

**Course Syllabus**  
**LI 870XA**  
**Practicum (Non-school)**  
**Internet, begins 1/16**

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**Online Course Login:** <https://elearning.emporia.edu>  
**Credit Hours:** 3.0  
**Note:** Course Syllabus May Change

**Important Dates for Spring 2013**

<i>1/16: First day of class</i>	<i>1/21: Martin Luther King Day (ESU closed)</i>	<i>1/30: Last day to add/drop</i>	<i>3/12: Midterm grades due</i>
<i>3/16-3/24: Spring Break</i>	<i>3/27: Last day to withdraw</i>	<i>5/10: Last day of classes</i>	<i>5/18: Commencement</i>
<i>5/21: Final grades due</i>			

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**Course Description**

Supervised, advanced professional experience in a library or information center. Students engage in professional activities; apply theories, principles, and skills learned in professional courses; and discuss problems and relevant topics associated with professional practice. Consent of instructor.

**Course Learning Outcomes**

- To provide general professional orientation and skill development through a supervised field experience in a library or information agency appropriate for each student. Each student will experience directed practice work and observation in a representative range of functional areas (e.g., reference and information services, information skills instruction, materials selection and acquisitions, management, technology, and technical services).
- To broaden the student's perspective and background for improved assimilation and synthesis of general principles and concepts.
- To acquaint the student with the mission, administrative organization, policies and procedures, resources and services, and clientele of a particular library or information

agency.

- To expose the student to working contacts with individual professional librarians; to facilitate the development of professional attitudes, service ethics, and work habits; to acquaint the student with different points of view and a variety of strategies for dealing with information and service needs and managerial problems and issues.
- To provide the student an opportunity for self-reflection and self-evaluation of his or her performance during the field experience.
- To provide the student with the experience of professional evaluation, in terms of general education; professional knowledge and competence; ability to work with others; diligence in the accomplishment of assigned tasks, etc.

## **Required Readings**

There are no required textbooks for the General Practicum. Students should become familiar with the General Practicum Handbook, found at <http://slim.emporia.edu/wp-content/uploads/2009/06/general-practicum-handbook.pdf>, as well as their approved practicum prospectus. Please note that students may be required to purchase books or other resources if their site supervisor deems it necessary for the practicum experience.

Assignment	Due Date
<p><b>Assignment 1: Creation and Approval of Practicum Prospectus.</b> The prospectus should be created prior to enrollment in LI870. The prospectus should outline the goals and objectives of the practicum experience as well as provide a timeline for completion. Students are expected to complete 40 hours of practicum work per credit hour. See the practicum handbook for more details.</p>	<p>Prior to the 1st day of classes</p>
<p><b>Assignment 2: Reflective Journal.</b> A reflective journal should be maintained. The journal can be kept on a daily or weekly basis depending on the work schedule that is outlined in the prospectus. Journal entries will be written within the LI870 Blackboard course.</p>	<p>Submit final journal at conclusion of practicum hours or by 5/10</p>
<p><b>Assignment 3: Self-Evaluation.</b> Upon completion of the practicum hours, the student will submit a self-evaluation. This evaluation should be no longer than two-pages, double-spaced. The evaluation should include a summary of the practicum experience and projects that were completed. Were your projects completed? Were they successful? What could have been done differently?</p>	<p>At conclusion of practicum hours or by 5/10</p>
<p><b>Assignment 4: Site Supervisor Evaluation.</b> The site supervisor will also need to submit an evaluation of the practicum student. The two evaluation forms can be found in the practicum handbook. The student will be responsible for providing the site supervisor with a copy of the evaluation forms and informing him or her of the due date. Points will be assigned based on the site supervisor's evaluation.</p>	<p>At conclusion of practicum hours or by 5/10</p>

## Grading

- The General Practicum (LI870) is a Pass/No Pass course. A Pass/No Pass grade will be assigned based on points earned. A passing grade is equal to a B- or above. See the grading scale below.
- Assignments should be submitted on or before the due date listed above. Exceptions will be granted if student contacts practicum instructor and requests an extension.

## SLIM Grading Scale\*

96 -100 A  
77 - 79 C+  
90 - 95 A-  
74 - 76 C  
87 - 89 B+  
70 - 73 D  
84 - 86 B  
0 - 69 F

80 - 83 B-

*\*The SLIM Grading Scale does not apply to pass/fail courses. Instead, each pass/fail course instructor will determine the number of points that must be earned to pass the course successfully.*

## **SLIM Attendance Policy**

Students must attend all face-to-face classes.

In cases of emergency, see SLIM's [Policy and Procedures for Absence from a Class Weekend due to Illness or Personal Emergency](#) (PDF).

## **SLIM Grade Policy**

All graduate courses included in the SLIM MLS and doctoral programs' required curricula or their approved substitutions must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM's required classes, then the student will be placed on academic probation and notified by the office of the director of program administration that he or she must retake that course or those courses.

When a student has been placed on academic probation, an administrative hold will be placed on the student's record to block future enrollment. The administrative hold can only be released by the student's academic advisor or by the SLIM dean or director of program administration. Before enrollment can be done, the student is required to meet with the student's academic advisor with the goal of developing an academic improvement plan.

If a student has a semester GPA of less than 3.0 for two semesters or is on academic probation for two semesters, then the student's academic progress will be reviewed in light of the academic improvement plan by the student's program director, the SLIM dean, and the SLIM director of program administration, and a decision will be made regarding whether the student should be academically dismissed from the SLIM's graduate program. This policy goes into effect fall 2009 semester. This SLIM Grade Policy applies to all SLIM students, including those students who entered SLIM under the 42-credit-hour MLS program, the 36-credit-hour MLS program, or the SLIM doctoral program. It will also apply to all those who have passed into MLS or doctoral degree candidacy.

## **SLIM Incomplete Grade Policy**

**SLIM's Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>).**

SLIM's Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation

must be submitted to the SLIM dean's office before the final grade change is made.

If a SLIM student's request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then **an administrative hold will be placed on the student's record to block future enrollment until** all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar's Office.

### **Faculty-Initiated Student Withdrawal Procedure**

Students should be aware that your instructor follows the university's policy of faculty-initiated student withdrawal. It reads as follows: "If a student's absences from class or disruptive behavior become detrimental to the student's progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence. [*Policy and Procedures Manual 43.11*]

### **Academic Dishonesty**

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

### **Disabilities Policy**

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

### **Contact information for the Office of Disability Services:**

Office of Disability Services  
211 S Morse Hall

Emporia State University  
1200 Commercial Street / Box 23  
Emporia, KS 66801  
Phone : 620/341-6637  
TTY: 620/341-6646  
Email: [disabser@emporia.edu](mailto:disabser@emporia.edu)

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