

**Syllabus
SLIS 5090
Practicum
Summer Semester 2018**

Practicum Director: Dr. Larry Enoch

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Please do not call without prior arrangements.

Practicum is an opportunity for you to put into practice the theory you have learned in the classroom. It also has the potential to serve as an excellent source for recommendations for future job placement.

Required Textbooks:

There are no required textbooks for this class. You are required to have completed at least 12 semester hours at the University of North Texas, School of Library and Information Sciences although it is preferred that you have completed more than that. The textbooks for each of those courses continue to be a textbook during the practicum and as you become a professional. It is recommended you do a practicum in your last semester of course work so that you have a good foundation in library/information sciences to take with you to the practicum. One of the evaluation points from the site supervisor is, "knowledge of the profession and skills." If you do the practicum too early in your program, you may sacrifice a higher rating from your supervisor. Some SLIS professors prefer you do the practicum sooner rather than later because it gives you a practical grounding which helps in future course work. The decision on when to do the practicum is between you and your advisor.

Purpose:

This course provides practical experience. You are to synthesize and relate the theory from coursework as it applies on the job.

Course Requirements:

1. You will write **goals and objectives** that you want to achieve in this practicum experience. This will be shared and discussed with your supervisor. It will be revised as necessary after meeting with your supervisor. Post your goals and objectives in the forum labeled "Goals" as well as in Assignments so that you may be given your Pass/Fail grade. In the subject line put the name of the library or information agency you are working in. This can be attached using Microsoft Word only (do not use Works or any other software program) and the latest version of Internet Explorer. This is due week one or as soon as you are able to get together with your supervisor. (No later than **June 15th**) unless you have made special arrangements with Dr. Enoch.
2. The student will **describe his/her practicum institution site description**. What is the type of agency, what is the clientele, where is it located, etc. Post to "Site Description" forum and put the agency name in the subject line. This, too, will also be turned into Assignments so that you can be given a Pass/Fail grade. Due no later than **July 6th**.
3. The student is responsible for assisting the practicum supervisor to help him/her to login and teach the supervisor how to join in any forum discussions. Shortly after the semester begins, there will be a list of logins/passwords for the supervisors posted in the Supervisor Logins Forum. These logins will be available no later than the second week of class. It is the student's responsibility to see that the Supervisor logs in and posts a self-introduction in the Supervisor's forum shortly after the semester begins. This time frame may vary depending on the site/supervisor. Hopefully, the supervisor will see a question or discussion thread in which (s)he wants to participate.

4. There is a forum labeled, "For Supervisors." Every student must post one question to the "Supervisors" forum by the end of the first week although supervisors will probably not have access to the questions prior to the second or third week of the semester (due by **June 22nd** at 11:59 PM CT). Hopefully, your question will spark professional dialogue between and among students and professionals. This is your opportunity to converse with several professionals - take advantage of it.

5. There is a forum labeled, "For Students." You are free to discuss anything you want in the "For Students" forum. There is no requirement to participate in this forum but sometimes there is lively discussion.

6. **Final Paper**--The student will describe the duties, activities, and general job you performed at the practicum site. Reflect on your initial goals and objectives and whether these were met. This will be written (approximately 3 pages, double-spaced) and posted as a Word document after you have completed 120 clock hours. Post to "Final Paper" Assignments section and put the agency name in the subject line. There are no incompletes given so watch this deadline. (Only exceptions are when practicum is carrying over into Fall because of a documented issue or if evaluation from supervisor has not been received when grades are due.) Must be turned in no later than **July 31st**.

7. The student is responsible for the practicum supervisor submitting the end of practicum evaluation form on the student. Due **August 5th** the last week of the semester. This must be received to pass the course. You must watch the deadline to avoid a "fail" of this course. These should be e-mailed via Blackboard. Your supervisor will be e-mailed an evaluation form via Blackboard in July. You will be copied on this email and it is your responsibility to see that your supervisor can access the evaluation form. **But—the evaluation must be sent to me from the supervisor not from the student.** Please do not contact me as to whether or not your supervisor has sent in the evaluation—your only job is to make sure that the supervisor can access the form, nothing more. It is my job to make sure that the forms are turned in.

Grading:

Your grade is a pass/fail. This is determined primarily by the supervisor. You must turn in all of the above assignments on time to receive a passing grade. There are no incompletes given for failure to turn in work, only Failures. (Only exception to this is if supervisor evaluation does not come in time for me to include it when grading—then an Incomplete will be given until I receive the evaluation. If this happens, it is my responsibility to get the evaluation from the supervisor.) **Please do not email me to check if the supervisor has sent the evaluation.**

ADA Compliance

Anyone with a disability that will require accommodation under the terms of federal regulations must present a written accommodation request to the instructor within eleven days after the first class session. Copies of the school's ADA Compliance Policy, ADA Policy on Auxiliary Aids and Reasonable Accommodation, and the ADA Grievance Procedures are available through the main office of the School of Library and Information Sciences (UNT Discovery Park, 3940 North Elm St., C232, Denton, TX 76207-7102, 940-565-2445). It is also recommended that you register with the Office of Disability Accommodation (University Union 318A, telephone 940-565-4323).

Acceptable Student Behavior:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all

instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

SEXUAL DISCRIMINATION, HARRASSMENT, & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0.

Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648.