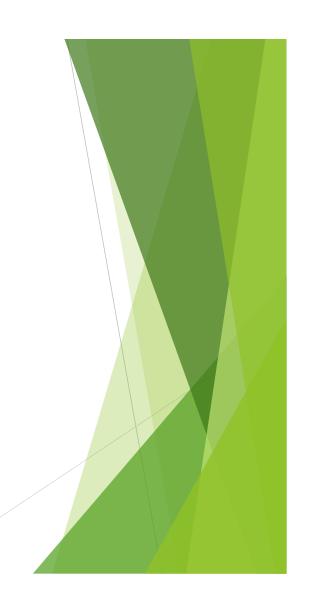# Practicum Information Session

September 22, 2023

Prof. Max Evans

SIS Academic Practicum Coordinator

Overview

- What is a practicum (and why is it called that?)
- What are the course requirements?
- When & where can you do the practicum?
- Practicum sites for 2024
- Next steps

"Practicum"

▶ "a course of study for students in a professional school that involves actually working in the area of study and using the knowledge and skills that have been learned in their courses." (adapted from Merriam-Webster)

Practicum	Internship
Time commitment equivalent to a weekly class (part-time)	Time commitment equivalent to a job in that field (full-time)
Significant amount of supervision	More independent (expected to be more autonomous)
Usually for academic credit	Usually paid
Shared responsibility for deliverables	More responsible, more responsibility
Usually supervised by a professor	Usually supervised by a professional

What are the course requirements?

- You must have completed your first year (all required courses)
- You must be in satisfactory standing (GPA 3.3)
- Some sites will have additional requirements (e.g., health, criminal checks)
- You must apply and there is not guarantee that you will be placed
- You can only do one practicum during your Master's
- A practicum is equivalent to one course – 3 credits – which at McGill is 120 hrs
- Due to the course requirements, in addition to practicum tasks, we require 100 hours for the practicum.
  - The remaining 20 hours are for breaks, lunch, course assignments, travel, reflection…
  - Typically a minimum of 50 hours are on-site (max 100 hrs) but this may vary depending on the site
  - Travel to and from the site is not reimbursed
- Evaluations are done by site supervisor and academic practicum coordinator

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Evaluations

▶ Pass/fail course (no letter grade assigned)

▶ If submitting to Practicum Coordinator, submit through myCourses

Assessment	Assessed by	Submitted to
Weekly logs	Practicum coordinator	Practicum coordinator
Mid-term progress report	Practicum coordinator	Practicum coordinator
Mid-term evaluation	Site supervisor	Student & Practicum Coordinator
Final evaluation	Site supervisor	Student & Practicum Coordinator
Exit interview	Site supervisor	Student
Final reflective paper	Practicum coordinator	Practicum coordinator
Final grade (Pass/Fail)	Practicum coordinator	Student

Weekly Logs

Date (# of hrs)	Location	Communication with	Activities & Deliverables
Week 1 (X hours)	On-site (archives)	• Supervisor • Project team leaders	• Tour of site (archives and library space) • Overview of practicum project goals and deliverables • Project team meeting o Project planning (breakdown of tasks, priorities, due dates, and milestones)

For each week, include:

Key reflections on practice/learning (e.g., synthesis with course content, assumptions that were challenged, key questions which arose during the week, reflection about your work approach, areas for growth, new insights, etc.). ***Brief, point-form, include a minimum of 2 per week.***

Mid-term progress report – 500 words

▶ Complete the supervisor's mid-term evaluation report yourself *(next slide)*

▶ In addition, discuss:

  ▶ What are you learning? Knowledge, skills, networks

  ▶ Any surprises? (positive and negative)

  ▶ Any significant changes in your tasks? Your unit? The organization?

  ▶ What are your priorities for the remainder of your practicum?

  ▶ Any other comments

Mid-term & final evaluation by your supervisor

Questions
1. Completion of work goals.   Good   Needs improvement   N/A*
2. Integration of feedback into ongoing learning.
3. Analytical thinking and problem-solving skills; ability to make informed judgements and recommendations.
4. Effective communication skills, oral and written.
5. Teamwork skills. Interacts with supervisor(s) and colleagues in a collaborative, collegial manner.
6. Human/client/user orientation. Ability to assess user requirements and information needs to provide effective information services, systems, or products
7. Technological awareness. Satisfactory understanding of technology, software, databases, etc.
8. Professional values and behaviour.

Final reflective paper

▶ Assess yourself on the midterm/final evaluation questionnaire

▶ Summarize what you accomplished in your practicum

▶ Discuss your experience

  ▶ What did you learn?

  ▶ What insights did you gain?

  ▶ What did you find out about yourself (e.g. what you liked and did not like about the various tasks you completed)?

  ▶ Do you have a better/different idea about your career goals as a result of your practicum experience?

  ▶ Would you recommend the site to future students?

When & where can you do the practicum?

The Rule

▶ The practicum is offered in the winter semester

▶ You should have completed your first year of the program (full-time)

▶ In addition, specific sites may require you to have completed specific courses

The exception to the rule

▶ It may be possible to do a non-resident practicum over the summer

  ▶ This is decided on a case-by-case basis by the Academic Practicum Coordinator

  ▶ You should discuss with the Coordinator and not directly with the potential site

Examples of previous sites

Canada Health Info Highway

Concordia University, Simone de Beauvoir Institute Library

ABQLA

Centre for Oral History and Digital Storytelling (COHDS)

Cote Saint-Luc Public Library

Envision Management

Jewish Public Library Archives

McGill Libraries

National Research Council of Canada (NRC) – big data analytics
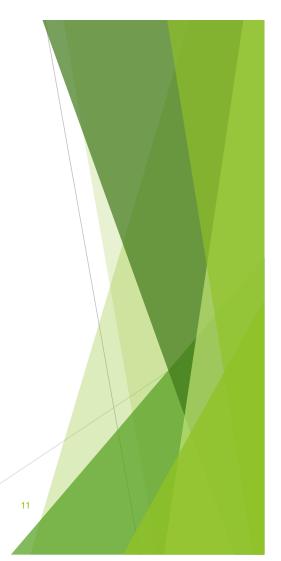
National Film Board of Canada

McGill Archives

Musée des ondes Emile Berliner (MOEB) – history sound recording

Montreal Neurological Institute – library for patients and families
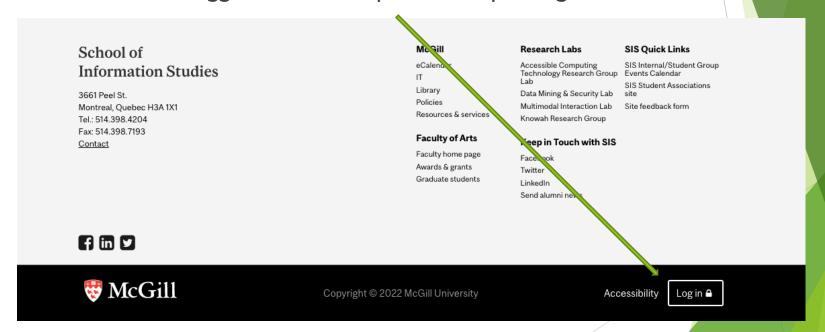
Oxfam

Rebus Foundation

Next steps

Date	Who?	Deadline/Task
Sept. 22nd – Oct. 6th	Student	• Review the available Practicums and application process
Oct. 6th	Students	• Deadline to submit application and supporting documentation.
Oct. 20th – Nov. 3rd	Students and site supervisors	• Students informed by Practicum Coordinator re. sites they have interviews at. • Students arrange interviews to take place with site supervisors.
Nov. 3rd – Nov. 10th	Practicum coordinator	• Practicum Coordinator informs students of offers from sites (usually as they come in).
Nov. 10th	Students	• Students inform Practicum Coordinator of their decision

Next steps

Date	Who?	Deadline/Task
Nov. 10th – Nov. 24th	Practicum coordinator, students, and site supervisors	• Second round of matching begins for unmatched students and sites (as needed); • Additional interviews (as needed); • Practicum Coordinator informs students and sites of any new matches; • Students convey their decision to Practicum Coordinator
Dec. 1st	Students and site supervisors	• Students and Site Supervisors complete and sign the Practicum Learning & Work Plan and Agreement. • This is submitted to the Practicum Coordinator for approval/signature.
Dec. 8th	Students	• Students receive approval from the Student Affairs Coordinator (Claire) to register for INFS 699 in Minerva.

Viewing Practicum Postings

▶ You must be logged in to view practicum postings

Viewing Practicum Postings

Master of Information Studies

Practicum overview

About the program

The Practicum (INFS 699) is a 3-credit, tuitio
course for **2nd-year Master of Information St**
offered in the Winter semester, and consists c
placement at an approved site, typically unpa
assignments (e.g. work logs, mid-term report,
component is 100 hours, with normally 50 ho

The Practicum Application is due to the SIS A
Coordinator several months prior to the start
please check the [Practicum Timeline](#) for the c
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A tentative program description, learning obje
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Before signing in

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After signing in

"Rules" of the Practicum

- Professional and ethical conduct is required at all time

- Be sure that you can manage the practicum and your other courses requirements

- The deadlines are not suggestions...they are <u>deadlines</u>

- Let us know as soon as possible if you encounter difficulties...

- Provide constructive feedback at the end of your practicum

Have a positive learning experience!

Please email your practicum student applications to: practicum.sis@mcgill.ca