

I will meet the requirements of INFO 0590.00 by completing either A or B:

|          |                          |   |
|----------|--------------------------|---|
| <b>A</b> | <input type="checkbox"/> | Regular work placement: 100-hour Practicum                              |
| <b>B</b> | <input type="checkbox"/> | Extended work placement <sup>1</sup> : <b>Pre-admission</b> employment  |
|          | <input type="checkbox"/> | Extended work placement <sup>1</sup> : <b>Pre-graduation</b> employment |
|          |                          | <sup>1</sup> 500+ hours   |

| Regular work placement: <b>100-hour Practicum</b>       |                           |                        |                          |           |                          |           |                          |                |  |
|---|---------------------------|------------------------|--------------------------|-----------|--------------------------|-----------|--------------------------|----------------|--|
| Placement details                                       |                           |                        |                          |           |                          |           |                          |                |  |
| <b>A</b>  | Type of organization      | Rank<br>( 1 - 7 )      | Preferred placement site |           |                          |           | Within<br>HRM            | Outside<br>HRM |  |
|   | Public Library            |                        |                          |           |                          |           |                          |                |  |
|   | Academic Library          |                        |                          |           |                          |           |                          |                |  |
|   | Special Library           |                        |                          |           |                          |           |                          |                |  |
|   | Archives <sup>2</sup>     |                        |                          |           |                          |           |                          |                |  |
|   | Records Mgmt <sup>3</sup> |                        |                          |           |                          |           |                          |                |  |
|   | Information Mgmt          |                        |                          |           |                          |           |                          |                |  |
|   | Other (specify)           |                        |                          |           |                          |           |                          |                |  |
|   | Prerequisites:            | <sup>2</sup> INFO 6800 |                          |           |                          |           |                          |                |  |
|   | <sup>3</sup> INFO 6370    |                        |                          |           |                          |           |                          |                |  |
| <b>Preferred placement activities</b> (provide detail): |                           |                        |                          |           |                          |           |                          |                |  |
|   |                           |                        |                          |           |                          |           |                          |                |  |
|   |                           |                        |                          |           |                          |           |                          |                |  |
| <b>Preferred placement period</b> (rank 1 through 4):   |                           |                        |                          |           |                          |           |                          |                |  |
|   | <input type="checkbox"/>  | Apr - May              | <input type="checkbox"/> | Jun - Aug | <input type="checkbox"/> | Sep - Dec | <input type="checkbox"/> | Jan - Mar      |  |

For administrative purposes only (do not write)

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| Extended work placement                         |                          |  |                              |                             |
|---|--------------------------|--|------------------------------|-----------------------------|
| B   | Select one:              |  |                              |                             |
|   | <input type="checkbox"/> | Pre-admission employment   |                              |                             |
|   |                          | Did your pre-admission employer provide a letter of reference for your MI application? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|   | <input type="checkbox"/> | Pre-graduation employment  |                              |                             |
|   | Employment details       |  |                              |                             |
|   | Name of organization:    |  |                              |                             |
|   | Address of organization: |  |                              |                             |
|   | Dates of employment:     |  |                              |                             |
|   | Name of supervisor:      |  |                              |                             |
|   | Contact information:     |  |                              |                             |
| Job title:                                      |                          |  |                              |                             |
| Description of work:                            |                          |  |                              |                             |
| For administrative purposes only (do not write) |                          |  |                              |                             |

|  |  |   |       |
|--|--|---|-------|
| ALL STUDENTS   | By agreeing below I confirm that I have read the Practicum Guide provided by the School of Information Management and agree to abide by all of the terms set out therein, including, but not limited to, the responsibilities set out in Section 2 of that Practicum Guide. I also confirm that I understand that a failure to abide by the terms of the Practicum Guide may result in me receiving a failing grade for INFO 0590 Practicum. |   |       |
|  | <input type="checkbox"/>   | I have read and agree to the above statement.   |       |
|  | Name:  | Banner #:   | Date: |
|  | IMPORTANT INFORMATION  |   |       |
|  | Practicum meetings are held in November each year.   |   |       |
|  | To prepare for their meeting, students must:   |   |       |
|  |  | Respond to all Practicum-related emails in a timely manner  |       |
|  |  | Submit electronic versions of their (1) Practicum application and (2) current résumé to the Program Manager a minimum of one week prior to appointment. |       |
|  |  | NOTE: Failure to comply with submission requirements will result in the cancellation of the Practicum meeting.  |       |
|  | Registration:  |   |       |
|  | 100 hour placements:   | Register in the term <i>following</i> the completion of the placement   |       |
|  | Extended Work Placements:  | Register in the fall or winter term   |       |
| Reports are due:                                       |  |   |       |
| Submission deadlines (Student and Supervisor reports): |  |   |       |
|  | 100 hour placements:   | Two weeks after completion of Practicum Placement   |       |
|  | Extended Work Placements:  | November 1st (Fall registration)  |       |
|  |  | February 1st (Winter registration)  |       |

