**School of Media,
Creative Arts and Social Inquiry (MCASI)**

LIBRARIES, ARCHIVES, RECORDS AND INFORMATION SCIENCE (LARIS)

GUIDELINES FOR PRACTICUM MENTORS

COVID-19 CONTINUES TO IMPACT CURTIN'S VALUED INDUSTRY PARTNERS AND MENTORS. WE ARE VERY GRATEFUL TO THOSE WHO ARE ABLE TO HOST OR MENTOR STUDENTS FACE TO FACE, VIRTUALLY OR IN A HYBRID MODE. WE ARE WHOLEHEARTEDLY UNDERSTANDING WHERE THIS IS NOT POSSIBLE.
THANK YOU VERY MUCH FOR YOUR ONGOING SUPPORT.

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1. INTRODUCTION

THIS MANUAL IS A GENERIC ONE WHICH IS USED FOR ALL PRACTICUM UNITS LISTED. SOME SECTIONS OF THE MANUAL ARE APPLICABLE ONLY TO CERTAIN PRACTICUM UNITS.

Practicums offer students the opportunity to apply information theory and principles in a practical work environment. Libraries, Archives, Records and Information Science (LARIS) at Curtin University is very grateful for the support given by members of the information profession to students to ensure that they have a stimulating and worthwhile experience. Without your support this program would not be possible.

2. LIST OF PRACTICUM UNITS

LARIS is very committed to professional experience for students and organises practicum placements for all students enrolled in first-qualifying courses in the fields of librarianship, archives and corporate information/records management. The units which have practicums attached are listed below:

Bachelor of Arts (Librarianship and Corporate Information Management) ==PLEASE NOTE THE UNDERGRADUATE QUALIFICATION IS BEING PHASED OUT BY NOVEMBER 2022==

Unit	Timing	Hours
OUA INFO1013 LIM150 Information Services Foundation Practicum ONLY AVAILABLE SP1, 2021	First year practicum for all undergraduate students.	Unit includes professional work experience of 2 weeks full time plus coursework. Approximately 75 hours.
INFO3008 Information Services Professional Practicum/OUA INFO3009 LIM350 Information Services Professional Practicum	Third year practicum for all undergraduate students.	Unit includes professional work experience of 3 weeks full time plus coursework. Approximately 112.5 hours.

Graduate Diploma in Information and Library Studies
Graduate Diploma in Records Management and Archives
Master of Information Management (MIM)

Unit	Timing	Hours
INFO5022 Management of Information Services/OUA INFO5023 INFM510 Management of Information Services	Practicum placement for all Graduate Diploma students and first practicum placement for MIM students.	Unit includes professional work experience of 3 weeks full time plus coursework. Approximately 112.5 hours.
INFO5009 Information Theory & Research/OUA INFO5030 INFM130 Information Theory & Research	Second practicum placement for all MIM students.	Unit includes professional work experience of 3 weeks full time plus coursework. Approximately 112.5 hours.

Master of Information Management (dual qualification)

Those students enrolled in the Master of Information Management (MIM) who have already completed a Graduate Diploma in EITHER librarianship OR records management and archives (RMA) will need to undertake a second placement if they are studying for the dual qualification of librarianship AND records management and archives. This second placement will need to be in the alternative field to the first placement.

3.   COURSE REQUIREMENT

LARIS is highly committed to professional work place integrated learning (WIL) experience for students and satisfactory completion of the nominated practicum/s is an **ESSENTIAL** requirement for successful completion of the course of study in which a student is enrolled. Assessment requirements for practicums are outlined in this manual and in the relevant unit outlines that are made available to students.

Undergraduate students are required to undertake a practicum in a library and information service (LIS) environment AND in a records management and archives environment since this course is designed to produce graduates qualified in all areas. Some students will undertake the LIS practicum in first year and the RMA practicum in third year, whilst other students will undertake the RMA practicum in first year and the LIS practicum in third year. The order of the practicums depends on the student's career aspirations, current or previous work experience in the information professions and units of study completed.

Postgraduate students: Graduate Diploma students are required to undertake a practicum in a library and information service (LIS) environment OR in a records management and archives (RMA) environment, depending on their area of specialisation.

Master of Information Management (MIM) students will undertake a practicum in an LIS environment AND in a RMA environment. This means that on completion of the MIM course all students gain a professionally recognised qualification in librarianship, records management and archives.

4.   TIMING OF THE PLACEMENT

For Curtin enrolled, first year undergrads (still requiring a placement), studying full time, the practicum placement will generally take place after the semester, either in the June/July mid-year break or over summer, from mid-January through to late February. This means that you study the practicum unit and then go on placement. If studying part time, it may be possible to go on placement during the semester, once the practicum unit coursework is completed. Again, please note the undergraduate qualification is being phased out by November 2022. The first year placement unit is now only available via OUA, SP1, 2021.

For Curtin enrolled, third year undergrads and post graduate students studying full time, the practicum placement normally takes place before semester commences. For first semester enrolments the time period is over the summer semester break from mid-January through to late-February. For second semester enrolments, the practicum usually takes place during the June/July mid-year break. This means that you go on placement prior to completing the practicum unit. The idea behind this timing is that you complete the placement and remaining units, then graduate. If studying part time, it may be possible to go on placement during the semester.

For OUA enrolled, first year undergrads (still requiring a placement), studying full time, the practicum placement will generally take place after the study period. This means that you study the practicum unit and then go on placement in the subsequent study period, generally June/July or over summer, from mid-January to late February. If studying part time, it may be possible to go on placement during the study period, once the practicum unit coursework is completed. Again, please note the undergraduate qualification is being phased out by November 2022. The first year placement unit is now only available via OUA, SP1, 2021.

For OUA enrolled, third year undergrads and post graduate OUA enrolled students studying full time the practicum placement normally takes place before the study period commences. For SP1 enrolments the time period is during SP4, from mid-January through to late-February. For SP3 enrolments, the practicum usually takes place in SP2, generally June/July. This means that you go on placement prior to completing the practicum unit. If studying part time, it may be possible to go on placement during the study period. There will be a number of graduate diploma and MIM students studying in SP1, 2 and 3 in which case the timing will need to be carefully considered to fit with the study load and the anticipated course completion.

5.   PURPOSE OF THE PRACTICUM

Practicums are designed to:

- develop students' competence and awareness of policies and practices in the information industry
- allow students to interpret and apply theory and practise skills acquired during the course
- cater for differing levels of competencies depending on which unit students are enrolled in

Practicums at different levels have different purposes and are designed to provide different experiences and develop different competencies, as indicated below.

5.1   First year undergraduate practicum

Please note the undergraduate qualification is being phased out by November 2022. The first year placement unit is now only available via OUA, SP1, 2021.

The first-year undergraduate practicum offers a basic introduction to the information profession which allows students to judge whether or not they have an aptitude for, and interest in, working within this field. First year students will occupy a clerical position but should begin to think strategically regarding professional issues. Although mainly involved in clerical work, students at this level should be given an introduction to professional duties and responsibilities.

First-year placements are designed to enhance skills, develop competence and knowledge of the profession, and to increase student self-confidence, as indicated below:

Professionalism
test students aptitude for basic information related tasks,
give students the opportunity to reassure themselves that they do wish to work in an information profession,
provide students with an opportunity to see how some of the theory of information management learnt in the first semester of the course is put into practice,
introduce students to some practicing information professionals who may be able to give independent guidance and advice on the choice of profession,
contribute to the students' ongoing socialisation into their chosen profession.

Competencies
improve proficiency in core competencies required of all those who plan to work in the information industry by:
understanding the contexts in which information sources are created, stored, organised, retrieved and disseminated,
developing an awareness of clients' information needs,
developing understanding of corporate, social and cultural values in the workplace,
recognising the need to plan, forecast, implement and evaluate management of information services,
honing generic information management skills,
working with others and in teams,
learning time management,
communicating ideas and information,
using a variety of technologies,
planning and organising activities,
problem-solving,
giving students the opportunity to become proficient in standard information work practices and processes,
providing students with the opportunity of improving technological skills.

5.2   Third-year, Graduate Diploma and Masters practicums

Third-year, Graduate Diploma and Masters practicums are designed to introduce students to the work environment of information professionals and are a bridge between study and the profession. Students at these levels are expected to work as junior professional members of staff, mainly undertaking professional

tasks but also some clerical tasks as required. Clerical work, however, should not comprise the major component of these practicums.

Third-year, Graduate Diploma and Masters students should be exposed to management issues (as appropriate), meetings and discussions of issues facing the practicum venue at the time of the placement.

Professionalism
> application of theoretical aspects of the course in a practical environment,
> understanding the operational environment of an information service and the role played in that environment by several of its component parts,
> developing and maintaining a productive working relationship with a professional supervisor,
> contributing to an ongoing socialisation into the profession,
> applying professional ethics and ethos in the workplace.

Competencies
> improving proficiency in core competencies required of all those who plan to work in the information industry by:
>> understanding the contexts in which information sources are created, stored, organised, retrieved and disseminated
>> building awareness of clients' information needs
>> increasing an understanding of corporate, social and cultural values in the workplace
>> recognising the need to plan, forecast, implement and evaluate management of information services
>> identifying processes for acquiring, licensing and creating relevant information sources by organisation, storage, retrieval and preservation of information
>> delivering services customised for clients, promoting information access, providing guidance, education and training in the use of information services and information literacy skills
>> marketing of information services
>> honing generic information management skills
>> working with others and in teams
>> learning time management
>> communicating ideas and information
>> using a variety of technologies
>> planning and organising activities
>> demonstrating initiative
>> providing evidence of independent thought and reflective professional practice
>> problem-solving
>> giving students the opportunity to become proficient in standard information work practices and processes
>> providing students with the opportunity of applying advanced technological skills

6. ORGANISATION OF THE PRACTICUM – PROFESSIONAL REQUIREMENTS

Placements may be in any library, records management and archives unit/centre or information environment where the student can be given supervision by a qualified professional who is eligible for membership of the Australian Library and Information Association, the Records and Information Management Professionals Australasia or the Australian Society of Archivists. This staff member will be called the ***Practicum Mentor***. Placements are permitted in organisations with unqualified managers where the staff member has had extensive management experience within the field of study.

Students will not be given a placement in an organisation with which they have a current or prior working relationship. This means students *cannot* do a practicum in their current workplace, even if this occurs outside the hours of paid employment. Previous experience in these situations has shown that students and employers at times find it difficult to distinguish between the practicum and work. Also, it is considered important that students gain a breadth of experience, have an opportunity to work in different types of organisation and be exposed to different corporate cultures.

7.   RESPONSIBILITIES FOR ENSURING A SUCCESSFUL PRACTICUM

The organisation of a practicum is a complex task and it may be useful if some clarification is given on the levels of responsibility for different aspects of the practicums.

7.1   Responsibilities of the Practicum Mentor

The Practicum Mentor shall be a professional employed by the host organisation and shall be responsible for:

1. Approving the placement for the student and organising signing of the Student Placement Agreement.
2. Meeting with the student to discuss the practicum placement. (Pre-practicum meeting)
3. Organising the work schedule for the student and providing the student with a practicum program. This schedule should cover the range of activities suited to the level of the student. For first year students these may be at a base organisational level but for third year, Graduate Diploma and Masters' students this should encompass mainly professional duties. At all levels, depending on the work environment, some non-professional tasks may be undertaken.
4. Providing guidance by giving the student a thorough orientation to the workplace and integrating the student into the work environment and culture.
5. Offering guidance in the selection and management of a suitable practicum project. This project should be of benefit to both the host organisation and the student.
6. Allowing time for the student to discuss with their Mentor, or other staff, ideas for their practicum-related assignment (if applicable). Work on the assignment should not be carried out during the practicum.
7. Alerting the Practicum Program Coordinator, as soon as possible, should any issues arise that may impact on the success of the practicum, or on the student's performance
8. Ensuring the student has regular feedback on his or her performance during the practicum, including a final debriefing session at the conclusion of the practicum in which an overall evaluation is discussed.
9. Evaluating the student at the end of the practicum using the Practicum Mentor's Evaluation Form to rate the student on a range of personal, professional and technological competencies.
10. Submitting the evaluation form to the Practicum Program Coordinator within two weeks of the completion of the practicum
11. Inspiring and enthusing the student about the information profession.

7.2   Responsibilities of the student

The student is responsible for:

1. Thoroughly reading practicum documentation.
2. Completing the relevant forms required for the organisation of the placement.
3. Monitoring their Curtin email account prior to, and during, the practicum period.
4. Planning the practicum with the Practicum Program Coordinator.
5. Liaising with the Practicum Mentor concerning the practicum. Attending a pre-practicum meeting.
6. Where necessary, completing the Fieldwork Preliminary Risk Identification Form with the Practicum Program Coordinator.
7. Discussing a practicum project with the Practicum Mentor.
8. Contributing to the work of the host organisation.
9. Discussing with the Practicum Mentor, or other staff, ideas for their practicum-related assignment (if applicable). Work on the assignment should not be carried out during the practicum.
10. Reporting any problems, as soon as possible, to the Practicum Mentor and/or the Practicum Program Coordinator.
11. Writing a letter of thanks at the end of the practicum to the Practicum Mentor.
12. Submitting the assignment relating to the practicum (if applicable).
13. Completing the *Student Evaluation of Practicum Form* and returning this to the Practicum Program Coordinator within two weeks of completing the placement.

The student is expected to:
1. Be able to communicate in a professional manner with staff and clients.
2. Undertake the practicum without remuneration.

3. Work to the rostered staff times during the practicum, including evenings and weekend work where applicable.
4. Treat all staff with respect and consideration.
5. Present himself or herself in a professional manner.
6. Act ethically and responsibly with the host organisation, staff and clients.
7. Observe the host organisation's dress code.
8. Undertake all duties assigned to them during the practicum.
9. Observe public holidays taken by the host organisation.
10. Notify the Practicum Mentor at the beginning of the working day in cases of ill health. A medical certificate must be produced for any sick leave of more than two days.
11. Report any significant loss of time at the practicum site due to illness or other problems to the Practicum Program Coordinator so that decisions can be made about whether or not the student should make up this time.

7.3   Responsibilities of the Practicum Program Coordinator

The Practicum Program Coordinator is responsible for:

1. Preparing the practicum material.
2. Organising the mentor/student database.
3. Updating forms and web sites relating to practicum placements.
4. Organising the practicum with the student and the Practicum Mentor.
5. Ensuring Practicum Mentors are aware of insurance coverage and the Student Placement Agreement.
6. Organising the completion of the Fieldwork Preliminary Risk Identification From with the student.
7. Ensuring Practicum Mentors and students are contacted and supported during the practicum.
8. Managing assessment and evaluation of the student.

8.   LIAISON BETWEEN PRACTICUM PROGRAM COORDINATOR, MENTOR & STUDENT

Where possible, LARIS staff will visit each student in the Perth metropolitan area once during their placement. Extra visits can be arranged at the request of either the student or the Practicum Mentor. The Practicum Program Coordinator or another member of staff is available by appointment for meetings and discussions either at the University or at the host service.

LARIS staff will contact other students and their mentors by email and phone during the practicum period. Mentors are welcome to contact the Practicum Program Coordinator by phone or email at any time during the practicum.

Mentors must contact the Practicum Program Coordinator as soon as possible should any issues arise that may impact on the success of the practicum, or on the student's performance.

9.   POSSIBLE DUTIES AND EXPERIENCES FOR PRACTICUM STUDENTS

The following checklists are to be considered only as a guide to the type of duties students may be expected to perform. They are not definitive or prescriptive; students may not experience all of these duties or may be required to undertake other duties not listed.

Practicum Mentors are asked to provide students with an electronic or hard copy practicum program providing a general structure of assigned duties and activities during the practicum period and to hold discussions with the student explaining how these tasks fit within the overall service.

Practicum Mentors are asked to assign the student a **small project** which will be their own area of responsibility during the practicum (see Section 9.3 for details).

9.1   First-year students
<mark>Please note the undergraduate qualification is being phased out by November 2022. The first year placement unit is now only available via OUA, SP1, 2021.</mark>

First-year undergraduate students will undertake a range of specified tasks but should observe the organisational culture and ethos, and reflect on the management structure and the environment of the placement venue. Although mainly involved in clerical work, students at this level should begin to think strategically regarding professional issues and be given an introduction to professional duties and responsibilities.

9.1.1   Possible tasks for students working in a <u>LIBRARY AND INFORMATION SERVICE</u>
First-year students in an LIS environment are expected to fulfil duties typical of a junior library assistant/library clerk with the individual host service. This checklist is only a guide to the type of duties students may be expected to perform.

    Shelving and shelf checking
    Desk duties for charging and discharging loans
    Processing membership records
    Processing readers' requests
    Checking readers' requests against loans and shelves
    Maintaining loan records
    Sending out recalls or overdues
    Inter-library loans
    Processing new items of stock
    Copy cataloguing
    Circulation of journals
    Filing microfiche
    Cleaning and repairing books
    Preparing flyers and brochures
    Assisting with outreach activities such as homebound services, holiday activities, storytelling and children's activities
    Data inputting to the automated catalogue
    Preparing reports of student's project
    Assisting with promotional activities and in-house newsletters
    Scanning of documents
    Searching online databases, at a basic level
    Assisting clients with Internet access, at a basic level
    Assisting reference staff
    Assisting clients with equipment such as scanners, photocopiers, wifi
    Allocating bookings for publicly available technology

9.1.2   Possible tasks for students working in a <u>CORPORATE INFORMATION/RECORDS SERVICE</u>
First-year students in a corporate information/records service are expected to fulfil duties typical of a junior records clerk with the individual host organisation. This checklist is only a guide to the type of duties students may be expected to perform.

    Processing paper-based mail, including
        Sorting incoming mail
        Recording mail statistics
        Mail distribution
        Processing outgoing mail
    Processing electronic mail
        Registering incoming correspondence into EDRMS
        Assigning business classification levels
        Assigning retention schedules to records
        Routing to action officers
    Creating and maintaining physical and electronic folders

Attaching records to files
File tracking and audits
Scanning of records, including preparation for scanning
Searching for and retrieving files
Rehousing archival records
Processing file requests
Retrieval, issuing and reshelving of records and archives
Checking for missing files and records
Quality assurance of scanned images
Assisting with promotional activities and in-house newsletters
Searching databases, at a basic level

9.2 Third-year, Graduate Diploma and Masters' students

9.2.1 Possible tasks for students working in a LIBRARY AND INFORMATION SERVICE

Third-year, Graduate Diploma and Masters' students undertaking a practicum in an LIS environment are expected to fulfil duties typical of a junior professional with the individual host service. Depending on the host organisation, students may be required to undertake some clerical duties as indicated in the first-year practicum checklist above but this should not occupy the majority of the practicum. This checklist is only a guide to the type of duties students may be expected to perform.

Professional duties

Conducting bibliographical searches in printed and electronic formats
Answering reference enquiries by telephone, in person and by electronic access
Selecting and ordering new material for library stock in any format including analysing quality of
    materials available on the Internet and evaluating databases
Indexing and abstracting items
Accessioning, classifying and cataloguing new stock
Preparing current awareness bulletins
Organisation of promotional activities, such as displays
Promoting the service to users and non-users
Preparing in-house newsletters, flyers and brochures
Designing and maintaining web-pages
Developing databases and intranets
Undertaking outreach activities such as homebound services, holiday activities, storytelling and
    children's activities
Offering or assisting with information literacy skills training to clients, such as the use of databases
    and the Internet
Undertaking specific projects which require self-directed work
Attending meetings, interacting with staff
Writing reports, preparing presentations
Researching and assessing potential technologies and equipment for implementation
Updating the library/information service's social media presence

9.2.2 Possible tasks for students working in a CORPORATE INFORMATION/RECORDS SERVICE

Third-year, Graduate Diploma and Master's students undertaking a practicum in a corporate information/records service are expected to fulfil duties typical of a junior professional with the individual host service. Depending on the host organisation, students may be required to undertake some clerical duties as listed in the first-year practicum checklist above but this should not occupy the majority of the practicum. This checklist is only a guide to the type of duties students may be expected to perform.

Professional duties

Data management tasks, such as migration of data and editing
More complex retrieval requests
Records surveys and audits and development of disposal schedules
Appraisal of closed files and more complex items against approved R&D schedule

Update and create new records in an EDRMS, archives management system or other business system

Preparation of closed files for disposal

Creation of destruction authority lists and archival transmittal and consignment lists

Assisting in the preparation of selected records for archival storage

Answering enquiries by telephone, in person, in written form, and by electronic access

Indexing/classification of incoming items using controlled language

Promoting the service to users and non-users, such as in-house newsletters, flyers and brochures

Assisting with policy development, such as an organisational information policy

Preparing user manuals

Analysing and evaluating the application of software

Attending meetings, interacting with staff

Writing reports, preparing presentations

9.3   Project work

Practicum Mentors are asked that in addition to the specified tasks above, students be assigned a **small project** which will be their own area of responsibility during the practicum. This will provide students with an opportunity for self-directed, independent project work that may be undertaken during 'free' times within the practicum program. The nature of the project should be determined by the Practicum Mentor in consultation with the student so as to be of benefit to the host organisation and the future career of the student. The scope of the project should allow for it to be completed within the time-frame of the placement and should take into account the student's level of experience.

The Practicum Program Coordinator asks students to consider their skill sets and interests and to discuss possible project work with attending the pre-practicum meeting. It may be feasible for students to complete a number of small projects, depending on the nature of the project work and the overarching practicum program

First-year students may complete a project report. However, all students are encouraged to keep a reflective practice journal and should be encouraged to reflect on any project undertaken, as well as other activities and experiences whilst on practicum.

Third-year, Graduate Diploma and Masters students may be asked by Practicum Mentors to write a report on their project. This report **will not** form part of the assessment for the unit associated with the practicum. However, students at this level may consider using issues arising from their practicum project as the basis for later assignments, when appropriate. Students at this level should be challenged by the project work. Students are encouraged to consider small research based projects to develop the notion of practitioner researchers. All students are encouraged to keep a reflective practice journal and to reflect on any project undertaken, as well as other activities and experiences whilst on practicum.

9.4   Reflective professional practice

Irrespective of the tasks and project students undertake, they should use the practicum to observe, record, and reflect on the corporate culture of the host institution, events and activities undertaken, problems encountered and issues raised. This reflection should assist students in understanding the fundamental management of successful information services. The *Practicum Manual for Students* includes an extensive checklist for reflective professional practice.

All students are encouraged to keep a journal to help reflect on the practicum experience and to provide a backdrop for future assignments and study.

To assist students develop reflective practice skills and to encourage students to absorb professional attitudes and ethics, Practicum Mentors are asked to allow time for students to discuss these issues with members of staff. Because of the limited timeframe of the practicum, it would be very much appreciated if opportunities could be given to the student to get a feel of the various tasks associated with the information service, even if they cannot directly experience all of them. There needs to be an opportunity for the student to discuss how

the tasks fit into the overall role of the host service. Opportunities to observe and/or participate in decision making and evaluative processes are also important.

9.5   Student portfolios

Students are encouraged to develop portfolios of projects and other work undertaken during their course. This includes collecting relevant material from their practicum placement. The practicum portfolio may include publicly available information such as brochures, flyers and other promotional material. Students may wish to retain for their portfolio copies of practicum reports and some internal documents. If confidentiality may be an issue, please discuss this with the student.

10.   ASSESSMENT OF THE PRACTICUM

All students must be able to demonstrate to both the Practicum Mentor and Practicum Program Coordinator that they have related class learning to operational experience in their host service. In addition, students also must be able to demonstrate that they have a sound grasp of both the theory and practice of the relevant area of study and the requisite skills and knowledge to become practitioners.

The student's performance will be evaluated in a number of ways:
> The assignments for the practicum-related unit (if applicable)
> Evaluation by the Practicum Mentor of the student's performance whilst on practicum
> Evaluation by a LARIS staff member
> Self-evaluation of the practicum placement and student's performance

10.1   Assignments

First and third year students should refer to the unit outlines for the coursework components of the practicum Relevant unit outlines will provide students with information about assignments. Please note no assignments relate directly to the placement.

Masters students undertaking their second placement have assignments **that may be** informed by the practicum experience. At the commencement of the semester/study period, the Unit Coordinator for Information Theory & Research will guide students in the selection of an appropriate assignment topic, which may be drawn from the student's practicum experience. This may be based on:
- a project the student worked on that they would like to investigate further,
- an issue raised by the Practicum Mentor that requires deeper examination, or
- an issue relating to the services and/or operations of the information service that has sparked the student's interest.

Please note: students do not need to consider their assignment topic during the practicum and those who undertake their practicum after the unit's coursework are not disadvantaged

10.2   Evaluation of the student by the Practicum Mentor

Assessment will include an evaluation of the student's performance by the Practicum Mentor. The *Practicum Mentor's Evaluation Form* will be sent to all Mentors. All students have a right to access their evaluation form, and many students will use a copy for employment purposes. If students do not receive the completed form at the conclusion of their practicum they will be able to request a copy from the Practicum Program Coordinator. When completing the evaluation please keep in mind that we are unable to impose conditions of confidentiality.

Please discuss this evaluation form with the student at the conclusion of their practicum and, if possible, provide the student with a copy at this time. However, we appreciate that it may not be possible or convenient to finalise the form by the end of the placement period.

If you consider the student's performance on practicum to be unsatisfactory, please contact the Practicum Program Coordinator as soon as possible. Failure to successfully complete the practicum may mean failure of the practicum-related unit and termination from the course.

10.3   Evaluation by LARIS staff

For all practicum placements, the Practicum Program Coordinator or another LARIS staff member will contact Practicum Mentors to check on the progress of students. If possible, students will be contacted at these times as well.

Each student in the Perth metropolitan area will receive one visit during their placement. Extra visits can be arranged at the request of either the student or the Practicum Mentor. For practicums outside of Perth, students and their Practicum Mentors will be contacted by telephone or email once during the practicum. In all cases, Practicum Mentors and students may contact the Practicum Program Coordinator as often as necessary throughout the placement.

10.4   Student evaluation of the placement

Students must complete a self-evaluation of their placement. This encourages students to reflect on their practicum experience and also helps the Practicum Program Coordinator plan future practicums. Perhaps, more importantly, self-reflection is an important part of professional development.

11.   STUDENT PLACEMENT AGREEMENTS, FIELDWORK PRELIMINARY RISK IDENTIFICATION AND INSURANCE

PLEASE NOTE THE UNIVERSITY CURRENTLY REQUIRES THE COMPLETION OF A COVID-19 DECLARATION FOR ALL STUDENTS ATTENDING APPROVED FIELDWORK THIS WILL BE MADE AVAILABLE TO PRACTICUM MENTORS.

The University requires a written legal agreement for all fieldwork education experience. The legal agreement identifies and describes the responsibilities of the University, the host and students in the fieldwork activity. The agreement also outlines information on insurance provisions provided by the University to all parties prior to commencing the fieldwork activity. In consultation with the Practicum Program Coordinator, the Fieldwork Agreement will be initiated and completed by the host and the University prior to the commencement of the placement.

The University requires that a Fieldwork Online Risk Assessment is completed prior to the practicum to give a preliminary rating of whether fieldwork is low risk or whether further assessment is required to determine the risk. This online form will be completed by the student in conjunction with the Practicum Program Coordinator.

Enrolled students of the University undertaking approved work/field experience are covered under the University Personal Accident Insurance Policy and Public Liability/Professional Indemnity Insurance Policy while involved in authorised activities.

Cover under these policies may only be provided where:
- the work/field experience is a formal requirement of the student's course/unit;
- the School/Discipline Area/Area has approved the work/field experience;
- the student is an enrolled student of the University at the time of the work/field experience;
- the student does not receive any remuneration for the work experience placement (if the student is being paid, the student would be covered by the host organisation's workers' compensation policy)

12.   FINANCIAL ISSUES

Students are required to meet any expenses involved in the practicum (i.e. travel, parking etc). Students will NOT be paid during the practicum.

13.   FEEDBACK

LARIS staff would appreciate any feedback on the organisation of the practicum, including the coverage of these Guidelines. If you have any queries or comments concerning the practicum please do not hesitate to contact the Practicum Coordinator at the address below.

14.   THANK YOU FOR YOUR SUPPORT

Practicums could not occur without the full cooperation of members of our profession. We are deeply grateful to you and your staff for your commitment to assisting aspiring professionals. We know the placement is valuable to our students and hope that the practicum will be a rewarding experience for the host organisation.

15.   PRACTICUM PROGRAM COORDINATOR

The Practicum Program Coordinator is:

Rebecca (Bec) Shillington
Libraries, Archives, Records and Information Science (LARIS)
School of Media, Creative Arts and Social Inquiry (MCASI)
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If you are unable to contact the Practicum Program Coordinator on the above number and the matter is urgent please contact the MCASI School office on (08) 9266 2717.