



## 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](http://uiowa.edu)

### Guidelines for Practicum Supervisors

**SLIS Contact:** Kara Logsden, Lecturer, [kara-logsden@uiowa.edu](mailto:kara-logsden@uiowa.edu), 319.530.7936

Practicums focus on the practical application of theory and helps students gain experience in LIS work. Students enroll in the SLIS Practicum class, receive 3 hours of academic credit, and work with a faculty member to identify practicum opportunities. Students set professional and personal goals, complete 120 hours of work and participate in classroom conversations. Students must complete the [Proposal for Practicum in Libraries and Information Centers](#) form two weeks before the beginning of the semester.

Practicum site supervisors are instrumental in guiding and mentoring students during their practicum as they experience authentic work and reflect on their learning. To help students, site supervisors should do 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 organization. The project helps the student 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.

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 learning experience.