

**INSC 599: Practicum
Fall 2018
School of Information Sciences
University of Tennessee Knoxville**

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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 hours earned and GPA hours on your transcript.

Requirements

Everything is due on **December 10th, 8:00am eastern time**. Items (1) and (2) require on-going attention throughout the semester. Items (3), (4) and (5) should be completed after you finish your work hours.

(1) Complete 150hrs of 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). If you are unable to complete the 150hrs by December 10th you can be assigned a temporary grade of incomplete for the course. If you anticipate difficulties meeting this requirement, please let me know as soon as possible.

(2) Keep an Activity Log. While you do this work, **maintain a record of your activities**. The log should have an entry for each day you work, 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 might help you when completing item (4) below. Use either a word processing or spreadsheet application to keep your log. Your activity log should be emailed to me at dianek@utk.edu. Please email me a file, rather than pointing me to a Google doc (or other cloud file). I need the actual file for my records.

(3) After you have finished your work hours, ask your site supervisor to complete the **Supervisor Evaluation of Practicum Student Form**: https://utk.co1.qualtrics.com/jfe/form/SV_cBddCzTrZRx6Tfn .

(4) After you have finished your work hours, submit the **Student Practicum Experience Evaluation Form**: https://utk.co1.qualtrics.com/jfe/form/SV_2bfP10Z2FsQHBOZ . This form first asks you to identify your objectives and indicate the extent to which you met them, it then asks you to provide some ratings of your experience, and it ends with several open-ended questions. For each open-ended

question, you are asked to write a 150-200 word response (you can prepare your responses in advance if you like, and copy-and-paste; you can also write more – I truly love reading students’ responses to these questions!). You can also stop mid-way and continue completing the form at another time. The open-ended questions which you will need to answer are:

- During your practicum, what did you learn that was especially valuable? How will you apply this in other settings?
- Describe any connections you made to things you've learned in other SIS courses. Be sure to describe how you see theory and practice working together, if at all.
- Describe 2-3 insights/observations you had about professional work while completing this practicum. These can be insights about the nature of the work, or the workplace. They can also be related to your role, or the role of others, in it.
- If you had to do the experience over again, describe 2-3 things you would do differently, and why.

Please be thoughtful with your responses to these questions as this is one of the main mechanisms for evaluating the course. It also gives me insight into your experiences, which I am very interested in hearing more about. Until recently, students had to write a 10 page paper at the end of the class, so make these responses good and be happy you don't have to write a paper!

(5) After you have completed items (1)-(4) above, complete the anonymous **Course Evaluation** form: https://utk.co1.qualtrics.com/jfe/form/SV_b9mgQKLU86TvNpr

Optional Readings

There are no required readings for this course, but I have uploaded the following chapters to our Canvas site as many students have commented positively about these readings in past versions of this class. This book is a great resource for jump-starting your career and expanding your thinking about the information professions and the possibilities that your degree will create for you! The author will be giving several Webinars at SIS in the upcoming academic year, so watch for these announcements as well.

Dority, G. K. (2016). *Rethinking information work. A career guide for librarians and other information professionals (2nd edition)*. Libraries Unlimited: Denver, CO. Chapters 1, 2, 6-10.

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.

Last, but not least ... have fun!