

**INSC 599: Practicum
Fall 2017
School of Information Sciences
University of Tennessee**

Instructor: Diane Kelly, PhD, SIS Director and Professor

Email: dianek@utk.edu

Office: 451 Communications Bldg.

Telephone: 865-974-5882

Course Description

INSC 599: Practicum (3 hrs.). Opportunity to translate theory into practice under guidance of qualified information professionals. Prerequisite: completion of required and pertinent advanced courses relevant to student's practicum design. Minimum 3.0 GPA. Written permission of advisor and approval of practicum coordinator. May be repeated with written permission. Maximum 6 hours. S/NC only. Fall, Spring, Summer.

Special note: This course counts towards credit hours earned, but it does not contribute to your GPA, which is why you might notice a discrepancy between hour earned and GPA hours on your transcript.

Requirements

1. **Share your Objectives.** Post a brief description of your practicum (location and objectives) to the Assignment 1 item on the course Discussion Board in Canvas. **Post this description within the first week of the semester (before August 30th).** Please also look at everyone's descriptions to expand your understanding of the information professions and build connections. You do not need to take action to indicate you've read the other descriptions.
2. **Do Some Work.** Typically, a practicum experience is three hours of academic credit (**150 clock hours**), which translates to an average of 10 hours per week of on-site practicum activity (e.g., instruction, work, consultation, supervision, review, evaluation) for one 15-week semester during the regular academic year (i.e., fall and spring semesters). This is equivalent to a quarter-time job.
3. **Keep an Activity Log.** While you do this work, you should **maintain a record of your activities.** The log should have an entry for each date, with the number of hours served on that date, and a brief description of the tasks/responsibilities performed during those hours. You might also include a few notes reflecting on the activities of that day (connections to SIS courses?), as this will help you to write the practicum reflection paper. Use either a word processing or spreadsheet application to keep your log. **The activity log should be submitted at the end of the semester** (assuming you finish your 150 hours). **Due date: December 5, 2017, 11:59pm eastern time.**
4. **Read and Discuss.** We will read several chapters from a book by Kim Dority about professional development. The chapters will be divided into two sets. You should **read the assigned chapters by the due date** and **participate in online discussion** by posting your thoughts about the readings (about one paragraph) and responding to other people's comments. Your responses to other people's comments should come within one week after your original posting is due. These will be listed as Assignment 2 and Assignment 3 in the Canvas site. **Due dates: September 13th and October 25th.** See below for more details.

5. **Write a Practicum Reflection Paper.** Submit a six to 10-page report reflecting on your experiences. The paper should include your description and assessment of your experiences, and how they relate to your original practicum objectives, your overall program of study at SIS, and your professional goals after graduation. You may include attachments: documentation of your practicum activities, such as a sample of manuals or materials you created, or URLs for websites. Please do not submit every item that you have created; a sample of your practicum artifacts is sufficient. See the subsection below for more information about what to write about in this paper. This paper will not be graded, but I will read it carefully and send you my reactions. Please email the paper to me as a PDF or MS Word file. **Due date: December 5, 2017, 11:59pm eastern time.**
6. **Ask your Site Supervisor to complete an online evaluation form.** This should be submitted after you finish your work near the end of the semester. **Due date: December 5, 2017, 11:59pm eastern time.**
7. **Submit the Student Practicum Experience online form.** This form asks you to evaluate your experiences during the practicum. This should be submitted after you finish your work near the end of the semester. **Due date: December 5, 2017, 11:59pm eastern time.**

Summary of Deliverables and Due Dates

Due Date	Deliverable	Submission Mode
August 30	Share Objectives	Canvas
September 13	Discussion of Readings (1)	Canvas
October 25	Discussion of Readings (2)	Canvas
December 5	Work Hours	-
December 5	Activity Log	Email Diane
December 5	Practicum Reflection Paper	Email Diane
December 5	Site Supervisor Evaluation Form	Online, URL
December 5	Student Practicum Experience Form	Online, URL

Read and Discuss Elaboration

Our readings come from:

- Dority, G. K. (2016). *Rethinking information work. A career guide for librarians and other information professionals (2nd edition)*. Libraries Unlimited: Denver, CO.

And are divided into two sets and available in the Canvas site:

- September 13: Chapters 1, 2 and 6
- October 25: Chapters 7-10

You should read the assigned chapters by the due date and participate in online discussion by posting your thoughts about the readings (about one paragraph) and responding to other people's comments. Your responses to other people's comments should come within one week after your original posting is due.

Practicum Reflection Paper Elaboration

In addition to the instructions found in (5) above, here are specific areas to cover in your report:

- The original purpose of the practicum – and how well the completed practicum met that purpose, both in terms of your goals and the benefit to the hosting organization.
- How completely did the actual activities of the practicum fulfill the original objectives developed by you, your Advisor, and your Supervisor?
- List the tasks, processes, and activities of the practicum and how much each helped you to meet your objectives or personal goals. What did you learn that was especially valuable? How will you apply it in other settings?
- Describe any connections you made to things you've learned in SIS courses. How do you see theory and practice working together, if at all?
- Characterize the level and the quality of the mentoring and support given to your needs and activities by the onsite practicum Supervisor (or other involved staff at the hosting organization).
- Assess the effectiveness of communication, instruction, supervision, feedback, and evaluation you received from the supervisor.
- Provide a sense of your overall satisfaction/dissatisfaction with the experience. Would you recommend it to other students or not, and why?

Additional Policies and Expectations

Incompletes. Occasionally, a student is unable to complete the required number of work hours within the semester. When this happens, a temporary grade of incomplete can possibly be assigned. If you believe you will be unable to meet the requirements of this course during the semester, you should contact me as soon as possible to discuss your options.

Disabilities that Constrain Learning. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services (ODS) at 865-974-6087 in 100 Dunford Hall to document their eligibility for services. ODS will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities.

Civility. Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other's well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.

Diversity Statement. The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and

appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College's faculty, staff, students, and the larger communication and information community.

Academic Integrity. Students should be familiar and maintain their *Academic Integrity* described in <http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf> , p.15 as: *"Study, preparation and presentation should involve at all times the student's own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work."*

Students should abide by the *Honor Statement* described in the same Hilltopics, p. 73:

"An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."

Plagiarism. Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses.

Specific examples of plagiarism are:

- Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
- Collaborating on a graded assignment without the instructor's approval;
- Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports. (Additional resources are available at <http://www.lib.utk.edu/instruction/plagiarism.>)

Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of NC.