

School of Information Studies

**GLIS 699 Practicum (3 credits)**

Elective (Archival Studies / Knowledge Management / Librarianship)

Winter 2015 (January 5, 2015 – April 2, 2015)

Under the close supervision of their practicum supervisor, the practicum provides opportunities for students to put into practice knowledge and skills acquired in the classroom and to develop in the professional field awareness and professional competencies in the context of one of the following specializations: archival studies, knowledge management, or librarianship.

**Learning Outcomes**

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- To demonstrate an understanding of the roles and services at information organizations.
- To demonstrate an understanding of the duty and responsibilities of information professionals.
- To apply theories learned in the context of one of the following specializations: archival studies, knowledge management, or librarianship in a professional context.

**Practicum Models**

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A practicum can take the form of one of the following three approaches:

- Primarily project-based: involving one or more professional level projects;
- Primarily operational-based: focusing on areas of operation and services (e.g. reference, acquisitions, administration);
- A combination of both project and operational-based approaches.

**Prerequisites**

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In order to take part in the practicum, students must meet the following prerequisites:

- Be in good academic standing;
- Have completed or be in the process of completing four core required courses and two complementary courses in appropriate stream \* (18 credits minimum);

\* The courses taken should be appropriate for the practicum site requirements (e.g. if a community of practice project is offered, then the student should have taken GLIS 664 Communities of Practice).

- Obtain the approval of the academic advisor; and
- Obtain the approval of the Practicum Coordinator.

## Applying to the Practicum

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Unlike most courses, students must apply and be selected for the practicum before they can register for the course.

- Applying to the practicum is a competitive process that involves the student interviewing at one or more sites.
- Placement to a practicum site is not guaranteed. Students are only placed if they are selected by the practicum site from among the candidates who have applied to the site.
- Once a student has been selected by the site and accept the site's offer, the student will work with their Site Supervisor to fill out a Practicum Agreement as well as a Practicum Work Plan.

For more information, please visit the SIS web site at <http://www.mcgill.ca/sis/practicum/students>

## Scope of Practicum

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In order to successfully complete the practicum, students are required to do the following:

- Follow the work outlined and scheduled in the Practicum Work Plan that was developed with the site supervisor prior to the start of the semester. Any changes to the work plan should be immediately reported to the Practicum Coordinator.
- Perform a total 120 working hours over 12 weeks (beginning the first week of the term) with a 50% (60 hours) minimum on-site requirement.

*Note:* Actual working hours on practicum do not include time spent commuting or working on assessment deliverables such as the mid-term report, weekly logs, final report, or poster.

- Produce and submit the student deliverables described below.

## Student Deliverables

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Students must produce the following deliverables and submit all reports to both the Practicum Site Supervisor and Practicum Coordinator.

Mid-term deliverables	Weekly Log Report Mid-term Progress Report	Due February 27, 2015
Poster showcase	Poster and presentation	Date and location TBD
Final deliverables	Weekly Log Report (dating from January 5, 2015) Final Report Poster	Due April 10, 2015

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The following sections describe the various elements that go into the student evaluation.

### ***Weekly Log Report***

Students should record their practicum activities on a weekly basis (see template at <http://www.mcgill.ca/sis/practicum/forms>). Students should record the hours they have worked, describe the activities they worked on and include both onsite and offsite work.

The log should be submitted on a weekly basis to the Practicum Site Supervisor. It should also be submitted to the Practicum Coordinator with the mid-term Progress Report, and at the end of the term with the Final Report (see Course Requirements for information about due dates).

### ***Mid-term Progress Report***

The mid-term progress report documents your progress to date and serves primarily as a means of providing feedback to you before the completion of your practicum.

This report should outline how well you have met your objectives to date, whether deliverables were produced on time and were accepted by your supervisor.

This report must number between 500 and 600 words in length, and be written following the APA standards. The title page must have the student's full name, student identification number and contain the name of the practicum site.

It must include the following elements:

- Any new skills that were acquired and/or updated;
- Any training you have successfully completed;
- A discussion of your strengths and how they have helped you in your achievements to date;
- A discussion of your weaknesses and how you plan on addressing them in the remaining practicum period.

### ***Final Report***

The report must be approximately 2500 words in length and be written following the APA standards. The title page must have the student's full name, student identification number and contain the name of the practicum site. The report must include the following elements:

- A summary of what was accomplished during the practicum;
- Background information supporting the work. This could include reference to the professional and/or scholarly literature, best practices or any other information that provided a theoretical or practical foundation for the work;
- A discussion of your experience throughout the practicum process. This should include reference to what you learned throughout the course, along with any insights or reflections about the experience;
- Copies of deliverables to the site supervisor (e.g., copy of a Web page), if feasible.

### ***Poster Presentation***

All Practicum students must also submit a poster or other visual component, such as a Web site demonstration (depending on the nature of the Practicum project), at the end of the term. The poster or other visual component should demonstrate an overview and self-assessment of the Practicum project. This visual component will be presented to a group class (presentation date will be determined at a later time).

Questions about the visual component should be directed to the Practicum Coordinator. Site supervisors will be invited to this presentation. The poster/visual component presentation will be included in the evaluation of the student's performance in the practicum. (See poster guidelines at <http://www.mcgill.ca/sis/practicum/forms>).

### **Student Evaluation**

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Students are evaluated by both their Site Supervisor as well as by the Practicum Coordinator:

- The Site Supervisor's evaluation is based on student performance on the project and a review of the above-mentioned student deliverables.
- The Practicum Coordinator's evaluation is based on a review of the above-mentioned student deliverables, the student's performance at the Poster showcase, as well as the Site Supervisor's evaluation.

The Practicum Coordinator is responsible for final student evaluation.

This course is graded as a Pass/Fail.

### **Keeping a Journal (optional, but highly recommended)**

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Students might want to keep a record of their practicum experience. The purpose of the journal is to record your observations of your practicum work site and your assigned tasks. Any questions you have should also be recorded here.

Keeping a journal will assist you in completing your mid-term Progress Report and your Final Report. This Journal does not have to be submitted to the Practicum Site Supervisor or the Practicum Coordinator.

### **Responsibilities of Students**

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The practicum requires the collaboration of the student, the Practicum Site Supervisor and the Practicum Coordinator. Students must carry out the agreed-upon practicum work according to the plan of work until the end of the scheduled hours. The student takes responsibility for following the Practicum Site Supervisor's guidance and supervision as well as working independently at the site in order to fulfill the assigned duty and tasks.

## **Additional Information**

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In some cases, associated costs might be required by students (e.g. practicums outside the Montréal area necessitating housing and travel costs). In such cases, students are responsible for their personal financial arrangements.

## **Practicum Coordinator**

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For any further questions, contact the Practicum Coordinator:

Nathalie Blanchard

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