

University of Arizona
School of Information Resources and Library Science

Practicum Program: Practicum Site Supervisor Responsibilities

Thank you for your interest in and support of the SIRLS Practicum Program! We appreciate the opportunity you are providing our student. Please contact Karen H. Bell, Internship Coordinator, any time with questions, comments, and suggestions. My contact information is (520) 235-5700, khbell@email.arizona.edu.

The **purpose of our Practicum** is to provide students with practical experience in a library or information setting. A practicum is less project-specific than an internship and more like a part-time job. An intern "shadows" a professional librarian or information professional, assisting with normal tasks and functions. In addition, we at SIRLS hope to strengthen ties to the library community and to help our professional colleagues with their special projects.

Below is a **checklist of responsibilities** to follow as a Practicum Site Supervisor:

- Determine the scope of work for the practicum. This may be in consultation with the student if you so desire. A practicum provides three credits for the student and represent a minimum of 135 hours of student work within a semester, which is typically 8 to 10 hours per week. Hours must be worked within the semester for which the student is getting credit.
- Meet with the student to initiate the practicum proposal. The proposal should include goals, objectives, and methods.
- Decide if the practicum will be paid or unpaid and determine payment amount. Students receive credit regardless of payment.
- The deadlines for students to submit internship proposals are July 1 for Fall Semester, December 1 for Spring Semester, and May 1 for Summer Session.
- Keep in contact with me, Karen Bell, Internship Coordinator.
- Meet regularly with your student to assess progress.
- Review all final paperwork of the student. For example, the student is required to submit a final report summarizing his/her experience in relation to the goals and objectives stated in the proposal. This report is due to me prior to the end of the semester of the practicum.
- Complete, sign, and submit the Student Appraisal Form (attached) to me at SIRLS, 1515 East First Street, Tucson, AZ 85750 or FAX 520- 621-3279. All materials remain confidential, unless site supervisors grant specific approval to me to share their student appraisals.

Again, many thanks for your support of our Practicum Program!

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Student Appraisal Form

Name of Student: _____

Practicum Site: _____

Semester and Year (e.g., Spring 2006): _____

Thank you for your support of the School of Information Resources and Library Science Practicum Program! We hope you and your student had a productive and enjoyable experience. Please provide an appraisal of your student's work performance in the space provided below. Appraisals are kept confidential, with the privilege of review extended to the student with your prior permission.

Please **FAX** this completed and signed form at the end of the semester to the attention of **Karen H. Bell**, Internship Coordinator, at (520) 621-3279. Alternatively, you may mail or email this information to me at khbell@email.arizona.edu or SIRLS, 1515 East First Street, Tucson, AZ, 85719.

Again, thank you for your support!

Grade (Please choose one): (S) Superior (P) Passing (NP) Not Passing or Fail

Comments (Optional):

Site Supervisor

Date