

**INSC 599: Practicum
Spring 2023
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: Virtual via Zoom, by appointment

Zoom: <https://tennessee.zoom.us/my/ejpatillo>

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 **May 13, 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 December 6th 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: May 13, 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: March 11, 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 February 9, 11:59pm eastern time so that I can give you feedback on your entries. Your complete activity log is due: May 13, 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 **May 13, 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 May 13, 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 May 13, 5:00pm eastern time.**

Relationship to MSIS Exit Requirement

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

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!

¹ <https://www.sis.utk.edu/program/outcomes>

Dority, G. K. (2016). *Rethinking information work. A career guide for librarians and other information professionals (2nd edition)*. Libraries Unlimited: Denver, CO. Chapters 1, 2, 6-10.

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.

Students with Disabilities

The University of Tennessee, Knoxville, is committed to providing an inclusive learning environment for all students. If you anticipate or experience a barrier in this course due to a chronic health condition, a learning, hearing, neurological, mental health, vision, physical, or other kind of disability, or a temporary injury, you are encouraged to contact [Student Disability Services](#) (SDS) at 865-974-6087 or sds@utk.edu. An SDS Coordinator will meet with you to develop a plan to ensure you have equitable access to this course. If you are already registered with SDS, please contact your instructor to discuss implementing accommodations included in your course access letter.

Accessibility Policy and Training

The University of Tennessee, Knoxville, provides reasonable accommodations for individual students with disabilities through its office of [Student Disability Services](#). The university is also committed to making information and materials accessible, when possible. Resources and assistance to support these efforts can be found at <http://accessibility.utk.edu/>.

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/>.

CCI 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

Each student is responsible for their personal integrity in academic life and for adhering to UT's Honor Statement. The Honor Statement reads: "An essential feature of the University of Tennessee, Knoxville 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.>)

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.

Wellness

The [Center for Health Education and Wellness](#) empowers all Volunteers to thrive by cultivating personal and community well-being. The Center can answer questions about general wellness, substance use, sexual health, healthy relationships, and sexual assault prevention. The [Student Counseling Center](#) is the university’s primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services.

Any student who has difficulty affording hygiene products, groceries, or accessing sufficient food to eat every day is urged to contact the [Big Orange Pantry](#) for support. The Big Orange Pantry, located in Greve Hall, is a free resource for all students, faculty, and staff, no matter how great or small their need is. Students who need emergency financial assistance can also request funding from the [Student Emergency Fund](#).

Students who are experiencing non-academic difficulty or distress and need assistance should call 974-HELP or [submit an online referral](#). The 974-HELP team specializes in aligning resources and support to students experiencing mental health distress.

Emergency Alert System

The University of Tennessee, Knoxville, is committed to providing a safe environment for learning and working. When you are alerted to an emergency, please take appropriate action. Learn more about what to do in an emergency and sign up for UT Alerts. Check the emergency posters near exits and elevators for building specific information. In the event of an emergency, course schedules and assignments may be subject to change. If changes to graded activities are required, reasonable adjustments will be made, and you will be responsible for meeting revised deadlines.

COVID-19 Guidelines (updated August 8, 2022)

[CDC guidance](#) recognizes the changing dynamics of living in a world with COVID-19. It rates COVID-19 community levels as low, medium, and high, with recommendations at each level about the use of masks and other precautions. At all levels of community spread, staying up-to-date with vaccination is the best way to protect yourself from serious illness and to limit the spread of COVID-19. Wearing a mask is always an option for any individual who chooses to do so, and the CDC recommends that those with high risk of severe illness talk with their health care providers. If you are sick, please stay in, avoid being around others as much as possible, and contact your health care provider for any symptoms that are worsening, moderate to severe, or concerning to you. For more information about vaccination or to self-report an illness and receive support, visit <http://studenthealth.utk.edu/CommunityHealth>. For more information about COVID-19, visit <http://studenthealth.utk.edu/covid-19>.

Last, but not least ... have fun!