



# THE CATHOLIC UNIVERSITY OF AMERICA

Department of Library and Information Science

## Information for Practicum Hosts

Thank you for your interest in hosting a Catholic University Library and Information Science student in a practicum. Making connections between theory and practice is a cornerstone of our program, and the practicum is an important and valuable way to do that. We also believe that hosts, as well as students, benefit by these opportunities.

Here are the basic requirements you'll need to know.

Our definition of a practicum is a professional work experience performed for academic credit. A practicum must:

- Consist of 120 hours of work experience for the host organization
- Be completed within a single academic term (fall, spring or summer)
- Be supervised by a librarian or an information professional
- Expose the student to professional experiences and challenges (strictly manual or clerical work will not be considered for a practicum)
- Be unpaid (the student may not be paid while earning academic credit)

The practicum host must agree to:

- Facilitate all necessary preparations, such as organizational badging, security clearances, systems access and accounts, etc.
- Provide effective supervision of the student's work
- Meet with the student and practicum coordinator at least once during the semester (typically there is one meeting around the middle of the term)
- Provide an end-of-term assessment of the practicum to the coordinator

In addition to the 120 hours work performed for the host, the student is expected to fulfill academic requirements set by the faculty. The practicum is graded pass/fail, and the practicum coordinator is responsible for grading.

To offer a practicum for a Catholic University LIS student, please send a brief description of the work to the practicum coordinator, Dr. Sue Yeon Syn, at [syn@cua.edu](mailto:syn@cua.edu). The description should be no more than a paragraph; if you have multiple projects, a sentence or two describing each will suffice. Consider including information on practicum timing: is your offer for a specific time period, or is the offer to host open-ended? Be sure to include the name, title, and contact information of the person interested students should contact.

Upon receipt of an acceptable work description, the Department of Library and Information Science will publicize it to students. Interested students will then contact the listed person to open the discussion of practicum arrangements.

For related information about practicums, see <http://lis.cua.edu/courses/practicum/>.