INSC 599: Practicum  
Summer 2022  
School of Information Sciences  
University of Tennessee Knoxville

Instructor: Ericka Patillo, PhD, SIS Director of Graduate Studies and Practicum Coordinator  
Contact: via Canvas Inbox  
Office Hours: by appointment  
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Course Description

INSC 599: Practicum (3 hrs.). Opportunity to translate theory into practice under guidance of qualified information professionals. Prerequisite: completion of required and pertinent advanced courses relevant to student's practicum design. Minimum 3.0 GPA. Written permission of advisor and approval of practicum coordinator. May be repeated with written permission. Maximum 6 hours. S/NC only. Fall, Spring, Summer.

Special note: This course counts towards credit hours earned, but it does not contribute to your GPA, which is why you might notice a discrepancy between hours earned and GPA hours on your transcript.

Requirements

Items (1) and (2) require on-going attention throughout the semester. Items (3), (4) and (5) should be completed after you finish your work hours, and are due by August 6th, 5:00pm eastern time.

(1) **Complete 150hrs of Work.** Typically, a practicum experience is three hours of academic credit (150 clock hours), which translates to an average of 10 hours per week of on-site practicum activity (e.g., instruction, work, consultation, supervision, review, evaluation) for one 15-week semester during the regular academic year (i.e., fall and spring semesters). If you are unable to complete the 150hrs by the last day of classes, you can be assigned a temporary grade of incomplete for the course. If you anticipate difficulties meeting this requirement, please let me know as soon as possible. **Due: August 6th, 5:00pm eastern time.**

**Mid-Semester Check-In.** Please submit a brief report about how things are going for you so far in the practicum. This report should only be about 1-2 paragraphs in length. This report functions as a check-in so I can get some insight into your experiences. If you are experiencing any issues or have questions for me, you can also include these in your report. **Due: July 7, 11:59pm eastern time.**

(2) **Keep an Activity Log.** While you do this work, **maintain a record of your activities.** The log should have an entry for each day you work, with the number of hours served on that date, and a brief description of the tasks/responsibilities performed during those hours. You might also include a few notes reflecting on the activities of that day (connections to SIS courses?), as this might help you when completing item (4) below. Use either a word processing or spreadsheet application to keep your log. Your activity log should be uploaded to the designated Assignment section of Canvas.

**You are required to submit your activity log on June 23, 11:59pm eastern time so that I can give you feedback on your entries. Your complete activity log is due: August 6th, 5:00pm eastern time.**
(3) After you have finished your work hours, ask your site supervisor to complete the Supervisor Evaluation of Practicum Student Form: https://utk.co1.qualtrics.com/jfe/form/SV_cBddCzTrZRx6Tfn. Please ask them to finish it by August 6th, 5:00pm eastern time.

(4) After you have finished your work hours, submit the Student Practicum Experience Evaluation Form: https://utk.co1.qualtrics.com/jfe/form/SV_2bfP10Z2FsQHBOZ. This form first asks you to identify your objectives and indicate the extent to which you met them, it then asks you to provide some ratings of your experience, and it ends with several open-ended questions. For each open-ended question, you are asked to write a 150-200 word response (you can prepare your responses in advance if you like, and copy-and-paste; you can also write more – I truly love reading students’ responses to these questions!). You can also stop mid-way and continue completing the form at another time. The open-ended questions which you will need to answer are:

- During your practicum, what did you learn that was especially valuable? How will you apply this in other settings?
- Describe any connections you made to things you've learned in other SIS courses. Be sure to describe how you see theory and practice working together, if at all.
- Describe 2-3 insights/observations you had about professional work while completing this practicum. These can be insights about the nature of the work, or the workplace. They can also be related to your role, or the role of others, in it.
- If you had to do the experience over again, describe 2-3 things you would do differently, and why.

Please be thoughtful with your responses to these questions as this is one of the main mechanisms for evaluating the course. It also gives me insight into your experiences, which I am very interested in hearing more about. Due by August 6th, 5:00pm eastern time.

(5) After you have completed items (1)-(4) above, complete the anonymous Course Evaluation form: https://utk.co1.qualtrics.com/jfe/form/SV_cYpX7mmRJa4Bnpk. Due by August 6th, 5:00pm eastern time.

Relationship to MSIS Exit Requirement

To graduate, you will need to submit a MSIS Student Learning Collection to demonstrate your competencies as related to the MSIS Program Outcomes. Your responses to the Student Practicum Experience Evaluation Form address MSIS Program Outcomes 3 and 51. Depending on the nature of your work, your practicum experience might also allow you to demonstrate other Program Outcomes, in particular, Program Outcomes 4, 6, 7 or 9. If you have questions, please let me know.

Optional Readings

1 https://www.sis.utk.edu/program/outcomes
There are no required readings for this course, but I have uploaded the following chapters to our Canvas site as many students have commented positively about these readings in past versions of this class. This book is a great resource for jump-starting your career and expanding your thinking about the information professions and the possibilities that your degree will create for you! The author may be giving several Webinars at SIS in the upcoming academic year, so watch for these announcements as well.


**Additional Policies and Expectations**

**Incompletes.** Occasionally, a student is unable to complete the required number of work hours within the semester. When this happens, a temporary grade of incomplete can possibly be assigned. If you believe you will be unable to meet the requirements of this course during the semester, you should contact me as soon as possible to discuss your options.

**Disabilities that Constrain Learning.** Any student who feels they may need an accommodation based on the impact of a disability should contact Student Disability Services in Dunford Hall, at 865-974-6087, or by video relay at, 865-622-6566, to coordinate reasonable academic accommodations. SDS will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities.

**Civility.** Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: [http://civility.utk.edu/](http://civility.utk.edu/).

**Diversity Statement.** The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College’s faculty, staff, students, and the larger communication and information community.

**Academic Integrity.** Students should be familiar and maintain their *Academic Integrity* described in [http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf](http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf), p.15 as: “Study, preparation and presentation should involve at all times the student’s own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work.”
Students should abide by the *Honor Statement* described in the same Hilltopics, p. 73:

> "An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."

**Plagiarism.** Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses.

*Specific examples of plagiarism are:*

- Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
- Collaborating on a graded assignment without the instructor’s approval;
- Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports. (Additional resources are available at [http://www.lib.utk.edu/instruction/plagiarism](http://www.lib.utk.edu/instruction/plagiarism).)

Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of NC.

**Instructor Status as a Title IX Mandatory Reporter.** University of Tennessee faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the University’s Title IX Coordinator, who can assist you in connecting with all possible resources both on- and off-campus. If you would like to speak with someone confidentially, the Student Counseling Center (865-974-2196) and the Student Health Center (865-974-3135) are both confidential resources. For additional resources and information, visit [titleix.utk.edu](http://titleix.utk.edu).

**Last, but not least ... have fun!**