LIS 590 Practicum - Guidebook for On-Campus & Online MLIS Students (Spring 2016)

The Spring 2016 offering of LIS 590 Practicum is a 3-credit elective course (credit-no credit grade designation) involving 100 hours of workplace experience for MLIS students in either the online or the on-campus delivery modes of the MLIS program at the University of Alberta.

The Spring Practicum is scheduled as a full-time experience over the 3-week period April 11-April 29, 2016.

Students are responsible for identifying, approaching, and conferring and coordinating with a prospective Practicum Site Supervisor who is employed in the selected workplace. Placement is under the supervision and mentorship of a qualified Site Supervisor in an approved library, archives, or information/records management setting. Workplace scheduling is arranged at the mutual convenience of the Practicum Site Supervisor and the student. Application does not guarantee placement.

Key Eligibility Conditions for LIS 590 Practicum Placement:

Under the School’s academic mandate, the following eligibility conditions apply:

1) Completion of the five core pre-requisites LIS 501-2-3-4-5 (one may be taken concurrently) and two MLIS 3-credit electives;
2) A suitable workplace with a qualified Site Supervisor who is willing to oversee a Practicum placement and who holds one of the following credentials or an equivalent designation: MLIS degree; archival studies degree; or information/records management degree; and,
3) Permission of the School’s Practicum Course Instructor.
LIS 590 Practicum Course Outline
An Opportunity for Growth in Personal Leadership and Professional Socialization

The information provided below is for general information. For the official syllabus, assignments, and deadlines, please see eClass once the course starts.

**Practicum Course Instructor:**
Alvin M. Schrader, PhD  
1-17A Rutherford South  
Cell phone: 780.719.4907  
E-mail: alvin.schrader@ualberta.ca

**SLIS Office Contact:**
Sophia Sherman, Practicum Administrator  
3-20 Rutherford South  
Office: 780.492.4578  
E-mail: sophia.sherman@ualberta.ca

**Calendar Description**
The application of LIS theories and principles through experiential learning in library, archives, records management, and other information services settings.

**Course Objectives**
The Practicum is designed to provide the student with the opportunity to work in an organization under the supervision of a qualified librarian, archivist, or other experienced information specialist, under the direction of a SLIS faculty member. Throughout the Practicum experience the student will:

- gain 100 hours of practical experience in preparation for a professional position in library and information services
- learn about the culture, vision and mission of the organization
- understand the use and application of theories and concepts in the organization
- observe the analysis of and solutions to challenges arising in a professional work setting
- gain an understanding of the operations of the organization
- observe the analysis of and solutions to problems arising in a professional work setting
- develop a professional self-awareness
- learn by participating in professional activities and interacting with colleagues.

**Student Learning Objectives for LIS 590 Practicum**
- Drawing on the Practicum experience, the student will demonstrate an understanding of organizational culture and value, planning and decision making processes through discussion and assignments.
- The student will demonstrate the benefits of the Practicum by sharing their experiences through discussion and assignments.
- The student will be able to demonstrate their leadership, organizational skills and work ethics through individual and team-based performance and by completing the duties assigned by the site supervisor.

**Guidelines for LIS 590 Practicum Course Eligibility and Credit**
- Prior approval by the Practicum Course Instructor is required, based on:  
  1) the student’s Practicum Application Form, and,
2) the Practicum Placement Agreement Form, signed by both the student and the prospective Practicum Site Supervisor.

- Must be a new learning experience for the student and can be taken only once during the MLIS program.
- Must be a “stand-alone” experience: For pedagogical reasons, simultaneous Practicum with paid or volunteer work or an internship, whether paid or volunteer, in the same work unit, department, or functional area is not permitted, nor is remuneration for the Practicum permitted.
- Satisfactory performance at the Practicum site.
- Satisfactory completion of assignments.
- Course is credit/no credit only – a grade is not assigned.

Required Advance Readings

- “Best Practices for LIS 590 Practicum: A Holistic Approach” (see below); and
- “Hitchhiking Across Cultures from the Classroom to the Workplace,” by Alvin M. Schrader (*Feliciter* 54.2, 2008), pp. 5-8, at [www.cla.ca/AM/Template.cfm?Section=Vol_54_No_2&Template=/CM/ContentDisplay.cfm&ContentID=5255](http://www.cla.ca/AM/Template.cfm?Section=Vol_54_No_2&Template=/CM/ContentDisplay.cfm&ContentID=5255)

Methods

100 hours of workplace experience in an approved setting; regular check-in forums with the Practicum Course Instructor and other students; regular student journaling (confidential to and for the Practicum Instructor); a mid-point check-in by the Practicum Course Instructor with the Practicum Site Supervisor; and a reflective paper.

Course Relationships

Practicum pre-requisites are LIS 501, LIS 502, LIS 503, LIS 504, LIS 505 (or one of them concurrently), and two MLIS (3-credit) electives.

Evaluation of Student Achievement for LIS 590 Practicum Course Credit

- Satisfactory completion of 100 hours of experience with the practicum workplace.
- Active participation in the regular check-in forums with the Practicum Course Instructor and other students.
- Regular journal submissions to the Practicum Course Instructor after every 25-30 hours covering each day of the workplace experience (confidential to and with the Practicum Instructor).
- Reflective paper.
- Required forms.

Key Deadlines and Documentation involving Practicum Students

1. Student identification of a prospective Practicum Site Supervisor and workplace site, and exploration with the prospective Site Supervisor to discuss a possible placement and mutual expectations.
2. Student submission of signed LIS 590 Practicum Application Form – deadline **February 19, 2016**.
3. Practicum Course Instructor notification to student that eligibility requirements have been met for tentative placement – within one week.
4. Practicum Course Instructor courtesy email formally inviting the prospective Site Supervisor to partner with the School as your placement supervisor and mentor – within one week.
5. Student submission of signed LIS 590 Practicum Placement Agreement Form – deadline **March 26, 2016**.
6. Practicum Course Instructor notification to student and Site Supervisor of approval – within one week.
7. SLIS Office course registration of students in LIS 590 – by April 8, 2016.
8. Classes start – April 11, 2016
9. Student check-in forums with Practicum Course Instructor and other students – Apr. 11-12, Apr. 18-19, Apr. 25-26, 2016 – eClass.
10. Student journaling – alert Practicum Course Instructor every 25-30 hrs – Google Docs.
11. Student notification of 50 hour point – for the Practicum Course Instructor’s site check-in with the Practicum Site Supervisor – by telephone, Skype, or email.
12. Student reflective paper – last day of classes – designated eClass dropbox.
13. Classes end – April 29, 2016: Student submission of LIS 590 Practicum Completion Form – last day of classes – designated eClass dropbox.
14. Student submission of LIS 590 Practicum Consent to Publish Form – last day of classes – designated eClass dropbox.
15. Other forms as required by the Practicum site – please ensure that you comply with all requirements.

Responsibilities of the Practicum Student
1. Framed as an opportunity to gain experience in self-leadership and professional engagement, students are responsible for taking personal initiative in articulately explaining the parameters of the Practicum and in identifying, approaching, and conferring and coordinating with a prospective Practicum Site Supervisor:
   a. Self-leadership encompasses self-awareness, self-reflection and self-evaluation of your own interests, personal goals, circumstances, background, expertise, motivations, aspirations, and pre-professional learning goals;
   b. Professional engagement encompasses interpersonal communication, including the ability to articulately explain the parameters of the Practicum and your own request, networking, relationship building, self-presentation, and professional identity formation.
2. Students should confer with the Practicum Course Instructor if advice is needed on how to proceed.
3. Students should arrange one or more meetings with the prospective Site Supervisor to explore mutual expectations and ensure that the prospective site is a good fit for both parties
4. Student and Site Supervisor meetings should enable pre-planning the first one-third of the placement (i.e., the first week), so that the student can “hit the ground running,” with at least one meeting face to face, or skyped if more convenient.
5. Students should be mindful of personal leadership and professional socialization as the primary goals of the Practicum experience and learning.
6. Students should conduct themselves professionally as members of the host organization, within the policies and expectations of the organization.
7. Students should complete and submit all Practicum assignments, following specified guidelines, within the designated time requirements.
8. Students should notify the Practicum Course Instructor immediately if a situation warrants special attention or if withdrawal from the Course is required.
9. Students should complete duties assigned to the best of their ability.

Responsibilities of the Practicum Site Supervisor
The Practicum Site Supervisor assumes primary responsibility for mentoring and overseeing the work of the Practicum student. Under the School’s academic mandate, the Supervisor holds one of the following
credentials or an equivalent designation: MLIS degree; archival studies degree; or information/records management diploma.

Because the Spring term offering of Practicum is over a compressed time frame of three weeks of full time work, it is important to ensure that pre-planning is undertaken well before April, so that the student can “hit the ground running.” Pre-planning should cover, at the least, the **first one-third** of what the placement will look like, i.e., the **first full week** at the placement site.

To accomplish this, it is strongly suggested that one or more meetings be arranged with the prospective Site Supervisor to explore mutual expectations and ensure that the prospective site is a good fit for both parties. At least one meeting should take place face to face, or skyped if more convenient.

The student should have opportunities to learn about the culture, vision, and values of the organization, to gain an understanding of how communication, planning, and decision-making occur in the organization at various levels, to job shadow various staff, and to attend staff meetings, team meetings, discussion groups, and other planning processes.

**The Practicum Site Supervisor should:**
1. Provide the best possible environment for working and learning;
2. Help the student develop goals and objectives, including the determination of specific duties and assignments;
3. Confer with and mentor the student regularly, recognizing that the student is in a learning role as well as a working role;
4. Provide in consultation with the student a draft schedule of activities and timelines for the Practicum period.
5. Provide the student with an overview of safety and emergency procedures, and consult with the Practicum Course Instructor if a situation warrants special attention.

**Responsibilities of the School’s Practicum Course Instructor**
1. Collaborate with the student in setting realistic goals and objectives;
2. Confer with the student periodically about their progress;
3. Maintain open communication with the student and the Practicum Site Supervisor so that any problems can be handled effectively for all concerned;
4. Evaluate all Practicum reports and provide appropriate feedback to the student and the Practicum Site Supervisor;
5. Serve as a resource person for both the student and the Practicum Site Supervisor;
6. Remove the student from an agency when either the student or the agency is not presently suited to the Practicum program.
University of Alberta Academic Policies

1.1 Inclusive Language & Equity
The Faculty of Education is committed to providing an environment of equality and respect for all people within the university community, and to educating faculty, staff and students in developing teaching and learning contexts that are welcoming to all. The Faculty recommends that students and staff use inclusive language to create a classroom atmosphere in which students’ experiences and views are treated with equal respect and value in relation to their gender, racial background, sexual orientation, and ethnic backgrounds. Students who require accommodations in this course due to a disability affecting mobility, vision, hearing, learning, or mental or physical health are advised to discuss their needs with Specialized Support and Disability Services.

1.2 Academic Integrity
The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour [http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx] and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University. Policy about course outlines can be found in Section 23.4(2) of the University Calendar.

1.3 University of Alberta Practicum Intervention Policy
On May 12, 2008, the Board of Governors, on the recommendation of the Board Educational Affairs Committee, approved proposed revisions to Section 87 (Practicum Placements, Professional Practice and the Public Interest Policy) of the GFC Policy Manual (renamed the Practicum Intervention Policy), with the changes to take effect July 1, 2008. This policy can be found at [http://www.governance.ualberta.ca/en/StudentAppeals/PracticumInterventionPolicy.aspx]

1.3.1 Overview
This Policy provides for Practicum Interventions. Practicum Interventions are a means by which, because of public interest, public safety or public health considerations, a Student can be denied placement in a Practicum; we withdrawn from participation in a Practicum; or have participation in a Practicum suspended or varied through the imposition of conditions which must be met prior to or as part of the Students taking up, continuing, or returning to a Practicum. A procedure is established by which Practicum Interventions can be appealed. Further, this Policy has application where the circumstances that arise from a Practicum Intervention also result in charges under the Code of Student Behaviour (“COSB”).

1.3.2 Purpose
The University has an obligation to protect the public interest, public safety, and public health by ensuring that Students in Practicums conform to accepted standards of professional, competent and safe practice in their work with patients, clients, and co-workers. This Policy provides Deans with the authority to intervene in the Practicum of a Student and/or an associated Professional Program because of such concerns. The Dean's authority is balanced by the granting of appeal rights to a Student who is the subject of a Practicum Intervention.
**Emergency Management**
You are responsible for being aware of any and all emergency procedures at your practicum site. For example, fire exit plan and first aid kit.
If you are experiencing any emergency while abroad, contact Campus Protective Services who will in turn contact the appropriate University personnel to provide assistance.

*Campus Protective Services operates 24-hours/day and collect calls are accepted. 780-492-5050 (24-hour emergency number)*

**Health Insurance**
You are responsible for your own health insurance. You may be covered by the Graduate Student Health Plan. Please ensure that you are covered prior to Practicum-related travel.

**Travel Abroad**
Travel abroad for Practicum purposes requires submission of the International Travel Waiver form RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT. This form is on the School’s website for LIS 590 Practicum in the online delivery category for Winter 2016. It should be returned to the Practicum Course Instructor.

If you are travelling outside of Canada, you will need a passport. You may also need an applicable visa, depending on where you are going.

Students are responsible to determine if a visa is required and to secure that visa. Please verify the requirements with the individual consulate office or government web site.

Travel Abroad Registration – if you are travelling outside Canada, please complete the online form https://internal.international.ualberta.ca/studyabroad/main/Login_Travelregistry.asp

**Travel Safety**
Campus Protective Services provides a Travel Abroad-Emergency Support Program. Please review the information provided in the link below and ensure that you have completed your Emergency Contact Registration Form and submitted it to Campus Protective Services with a copy to the SLIS office.

**Workmen’s Compensation Coverage**
As a University of Alberta student, you have WCB Coverage. If you are injured on the job while at your Practicum, you should report it immediately to your Practicum Site Supervisor, the Practicum Course Instructor, and the SLIS office. The SLIS office will ensure that you can get the care you need through the University’s WCB program.

**Liability Insurance Policy**

*What is covered*
- All costs (including defence costs) that the U of A is legally obligated or responsible to pay as damages/losses for bodily injury, personal injury or property damage to others (third parties) arising out of the ownership, use of all premises and/or operations, and activities of the U of A.
Who is covered

- U of A directors, officers, employees, volunteers while acting on behalf of the U of A as well as U of A students while performing any duty or taking part in any activity which is considered as part of regular or supplemental studies or recreational activities connected with the U of A.

What is not covered

- Fines and/or penalties
- Employment practices
- Nuclear activities
- Intellectual Property
- Wilful, intentional or malicious acts

Code of Student Behavior

- The University of Alberta's Code of Student Behavior designates as offences behavior which could infringe upon the goal of the University to provide a place for freedom to teach, engage in research, create, learn, study, speak, associate, write and publish.
- The Code lists wrongdoings by students against people and property that the departments may wish to pursue through the formal discipline system.
- Inappropriate behavior and inappropriate use of University property and resources may be punishable under the Code. These include (but are not limited to) disruptions, harassment, discrimination, damage to property, unauthorized entry, unauthorized use of facilities or equipment, misuse of library or computer resources.
- Inappropriate academic behavior punishable under the Code includes (but is not limited to) plagiarism, cheating, distribution of confidential materials, misrepresentation of the facts, research and scholarship misconduct.
- The Code lists sanctions that may be imposed for Code breaches. These include expulsion, suspension, fine, restitution, conduct probation, written reprimand, exclusion from specific University areas, mark reduction, grade reduction, grades of F/1F, suspension or recision of degree already awarded.
- Departments may obtain information and advice regarding the Code of Student Behavior from the Appeals Coordinator, University Secretariat.
- The Code is available on the web at: http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx

The following section discusses practicums:
http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx

30.3.3 Inappropriate Behaviour in Professional Programs

30.3.3(1) A Student enrolled in Professional Programs is bound by and shall comply with the Professional Code of Ethics governing that profession and the practice of its discipline.

30.3.3(2) It shall be the responsibility of each Student in a Professional Program to obtain, and be familiar with, the Professional Code of Ethics relevant to the discipline and all amendments thereto as may be made from time to time. (BG 12 MAY 2008)
30.3.3(3) A Student enrolled in a Professional Program who contravenes the Professional Code of Ethics governing the profession and the practice of its discipline commits an offence under this Code when, at the time of the alleged offence, the Student is involved in a Practicum Placement related to a course of study in a Professional Program. (BG 12 MAY 2008)

30.3.3(4) The following behaviour by any Student in a Practicum Placement is unprofessional conduct, and an offence under this Code: (BG 12 MAY 2008)

30.3.3(4)a all attempts at deliberately falsifying patient, pupil or client records including forging Instructor signatures;

30.3.3(4)b falsifying financial records related to patient treatment procedures or client services;

30.3.3(4)c misrepresenting patient treatment, instructional activities or client services to officials of the practicum site or to third parties, such as insurance carriers;

30.3.3(4)d careless or negligent behaviour resulting in unnecessary physical and/or mental harm to patients, pupils or clients;

30.3.3(4)e obtaining or attempting to obtain favours, gifts, payments, pharmaceuticals or other consideration from patients, pupils, clients or third parties;

30.3.3(4)f representing one's education, qualifications or competence in a way that is false or misleading.

30.3.3(4)g operating outside of scope of practice. (BG 12 MAY 2008)

30.3.3(5) When proceedings have been initiated against a Student under this Code and separate proceedings are commenced against the same Student relating to the same cause or matter under a Professional Code of Ethics, the Dean may stay proceedings under this Code pending the outcome of the proceedings brought pursuant to the Professional Code of Ethics.

30.3.3(6) Appeals of Code decisions concerning unprofessional conduct or contraventions of Professional Codes of Ethics that would otherwise be heard by the UAB shall instead be heard by a Practice Review Board as constituted under the Practicum Placement Intervention Policy. (BG 12 MAY 2008)

30.3.3(7) In hearing appeals as provided for in the Code, the Practice Review Board shall have all of the powers of the UAB and shall follow the same procedures of the UAB as provided for in this Code. (BG 12 MAY 2008)

30.3.3(8) Any appeals of Code charges that accompanied a Practicum Intervention under the Practicum Placement Intervention Policy shall be stayed and held in abeyance as may be necessary in order that the appeals can be conjoined and be heard and determined at the same time by the Practice Review Board. (BG 12 MAY 2008)

The Practicum is an important, positive opportunity for students to explore career potential, develop leadership and self-leadership skills, gain organizational experience, and experience professional socialization. Supervisors also report satisfaction in interacting with students over an extended period of time. This document identifies basic approaches and practices for mutually successful and beneficial Practicum experiences, as suggested by previous supervisors and students.

Key Purposes
● for the student to practice self-leadership skills and recognize leadership opportunities in a workplace setting principally through self-awareness
● for the student to absorb insights into and tacit knowledge of the inner workings, culture, vision, and values of the organization, including relevant professional socialization
● for the student to gain an understanding of how communication, planning, and decision-making occur in the organization both at a local level and at a system-wide level if applicable
● for the student to gain practical experience in applying classroom learning to workplace tasks and projects as mutually negotiated
● for the student to experience a transitional “rehearsal” for their first professional position

Key Organizational Practices – the School, the Site, the Student
● the School's documentation about the course and the School's care in matching the student with the institution and supervisor
● pre-placement exploratory interview meeting between the student and the supervisor to clearly articulate interests and expectations on the part of both parties, and before final agreement to proceed is made
● detailed planning and preparation for the student's arrival
● work plan and regular schedule for the student, in consultation and mutual agreement between the supervisor and the student
● in-depth orientation and training
● supportive supervision with adequate time for ongoing communication and mentoring with the student, touching base regularly on projects, experiences, and expectations, and feeling valued
● shared supervision, interaction, informal learning, and networking with as many staff as possible
● arranging for the student to observe at staff meetings, team meetings, discussion groups, and other planning processes, and to contribute as appropriate
● in general, viewing the student as an integral part of the organizational tea

Activities and Projects
● professional level, clearly defined, meaningful, manageable
● recognizing limited time is available after socialization and other regular activities

Measuring Success — very qualitatively
● overall sense of engagement
● how well the student integrates into the organization
● how well the student interacts with all staff
● student confidence level growth and transformation.
LIS 590 Practicum – Tips for Exploratory Meetings between the Student and the Prospective Practicum Site Supervisor
(see Practicum Placement Application & Practicum Placement Agreement forms below)

To apply for a Practicum placement, the student identifies and confers and coordinates with a prospective Practicum Site Supervisor to explore mutual expectations and ensure that the prospective site is a good fit for both parties; for example, does the Site Supervisor require specific competencies, such as technology courses for a technology-focused placement?

Once the LIS 590 Practicum Application Form has been submitted by the student and approved by the Practicum Course Instructor, the student arranges further meetings as needed to pre-plan the placement experience. Sufficient pre-planning discussions conducted well before the start of the term will allow you to “hit the ground running.” Pre-planning should cover, at the least, the first one-third of what your placement will look like, i.e., the first week. Also important is that the meeting(s) will serve as a foundation for cultivating a relationship of trust with the prospective Site Supervisor.

Suggested guidelines about what might be covered in your discussion(s) are noted below, but will vary with the nature of a particular workplace setting:

- your resume and background information on your prior post-secondary education, job experience, relevant interests, and so on
- what reasons you have for selecting this particular placement
- what your main learning objectives for the practicum are, including the general nature of the work in which you are interested and and what kind of practicum experience you would like to have
- whether there are opportunities to meet on a regular basis with them for check-in and mentoring; to have a workspace or workstation and staff intranet access; to job shadow other staff at various levels to develop a sense of the whole organizational workflow; to observe (and participate where appropriate) at staff meetings, team meetings, discussion groups, cross-system meetings, workshops, etc.; and to gain insights generally into the organizational culture; to absorb tacit knowledge about workplace values, vision, mission, and priorities; and to learn something about how communication, planning, and decision-making happen
- whether there are specific projects for you to undertake
- a checklist of your “orientation needs,” e.g., regular check-ins with the supervisor and other staff, website access, job shadowing opportunities, and so on
- a tentative site work schedule that includes a variety of work shifts if available and mutually convenient.

Tips before your first contact:
- Review your resume and seek feedback from one or more people with hiring experience.
- Make a checklist of items to view or collect about the organization, e.g., website, brochures, etc.
- Go to the prospective workplace, in person or digitally, before you make your first contact – scout it out, get a feel for the layout, collect information, etc.
- Think about what you can offer the workplace.
- Think about your own learning needs in order to be prepared for the workplace.
• Make a checklist of your own “orientation needs” for discussion.
• If meeting face to face, wear “business casual” dress and treat everyone you meet courteously and with genuine interest.

School of Library and Information Studies
University of Alberta

LIS 590 Practicum Placement Application
Spring Term 2016

Name: _______________________________  Email: __________________________
Phone: __________________________  Student ID: __________________________

Placement site being considered (full name and mailing address): ________________________________
______________________________________________________________________________________

Prospective Site Supervisor (name and email): ________________________________________________
______________________________________________________________________________________

Degree credentials or equivalency of prospective Site Supervisor:
__ MLIS degree    __ Archival studies degree    __ Information/records management degree

Workplace learning goals, including desired primary focus (e.g., reference, web, children’s services, etc.):
________________________________________________________________________________________
________________________________________________________________________________________

Information that helped you prepare for your initial contact with the prospective site and Site Supervisor, e.g., website, brochures, annual report, physical visit, etc: _________________________________________
________________________________________________________________________________________

MLIS program status:
• completed courses: - 5 required: All? ___  Or only? LIS 501, 502, 503, 504, 505
  - electives: LIS ______________________________________________________
• enrolled courses: LIS ______________________________________________________
• proposed courses: LIS ______________________________________________________
Resume attached? ___

Reminders:
• Students are responsible for identifying and securing an approved site. Consult “LIS 590 Practicum – Tips for Exploratory Meetings between the Student and the Prospective Practicum Site Supervisor” (below).
• Application does not guarantee placement and eligibility is conditional on the above criteria.
• Approval of the School’s Practicum Course Instructor is required, based on the Practicum Placement Agreement form.
• Must be a new learning experience for the student and can be taken only once during the MLIS program.
• Must be a “stand-alone” experience: Simultaneous Practicum placement and paid or volunteer work or an internship, whether volunteer or paid, in the same work unit, department, or functional area is not permitted for pedagogical reasons, nor is remuneration for the Practicum permitted.
• Course is credit/no credit only – a grade is not assigned.
• If a student withdraws from the Course, the student must notify the Practicum Course Instructor immediately.
Student emails this form to Dr. Alvin M. Schrader, Practicum Course Instructor, at alvin.schrader@ualberta.ca

Application deadline is February 19, 2016
School of Library and Information Studies
University of Alberta

LIS 590 Practicum Placement Agreement
Spring 2016

Student: _______________________________________

Phone: __________________________ Email: _________________________________

Placement Site: _______________________________________________

Street Address: _______________________________________________

Practicum Site Supervisor: ________________________________

Title/Position: ________________________________________________

Phone: __________________________ E-mail: _________________________________

General activities (total hours _____):

Specific projects (total hours _____):

Tentative schedule (hours, days of the week):

________________________________________________________

Student Signature     Date

________________________________________________________

Site Supervisor Signature    Date
LIS 590 Tips for Practicum Student Preparation for Exit Interview with Site Supervisor
(see LIS 590 Practicum Completion Form below)

In preparation for a final meeting with your Practicum Site Supervisor, please review the following guidelines:

● What were your original goals and expectations for the Practicum? Did those goals change over the course of the Practicum?

● To what extent have you been able to fulfill your goals?

● How have you drawn on your course work and on previous work experiences in this Practicum? Give specific examples and illustrations.

● What learning experience in the Practicum has been the most significant for you, and why?

● What have you contributed to the workplace?

● What areas of professional knowledge do you wish to develop further? How do you think you might go about this?

● What have you learned about the nature of professional work? About the nature of the profession?

● What aspects of the Practicum did you find the most satisfying? The least satisfying? What does that mean for you in terms of your future work in the profession?

● What factors helped make the Practicum experience enjoyable for you?

● Is there anything that should be done to help make the Practicum work well for future students?

● Are you able to keep an open mind about both accolades for your work and suggestions for your improvement that the Practicum Site Supervisor might offer you in the exit interview? Active listening and an open mind are absolutely essential -- anything one learns to be able to become more effective in the workplace is valuable.
Are you able to express any and all of these thoughts and feelings in a tactful, kind, and diplomatic way? If you have a criticism, can you figure out how to turn it into a positive framing, no matter how difficult that might be? For example, you could say, I didn’t get enough supervision. Alternatively -- and this is not meant to be prescriptive -- you could say, it would have been quite helpful to have had more time with you. Or, I would have enjoyed more time with you. With a genuine smile. -- And regardless of how you frame and phrase your overall interaction, you can say, “I know how busy you are. And thank you for making available what time you had.”
In accordance with Freedom of Information and Protection of Privacy (FOIPP) legislation and University of Alberta policies, I hereby signify below permission or withholding permission to the School of Library and Information Studies to publish for purposes of the continuing accreditation of the MLIS program with the Committee on Accreditation and for public relations purposes my name linked with the name of the library, archives, records management, or other information services setting where I completed the Practicum course LIS 590. I understand that giving or withholding permission has no bearing on satisfactory completion of LIS 590 Practicum.

I give permission _______  I do not give permission _______

___________________________________
Student name

___________________________________          ____________________         ________________________
Student Signature    ID#             Date