



School of Library and Information Science

University of Iowa
125 W. Washington Street
3087 Main Library
Iowa City, Iowa 52242-1420
319-335-5707
uiowa.edu

Guidelines for Practicum Supervisors

SLIS Contact: Kara Logsden, Lecturer, kara-logsden@uiowa.edu

The goals of the Practicum are to provide the student with authentic work experience, and more importantly, the opportunity to reflect. To achieve this, we recommend the following:

Discuss the student's goals at your initial meeting. The student should have exposure to all aspects of your library as well as working on a specific project. Ideally, the student should become familiar with your library's operations and services.

Agree upon the student's schedule. With the student's class or work schedule in mind, develop a schedule that will allow the student to observe your site at peak periods. The practicum should be spread over several weeks. The student will spend 120 hours during the semester. If you agree, the student can work up to 30 hours before classes begin in January. Please ensure that you discuss your expectations regarding punctuality and absences. The schedule should include when you expect the student, and the duties for which the student is responsible.

Orientation. Even though the student is with you for a short period of time, please orient the student to your workplace like any new employee by introducing them to other staff, outlining your expectations and the institution's culture, and explaining rules and policies.

Identify a project. A "real world" experience helps the student apply theory to practice. Select a project for the student to work on that will provide a learning experience and benefit your library and institution. The project will allow the student to work independently and fulfill goals and expectations.

Provide mentoring and guidance. In your role as practicum supervisor meet regularly with the student to provide feedback, guidance, and support.

Complete a performance evaluation. Halfway through the practicum, conduct an informal assessment of the student's progress. Near the end of the semester, the course practicum instructor will send a formal evaluation for you to complete, and return. We recommend that you share the evaluation with the student.

Your evaluation is a large part of the student's grade. Please share any concerns, questions, or comments you have with the practicum instructor at any point during the semester.

By hosting a practicum student, you make a major contribution to the student's education and to the library profession. Thank you for your participation in this important form of instruction.