GLIS 699 Practicum (3 credits)

DISCLAIMER:

This syllabus is provided for informational use only. Content and assignments may change before the start of the course. Students registered in this course should use the official version available on myCourses.

NOTE:

Students must apply to the Practicum in the fall semester. There is no guarantee that they will be placed. Please refer to the [practicum website](#) for updated additional information on the application process, the timeline, prerequisites as well as practicum sites available for the current academic year.

Course Outline:

Application of theoretical knowledge in an information environment and acquisition of basic professional skills through practice.

A practicum can be:

- Primarily project-based, involving one or more professional level projects;
- Primarily operational-based, focusing on areas of operation and services (e.g., information provision, administration);
- A combination of the two.

The student will spend (approximately) 100 hours on site and 20 additional hours on breaks, lunch, travel, course assignments and reflective activities.

Learning Outcomes:

1. Students will have gained practical experience in a professional setting and a better understanding of information professional roles;
2. They will have ample opportunity to apply the knowledge and skills they learned in their MISt courses, as well as acquire new ones, at their practicum site;
3. Students will have a better understanding of their strengths and be able to leverage these in their post-Master's career;
4. Students will have a better understanding of their areas requiring improvement and be able to formulate a plan to address these;
5. Students will have applied their networking skills and expanded their network of information professionals.

Evaluation

The practicum is a assigned a pass/fail grade by the Practicum Coordinator. Assessment is based on the successful completion of the following of the tasks and deliverables outlined in the work plan agreement (which comprises the 100 hours of work for the site). In addition, the following are required:

1. Weekly logs and mid-term progress report submitted by Feb. 20th to the practicum coordinator via myCourses.
2. Supervisor will complete a mid-term by Feb. 13th and final evaluation by Apr. 14th and submit a copy to the student and to the Practicum Supervisor.
3. Supervisor will also conduct an exit interview with the student the week of Apr. 3rd at the latest.
4. A final report submitted to the Practicum Coordinator or an exit interview with the Practicum Coordinator by Apr. 14th.

Templates for these assessments may be found in myCourses under assignments.

Office Hours

Please contact me:

Prof. Kimiz Dalkir

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514-398-3368

3661 Peel room 110

Policies

Student Conduct

Students are expected to conduct themselves professionally and appropriately at Practicum sites, and are governed by the McGill Code of Student Conduct and Disciplinary Procedures throughout the Practicum.

Practicum Intervention Policy

The School of Information Studies has an obligation to ensure that students in Practicum placements conform to accepted standards of professional, competent and safe practice in their work. The School of Information Studies Practicum Coordinator has the authority to intervene through a Practicum Intervention, by which the student can be denied placement in a Practicum;

be 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 student's taking up, continuing, or returning to a Practicum due to concerns such as public interest, public safely, or public health; changes in the student's academic standing; or charges under the Code of Student Conduct and Disciplinary Procedures. The School also reserves the right to deny approval or revoke an approved site and their Practicum opportunity should they feel, at any time, that the professional qualifications of the site supervisor are not sufficient, the Practicum does not provide learning experiences at a professional level, or other significant changes. Student feedback about Practicum sites is collected at the end of the semester, and a review of sites is made as conditions warrant.

Insurance

Students registered in GLIS 699 are covered by **McGill University's General Liability Insurance Policy** while performing Practicum-related work under the guidance and supervision of Professional and Academic instructors at a site approved by the School. Proof of insurance may be made available to Practicum Site Supervisors on request. For more information, contact the SIS Practicum Coordinator.

Email Policy

Students are responsible to monitor their McGill email accounts and the myCourses platform for course-related messages. Students are to use their McGill email addresses to communicate with the SIS Practicum Coordinator (see McGill Policy on Email Communication with Students for more information.)

Academic Integrity

McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see www.mcgill.ca/students/srr/honest/ for more information.)

Written Work

In accord with McGill University's Charter of Students' Rights, students in this course have the right to submit in English or in French any written work that is to be graded.

Course Evaluations

In accord with McGill University's End-of-course evaluations are one of the ways that McGill works towards maintaining and improving the quality of courses and the student's learning experience. You will be notified by e-mail when the evaluations are available on Mercury, the online course evaluation system. Please note that a minimum number of responses must be received for results to be available to students.

Additional policies governing academic issues which affect students can be found in the McGill Charter of Students' Rights" (The Handbook on Student Rights and Responsibilities is available here).