DALHOUSIE UNIVERSITY

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School of Information Management
INFO 0590.00 Practicum

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Course website:	Practicum Guide

COURSE DESCRIPTION

INFO 0590.00 Practicum is a required, non-credit course for all MLIS students. In combination with required MLIS course work, the placement in an information setting is an essential element of the school's curriculum, and is a key element in the professional training for information management students.

The INFO 0590 placement can be:
- A 100-hour placement (Practicum),
    - typically unpaid, usually occurring in April, working under the supervision of an experienced Information Management (IM) professional
- An extended (500+ hours) IM work placement (pre-admission placement; pre-graduation employment)

INFO 0590 Goals

The placement experience enables the student to test and evaluate theories discussed in class, to gain experience in a real-life information setting, to refine specific areas of interest, and to reflect on their developing competencies in the context of the MLIS Competencies. This may well lead to the exploration of areas of particular interest for course specialization and future employment.

During their MLIS Program, SIM's students will develop competencies in the areas information management leadership, user-centred information services, management of information technology, research and evaluation, risk management, and change management. During the preparation for their placement, and throughout their placement, INFO 0590 students will, in addition, focus on the development of workplace skills & attributes competencies.

COURSE PRE-REQUISITES

- Full-time students:
    - after successful completion of all first year (minimum of 6) MLIS Program courses
- Part-time students:
    - after successful completion of 6 MLIS Program courses (INFO 5500, INFO 5515, INFO 5520, INFO 5530, INFO 5590 and INFO 6540)

LEARNING OBJECTIVES

1. **Academic:**
   Critically evaluate theories discussed in class in the context of the practicum site
   Refine areas of academic interest for course specialization and future employment

2. **Professional:**
   Extend studies beyond the classroom to practical, hands-on work experience in an information setting

3. **Personal:**
   Gain confidence from the Practicum placement experience, and increase professional contacts network.

LEARNING OUTCOMES

During the placement, the the student may be exposed to some or all of the following outcomes:

1. **Information Management Leadership:** observe how information managers
   o advocate the strategic importance of information as an organizational or community resource.
   o achieve the organization's information management goals by assessing, planning and executing relevant strategies and processes.

2. **User-centred Information Services:** observe how information services focus on
   o understanding and engaging their users and communities, and
   o how information services are designed based on this knowledge.

3. **Management of Information Technology:** observe how information managers
   o identify, analyze, & evaluate methods, tools & concepts,
   o enable their organization to engage in best technology practices to manage their information resources.

4. **Research and Evaluation:** observe how information managers
   o critically assess, synthesize, evaluate and generate new knowledge to aid decision making.

5. **Risk Management:** observe how information managers
   o identify and mitigate risks arising from incomplete knowledge of events or circumstances
   o the resulting effect on an organization's decision making.

6. **Change Management**: observe how information managers
   o implement strategies for preparing and supporting effective changes in the organization's goals, processes, or technologies.

7. **Workplace Skills & Attributes:**
   o observe
     ▪ the self-directed and reflective nature of information managers
     ▪ how professional behavior fosters an environment based on collaboration and values-based management to enhance the mission of the organization.

   o observe and demonstrate effective
     ▪ verbal, non-verbal and written communication skills
     ▪ team relationship-building.
     ▪ strategies to assess client needs and quality customer service
     ▪ use of information and communication technologies
     ▪ critical, reflective and creative thinking
     ▪ professional ethical standards, and practice social responsibility

METHODS OF EVALUATION

INFO 0590.00 is graded as Pass/Fail.

COMPONENT	DETAIL	DUE DATE
100-hour placement, or extended workplace option	Satisfactory completion of the placement	As specified in the *Notice of Placement*
Student Practicum report	Satisfactory completion and submission of the student's Practicum report	Two-weeks following the completion of the placement
Supervisor Practicum report	Successful evaluation of the student's placement performance by the supervisor in their report.	Two-weeks following the completion of the placement

INTEGRATION OF MLIS Competencies

PROGRAM COMPETENCY	COURSE LEARNING OBJECTIVES AND OUTCOMES	COURSE ASSESSMENT
1. Information Management Leadership	Objectives 1, 2, 3 Outcome 1	Student report Supervisor's report
2. User-centred Information Services	Objectives 1, 2, 3 Outcome 2	Student report Supervisor's report
3. Management of Information Technology	Objectives 1, 2 Outcome 3	Student report Supervisor's report
4. Research & Evaluation	Objectives 1, 2 Outcome 4	Student report Supervisor's report
5. Risk Management	Objectives 1, 2 Outcome 5	Student report Supervisor's report
6. Change Management	Objectives 1, 2 Outcome 6	Student report Supervisor's report
7. Workplace Skills & Attributes	Objectives 1, 2, 3 Outcomes 7	Student report Supervisor's report

CLASS POLICIES

Citation Style

The Master of Library and Information Studies Program uses APA as its standard citation style. Please use APA style in your assignments to briefly identify (cite) other people's ideas and information and to indicate the sources of these citations in the References list at the end of the assignment. **For more information on APA style**, consult Dalhousie Library website at https://libraries.dal.ca/help/style-guides.html or the APA's Frequently Asked Questions about APA

Missed or Late Academic Requirements due to Student Absence:

Dalhousie University recognizes that students may experience short-term physical or mental health conditions, or other extenuating circumstances that may affect their ability to attend required classes, tests, exams or submit other coursework.

Dalhousie students are asked to take responsibility for their own short-term absences (3 days or less) by contacting their instructor by phone or email prior to the academic requirement deadline or scheduled time **AND** by submitting a completed Student Declaration of Absence form to their instructor in case of missed or late academic requirements. Only 2 separate Student Declaration of Absence forms may be submitted per course during a term (note: faculty, college, school, instructor or course-specific guidelines may set a lower maximum).

ACCOMMODATION POLICY FOR STUDENTS

Students may request accommodation as a result of barriers experienced related to disability, religious obligation, or any characteristic protected under Canadian human rights legislation.

Students who require academic accommodation for either classroom participation or the writing of tests and exams should make their request to the Advising and Access Services Center (AASC) prior to or at the outset of the regular academic year. Please visit www.dal.ca/access for more information and to obtain the Request for Accommodation form.

A note taker may be required as part of a student's accommodation. There is an honorarium of $75/course/term (with some exceptions). If you are interested, please contact AASC at 494-2836 for more information or send an email to notetaking@dal.ca.

Please note that your classroom may contain specialized accessible furniture and equipment. It is important that these items remain in the classroom, untouched, so that students who require their usage will be able to fully participate in the class**.**

ACADEMIC INTEGRITY

In general:

The commitment of the Faculty of Management is to graduate future leaders of business, government and civil society who manage with integrity and get things done. This is non-negotiable in our community and it starts with your first class at Dalhousie University. So when you submit any work for evaluation in this course or any other, please ensure that you are familiar with your obligations under the Faculty of Management's Academic Integrity Policies and that you understand where to go for help and advice in living up to our standards. You should be familiar with the Faculty of Management Professor and Student Contract on Academic Integrity, and it is your responsibility to ask questions if there is anything you do not understand.

Dalhousie offers many ways to learn about academic writing and presentations so that all members of the University community may acknowledge the intellectual property of others. Knowing how to find, evaluate, select, synthesize and cite information for use in assignments is called being "information literate." Information literacy is taught by Dalhousie University Librarians in classes and through Dalhousie Libraries' online Citing & Writing tutorials.

Do not plagiarize any materials for this course. For further guidance on what constitutes plagiarism, how to avoid it, and proper methods for attributing sources, please consult the University Secretariat's Academic Integrity page.

Please note that Dalhousie subscribes to plagiarism detection software that checks for originality in submitted papers. Any paper submitted by a student at Dalhousie University may be checked for originality to confirm that the student has not plagiarized from other sources. Plagiarism is considered a very serious academic offence that may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree. It is essential that there be correct attribution of authorities from which facts and opinions have been derived. At Dalhousie, there are University Regulations which deal with plagiarism and, prior to submitting any paper in a course; students should read the Policy on Academic Dishonesty contained in the Calendar.

Furthermore, the University's Senate has affirmed the right of any instructor to require that student assignments be submitted in both written and computer readable format, e.g.: a text file or as an email attachment, and to

submit any paper to a check such as that performed by the plagiarism detection software. As a student in this class, you are to keep an electronic copy of any paper you submit, and the course instructor may require you to submit that electronic copy on demand. Use of third-party originality checking software does not preclude instructor use of alternate means to identify lapses in originality and attribution. The result of such assessment may be used as evidence in any disciplinary action taken by the Senate.

Finally:
If you suspect cheating by colleagues or lapses in standards by a professor, you may use the confidential email: ManagementIntegrity@dal.ca which is read only by the Assistant Academic Integrity Officer.

Faculty of Management clarification on plagiarism versus collaboration:

There are many forms of plagiarism, for instance, copying on exams and assignments. There is a clear line between group work on assignments when explicitly authorised by the professor and copying solutions from others. It is permissible to work on assignments with your friends but only when the professor gives you permission in the specific context of the assignment. University rules clearly stipulate that all assignments should be undertaken individually unless specifically authorised.

Specific examples of plagiarism include, but are not limited to, the following:
- Copying a computer file from another student, and using it as a template for your own solution
- Copying text written by another student
- Submitting the work of someone else, including that of a tutor as your own

An example of acceptable collaboration includes the following:
- When authorised by the professor, discussing the issues and underlying factors of a case with fellow students, and then each of the students writing up their submissions individually, from start to finish.

UNIVERSITY STATEMENTS

ACCESSIBILITY
The Advising and Access Centre serves as Dalhousie's Centre for expertise on student accessibility and accommodation. Our work is governed by Dalhousie's Student Accommodation Policy, to best support the needs of Dalhousie students. Our teams work with students who request accommodation as a result of: disability, religious obligation, an experienced barrier related to any other characteristic protected under Canadian Human Rights legislation.

STUDENT CODE OF CONDUCT
Everyone at Dalhousie is expected to treat others with dignity and respect. The Code of Student Conduct allows Dalhousie to take disciplinary action if students don't follow this community expectation. When appropriate, violations of the code can be resolved in a reasonable and informal manner—perhaps through a restorative justice process. If an informal resolution can't be reached, or would be inappropriate, procedures exist for formal dispute resolution.

DIVERSITY AND INCLUSION
Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. We stand for equality.

Dalhousie is strengthened in our diversity. We are a respectful and inclusive community. We are committed to being a place where everyone feels welcome and supported, which is why our Strategic Direction prioritizes fostering a culture of diversity and inclusiveness (Strategic Priority 5.2).

RECOGNITION OF MI'KMAQ TERRITORY
Dalhousie University would like to acknowledge that the University is on Traditional Mi'kmaq Territory.
The Elders in Residence program provides students with access to First Nations elders for guidance, counsel and support. Visit the office in the McCain Building (room 3037) or contact the programs at elders@dal.ca or 902-494-6803 (leave a message).

COURSE SCHEDULE

IMPORTANT DATES	PROCESS	REQUIRED READINGS
18 October 2018	Attend Practicum Information Session from 12:00 – 1:00pm	Course syllabus; Practicum guide; MLIS Competencies
31 October 2018	Instructions to book individual November Practicum meetings sent to students	Related email correspondence sent to dal.ca email addresses only
November 2018	Students hoping to plan an international placement must book their individual meeting with JoAnn in *early* November	
November 2018	Students planning health sciences placements must book their individual meeting with JoAnn in *early* November	
November 2018	Students reserve individual November Practicum meeting appointments via Doodle Poll	Related email correspondence sent to dal.ca email addresses only
November 2018	Students submit completed Practicum documents to practicum@dal.ca **one week prior** to their individual meeting: • application form (Word) • up-to-date resume (PDF)	Related email correspondence sent to dal.ca email addresses only
01 – 30 November 2018	Students attend individual meetings to discuss their Practicum	Related email correspondence sent to dal.ca email addresses only
December, January, February	Individual notices of placement sent to students containing: • Practicum site assignment • supervisor's name; contact information	Related email correspondence sent to dal.ca email addresses only
December, January, February	Students • acknowledge receipt of notice of placement (by return email) • contact their Practicum supervisor to determine the details of their placements (within 3 business days of receipt) • inform JoAnn.Watson@dal.ca of any changes to Practicum information	
January, February, March	Students submit updates to Practicum plans to JoAnn.Watson@dal.ca	
April 2018	Most students will complete 100-hour placements within April.	

April – May 2018	Practicum reports (student & supervisor) due two-weeks after Practicum completion.	