

INFO 5090 sections 701 & 751 Syllabus
Practicum
Fall 2018

Practicum Director: Dr. Tricia Kuon
tricia.kuon@unt.edu
cell: 682-249-6714

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, Department of Information Science 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 INFO 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 6-9 **goals and objectives** that you want to achieve in this practicum experience. These should be shared and discussed with your supervisor and revised, as necessary, after meeting with your supervisor. Post your goals and objectives in the Discussion Board forum labeled "Goals and Objectives." In the subject line put the name of the library or information agency you are working in.

This is due **October 7th** unless you have made special arrangements with Professor Kuon.

2. The student will **describe his/her practicum institution site**. What is the type of agency, Who are the clientele, Where is it located, What general programs and services are offered?, What special programs and services are offered? etc? Please post to "Site Description" Discussion Board forum and put the agency name in the subject line. Due **October 28th**.

3. There is a forum labeled, "Supervisors." Every student must post one question to the "Supervisors" forum (due by **November 11th** at 11:59 PM CT). Professor Kuon will collect all questions and send them to all supervisors, to see if they would like to respond. Any responses received will then be posted in the forum.

4. 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.

5. **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. Please post to "Final Paper" Discussion Board as an attachment. Please put the agency name in the subject line. The due date for the final paper is **December 2nd**.

6. The end of practicum evaluation form, as completed by your supervisor, is due **December 9th**. The supervisor will receive an email from tricia.kuon@unt.edu with the evaluation form. The evaluation must be sent to Dr. Kuon 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. I will let you know by email when I have received the evaluation from your supervisor. ☺

Grading:

Your grade is a pass/fail. This grade is determined, primarily, by your practicum supervisor. In addition, all of the above assignments must be

received on time to receive a passing grade. There are no incompletes given for failure to turn in work. (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.)

Disability Notice

Any student with a disability that will require accommodation under the terms of federal regulations must present a written accommodation request to the instructor on or before the second class period. It is recommended that the student register with the:

University of North Texas
Office of Disability Accommodation
University Union Bldg. Suite 321
1155 Union Circle
Denton, TX 76203

Telephone: (940) 565-4323
Fax: (940) 369-7969
TTY: (940) 369-8652

Web site: <http://www.unt.edu/oda/> or <http://www.unt.edu/oda/index.html>

Students must submit documentation to the ODA in person, by mail or by fax (940) 369-7969

with the ODA application for services found at <http://www.unt.edu/oda/pdf/forms/ODAapp.pdf>. The ODA Information

Form found at http://www.unt.edu/oda/pdf/forms/student_info_sheet.pdf must be attached.

The Accommodation Request Form is found at: <http://www.unt.edu/oda/pdf/forms/AccommodationRequestForm.pdf>. This form must be submitted each semester. Documentation guidelines for students to follow to request an accommodation is found on the Office of Disability Accommodation website.

Statement on Academic Integrity:

Academic Misconduct

Cheating and disciplinary action for cheating is defined by the UNT Policy Manual Code of Student Conduct and Discipline. Cheating is an act of academic dishonesty. It is defined and will be handled as follows:

"Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports, or term papers; representing the work of another as one's own; collaborating, without authority, with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty."

ADA Compliance:

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.