SIS Practicum Site Posting Form

Part 1. General Practicum Information	
a. Site supervisor name and title	
b. Site supervisor email	
c. Site supervisor phone #	
d. Number of practicum positions available (number of students needed)	

Part 2. Practicum Site Overview	
a. Organization website	
b. Practicum site address	
c. Brief description of your organization, its clientele and the services you offer *Note: This section is not intended to provide an exhaustive description of the organization but rather to make note of things that are special or unique about your site and/or functional unit*	

Part 3. Project Description and Student Activities
A practicum project can follow one of the following three approaches: 1. Primarily project-based: involving one or more professional level projects; 2. Primarily operational-based: focusing on areas of operation and services (e.g. reference, acquisitions, administration); 3. A combination of both project and operational-based approaches.
a. Describe the nature of the project and learning opportunities Professional-level project(s) or work the student may carry out during the Practicum (e.g., information literacy instruction, conducting web usability testing, exploring implications of Web 2.0, evaluating an archival collection, designing a database, developing or improving an expertise locator system).
b. Describe some of the activities and tasks the student may participate in (e.g., reference, circulation, cataloguing)

Part 4. Special Requirements or Qualifications for Students	
a. Area of focus (e.g., Library studies, Knowledge management, Archival studies, User experience, Data science; or any combination of these areas)	
b. Courses or relevant backgrounds (e.g., Records Management, User Experience, Cataloguing, etc.)	
c. Language skills relevant to the project and level of speaking/writing required. Note: postings for placements at francophone or bilingual sites may be written in French.	
d. Travel requirements (if any)	
e. Other special requirements (e.g., criminal records check, health check)	

If you have any questions, please feel free to email us at:
practicum.sis@mcgill.ca