

**University of Arizona**  
**School of Information Resources and Library Science**

**Practicum Program: 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 Bell, Individual Studies Coordinator, at any time with questions, comments, and suggestions. My contact information is (520) 235-5700, khbell@email.arizona.edu.

The purpose of the 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 represents 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 practicum proposals are July 1 for Fall Semester, December 1 for Spring Semester, and May 1 for Summer Session.
- 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 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: \_\_\_\_\_

Internship/Practicum Site: \_\_\_\_\_

Semester and Year (e.g., Spring 2007): \_\_\_\_\_

Thank you for your support of the School of Information Resources and Library Science Individual Studies 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 intern with your prior permission.

At the end of the semester, please complete and sign this form and send to the attention of Karen Bell, Coordinator Individual Studies, by fax 520-621-3279, email to [khbell@email.arizona.edu](mailto:khbell@email.arizona.edu), or mail to School of Information Resources and Library Science, University of Arizona, 1515 East First Street, Tucson, AZ, 85719.

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

Comments:

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date