>2 Discuss the mission, administrative organization, policies and procedures, resources and services, and clientele of a particular library or information organization.</td>
<td>1 - 8</td>
<td>1 - 3</td>
<td></td>
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<tr>
<td>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.</td>
<td></td>
<td>7</td>
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<td>4 Reflect on their performance during the field experience and conduct an appropriate self-evaluation.</td>
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<td>7</td>
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Approved 3/9/2015

Required Readings

There are no required textbooks for the General Practicum. Students should become familiar with the General Practicum 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.
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assignment 1: Creation and Approval of Practicum Prospectus.</strong> 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 for more details.</td>
<td>Prior to the 1st day of classes</td>
<td>30</td>
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<tr>
<td><strong>Assignment 2: Reflective Journal.</strong> A reflective journal should be maintained. 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 uploaded within the LI870 Canvas course.</td>
<td>Submit final journal at conclusion of practicum hours or by 12/4</td>
<td>30</td>
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<tr>
<td><strong>Assignment 3: Self-Evaluation.</strong> 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?</td>
<td>At conclusion of practicum hours or by 12/4</td>
<td>20</td>
</tr>
<tr>
<td><strong>Assignment 4: Site Supervisor Evaluation.</strong> The site supervisor will also need to submit an evaluation of the practicum student. The two evaluation forms can be found in the practicum handbook, as well as within Canvas. 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.</td>
<td>At conclusion of practicum hours or by 12/4</td>
<td>20</td>
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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 below.
- 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.

### SLIM Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>96 -100</th>
<th>90 - 95</th>
<th>87 - 89</th>
<th>84 - 86</th>
<th>80 - 83</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>A</td>
<td>A-</td>
<td>B+</td>
<td>B</td>
<td>B-</td>
</tr>
<tr>
<td>Points</td>
<td>77 - 79</td>
<td>74 - 76</td>
<td>70 - 73</td>
<td>0 - 69</td>
<td></td>
</tr>
</tbody>
</table>

### SLIM Grade Policy

All graduate courses required in the university-approved curricula of SLIM’s master’s programs, certificate programs, academic concentrations, and doctoral program—or their approved substitutions—must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM’s required courses, then the student will be given an academic warning and the student will be notified by SLIM administration that he or she must retake that course or those courses. In addition, if a student has a semester GPA of less than 3.0 he or she will be given an academic warning.

When a student has been given an academic warning, an administrative hold will be placed on the student’s record to block future enrollment, and the student will be removed from any registered courses for the upcoming semester. Before the student can be enrolled, he or she is required to meet with the student’s academic advisor with the goal of developing an academic improvement plan. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean upon satisfactory completion of the academic improvement plan.

If the student fails to complete the terms set forth in the academic improvement plan, then the student’s academic progress will be reviewed by the student’s academic advisor and the SLIM dean, and a decision will be made regarding whether the student should be academically dismissed from SLIM’s graduate program.
SLIM Incomplete Grade Policy

SLIM’s Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: http://www.emporia.edu/regist/trnsct/grades.html).

SLIM’s Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean’s office before the final grade change is made.

If a SLIM student’s request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then an administrative hold will be placed on the student’s record to block future enrollment until all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar’s Office.

Course Evaluations

Course evaluation is an important part of the process of teaching and learning. SLIM uses the IDEA evaluation instrument to gather feedback from students on the effectiveness of each and every course. The resulting data is reviewed by the instructors and the Dean, who work together to improve teaching and learning across the whole of SLIM. Evaluation surveys are made available to students toward the end of each semester, and periodic email reminders are sent to encourage participation. The surveys are administered by The IDEA Center through the Campus Labs platform, and student responses are anonymous (unless students share any identifying information in their comments). Nobody in SLIM has access to individual student surveys at any time, and aggregated data is only made available to instructors at least one week after final grades have been submitted.

Faculty-Initiated Student Withdrawal Procedure

Students should be aware that your instructor follows the university’s policy of faculty-initiated student withdrawal. It reads as follows: “If a student’s absences from class or disruptive behavior become detrimental to the student’s progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence. [Policy and Procedures Manual 43.11]
Academic Dishonesty

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

Disabilities Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

Contact information for the Office of Disability Services:

Office of Disability Services
106 Plumb Hall
Emporia State University
1 Kellogg Dr. / Box 4023
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu