

Department of Information Science and Telecommunications
School of Information Sciences
University of Pittsburgh

PRACTICUM GUIDELINES

Goals

1. To offer students an opportunity to extend their academic goals to a practical work experience. This implies that students have gained some expertise in an area they wish to explore in a work situation or are interested in pursuing a new career path.
2. To show in concrete terms the work options available to students through an apprenticeship term that can provide job-related training.
3. To illustrate the Department's commitment to translating information system development and management ideas into action. This implies that the practicum experience is not only goal-oriented, but also ideological: therefore, the students should have a broad understanding of the issues confronting information centers today, obtained by concentrating on a wide range of information science courses.
4. To broaden the scope of the Department and to enrich the program by contact and exchange with area businesses, industries, and community groups/agencies.

Prerequisites

1. Students must have completed a minimum of eighteen credit hours in good academic standing.
2. The practicum must complement the student's education in information science. Assignments will be made on the basis of the student's past experience or to introduce the student to new areas of information systems which complement the student's academic background or area of interest.

Requirements

1. A one- or two-page proposal, outlining the student's goals must be submitted to the faculty practicum advisor with the Practicum Application form.
2. Both the faculty practicum advisor and the site supervisor must approve the proposal prior to beginning the practicum.
3. Students should plan to work a minimum of 150 hours per term for three credits. Individual schedules will be arranged between the students and the site supervisors, and it is the student's responsibility to notify the faculty practicum advisor of the schedule arrangements.
4. Students must meet with their faculty advisor at least two times a semester or as necessary to discuss their program on the site. It is recommended that students keep a written log of the practicum experience to be examined by and discussed with the faculty advisor.
5. A report, normally no longer than 10 pages, relating the practicum to the student's academic goals and courses in DIST is required for the completion of the practicum. This report should also include the student's specific duties at the site and critique of the strengths and weaknesses of the practicum as it relates to the student's academic and personal development. This report must be sent to the faculty practicum advisor to monitor the effectiveness of the site in providing professional opportunities to the student.
6. Grading will be based on practicum performance as rated by the site supervisor and the quality of the final report as rated by the faculty advisor. The course is Pass/Fail for grading purposes.

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PRACTICUM APPLICATION

STUDENT'S NAME _____ DATE _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIPCODE _____

TERM AND YEAR OF PRACTICUM _____

FACULTY ADVISOR _____

SITE _____

SITE SUPERVISOR _____ PHONE _____

PREREQUISITE COURSES

DATE COMPLETED

I agree to serve as the faculty supervisor for this practicum.

FACULTY SIGNATURE _____

DATE _____

The normal grading for the practicum is Pass/Fail. A student may petition for a letter grade if one is needed.

This form should be completed during the semester before the practicum begins. A one- or two-page statement outlining the relationship between the practicum and the student's previous training or the student's goals should be attached to this form.

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PRACTICUM APPLICATION - - SITE AGREEMENT

SITE NAME _____ DATE _____

SITE ADDRESS _____

CITY _____ PA _____ ZIPCODE _____

SITE SUPERVISOR(s) & TITLE(s) _____

SITE PHONE _____

STUDENT _____ PHONE _____

TERM AND YEAR OF PRACTICUM _____

FACULTY ADVISOR _____ PHONE _____

ADDRESS _____

CITY _____ PA _____ ZIPCODE _____

In recognition of a commitment to provide professional practical work experience for the above named student. We agree to work collaboratively with the Department of Information Science and Telecommunications at the University of Pittsburgh. The site supervisor agrees to:

1. Introduce and orient the student to site objectives, structure, policies and procedures, and to interpret them as needed.
2. Specify meeting and/or conferences in which the student will be permitted to participate.
3. Provide adequate space and equipment to enable the student to perform his/her tasks.
4. Provide appropriate supervision and/or instruction from qualified colleagues who have the time and interest to assume the responsibility for the student's educational experience.
5. Clearly define the student's duties.
6. Negotiate student/site agreement on the number of working hours per week.
7. Have regular supervisor/student conferences focusing on the professional development of the student.
8. Write a letter of reference for the student's placement file upon request.
9. Negotiate student salary (if applicable).
10. Not terminate this Agreement during the placement period of any student.
11. Refrain from discrimination on the basis of race, color, religion, ethnicity, national origin, age, sex, sexual orientation, or marital, veteran, or handicapped status.

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PRACTICUM APPLICATION - - DEPARTMENT AGREEMENT

The Department of Information Science and Telecommunications agrees to:

1. Assign a faculty member to facilitate communication regarding student educational progress. The faculty member agrees to be available for consultation with the site supervisor when needed.
2. Provide services of administrative assistance to facilitate effective communication lines between the Department and the site on all matters.
3. Provide the site with a student profile if required, listing the student's educational background, field of interest, and qualifications for working in the particular site.
4. Provide academic calendar specifying beginning and ending dates of the placement and dates on which the student will be excused from instruction.
5. Insure that a student will comply with the site holiday schedule on practicum days and the University schedule on school days.
6. Insure that student placements and terminations shall not be considered final until the plan has been fully reviewed by the Department and the student. Modification and changes, such as early termination, shall be submitted in writing.
7. Keep the site informed through the faculty advisor of any changes in university policy or curriculum that affect the site-program relationship.
8. Insure that faculty advisors will offer guidance to the site supervisor (if needed) as to requirements/content of the final evaluation report of the student's progress.
9. Provide that this agreement shall continue until review or termination is requested in writing by the Department, the site, or the student.
10. Refrain from discrimination on the basis of race, color, religion, ethnicity, national origin, age, sex, sexual orientation, or marital, veteran, or handicapped status.