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|  | http://slim.emporia.edu/Forms/syllabus/letterhead.png  Course Syllabus - Summer 2012  LI 873XO  Archives Studies Certificate Practicum |  |

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| **Faculty:** | Pierina Parise |
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| **Online Course Login:** | [https://elearning.emporia.edu](https://elearning.emporia.edu/) |
| **Credit Hours:** | 3.0 |
| **Note:** | Course Syllabus May Change |

**Important Dates for Summer 2012**

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| *5/14: First day of class* | *5/21: Last day to add/drop* | *5/28: Memorial Day (ESU closed)* | *6/27: Last day to withdraw* |
| *7/4: Fourth of July (ESU Closed)* | *8/3: Last day of classes* | *8/7: Final grades due by noon* |  |

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| **Course Description**  Students gain practical and professional work experience in a supervised setting. Students must follow the guidelines set forth in the [Archives Studies Certificate (ASC) Practicum Handbook](http://slim.emporia.edu/wp-content/uploads/2009/03/asc-practicum-requirements-and-procedures1.pdf). Consent of instructor.  **Course Overview**  The practicum for students enrolled in ASC program is designed as a supervised work experience. In order to ensure a quality experience and to achieve the goals that are identified by the student and the host institution, all parties involved in the experience must collaborate to design the practicum.  The practicum requires a minimum of 120 hours (for three credit hours) of supervised work at an approved site or on an approved project. It is expected that the student, in conjunction with his/her Site Supervisor, will estimate an appropriately balanced workload to allow the student significant exposure to the work of an archives professional.  Please see the Archives Studies Certificate Handbook for additional information regarding application requirements.  **Course Learning Outcomes**  1) To provide professional orientation and skills development appropriate for each student through a supervised field experience in an archival repository.  2) To broaden the student's perspective and background for improved assimilation and synthesis of general principles and concepts related to the archival profession.  3) To acquaint the student with the mission, administrative organization, policies and procedures, resources and services, and clientele of a particular archival repository.  4) To expose the student to working contacts with individual professional archivists; to facilitate the development of professional attitudes, service ethics, and work habits; to acquaint the student with different points of view and a variety of strategies for dealing with archival needs (e.g. collecting, preserving, and providing access to archival materials) and managerial problems and issues.  5) To provide the student with the experience of professional evaluation, in terms of: general education, professional knowledge and competence, ability to work with others, diligence in the accomplishment of assigned tasks.  6) To provide the student an opportunity for self-reflection and self-evaluation of his or her performance during the field experience.  **Assignments**   |  |  |  | | --- | --- | --- | |  | **Due Date** | **Points** | | **Assignment 1: Creation and Approval of Practicum Plan.** The plan should be created prior to enrollment in LI873. The plan should outline the goals and objectives of the practicum experience as well as provide a timeline for completion. Students are expected to complete 120 hours of practicum work. See the Archives Practicum Handbook (APH) pages 8-10 for more details. | Prior to the 1st day of classes | 20 | | **Assignment 2: Professional Portfolio.**The portfolio will demonstrate that each student has achieved proficiency in each of the ***seven domains***identified in the Academy of Certified Archivists' Role Delineation document for archivists. The portfolio will integrate the student's activities with coursework in the Archives Studies Certificate Program - particularly LI 809 and LI 818.  See page 6 of the APH for further details. | Submit final portfolio at conclusion of practicum hours or by 8/1 | 40 | | **Assignment 3: Self-Evaluation.**Upon completion of the practicum hours, the student will submit a self-evaluation. This evaluation should be no longer than two-pages, double-spaced. The evaluation should include a summary of the practicum experience and projects that were completed. Were your projects completed? Were they successful? What could have been done differently?  See page 11 of the APH. | At conclusion of practicum hours or by 8/1 | 20 | | **Assignment 4: Site Supervisor Evaluation.**The site supervisor will also need to submit an evaluation of the practicum student. The student will be responsible for providing the site supervisor with a copy of the evaluation forms and informing him or her of the due date. Points will be assigned based on the site supervisor's evaluation.  See pages 12-14 of the APH. | At conclusion of practicum hours or by 8/1 | 20 |   **Grading Criteria**   * The Archives Practicum (LI873) is a Pass/No Pass course. A Pass/No Pass grade will be assigned based on points earned. A passing grade is equal to a B- or above. See the grading scale below. * Assignments should be submitted on or before the due date listed above. Exceptions will be granted if student contacts practicum instructor and requests an extension.     **SLIM Grading Scale\***   |  |  | | --- | --- | | 96 -100 A | 77 - 79 C+ | | 90 - 95 A- | 74 - 76 C | | 87 - 89 B+ | 70 - 73 D | | 84 - 86 B | 0 - 69 F | | 80 - 83 B- |  |   *\*The SLIM Grading Scale does not apply to pass/fail courses. Instead, each pass/fail course instructor will determine the number of points that must be earned to pass the course successfully.*  **SLIM Attendance Policy**  Students must attend all face-to-face classes.  In cases of emergency, see SLIM's [Policy and Procedures for Absence from a Class Weekend due to Illness or Personal Emergency](http://slim.emporia.edu/wp-content/uploads/2009/10/policy-and-procedures-absences-of-weekend-intensive.pdf) (PDF).  **SLIM Grade Policy**  All graduate courses included in the SLIM MLS and doctoral programs' required curricula or their approved substitutions must be passed with a final grade of B- or better to receive academic credit.  If a student does not receive a final grade of B- or better in any or all of SLIM’s required classes, then the student will be placed on academic probation and notified by the office of the director of program administration that he or she must retake that course or those courses.  When a student has been placed on academic probation, an administrative hold will be placed on the student’s record to block future enrollment. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean or director of program administration.  Before enrollment can be done, the student is required to meet with the student’s academic advisor with the goal of developing an academic improvement plan.  If a student has a semester GPA of less than 3.0 for two semesters or is on academic probation for two semesters, then the student’s academic progress will be reviewed in light of the academic improvement plan by the student’s program director, the SLIM dean, and the SLIM director of program administration, and a decision will be made regarding whether the student should be academically dismissed from the SLIM’s graduate program.  This policy goes into effect fall 2009 semester.  This SLIM Grade Policy applies to all SLIM students, including those students who entered SLIM under the 42-credit-hour MLS program, the 36-credit-hour MLS program, or the SLIM doctoral program.  It will also apply to all those who have passed into MLS or doctoral degree candidacy.  **SLIM Incomplete Grade Policy**  **SLIM’s Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to:**[**http://www.emporia.edu/grad/docs/policyhandbook2.pdf**](http://www.emporia.edu/grad/docs/policyhandbook2.pdf)**).**  SLIM’s Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete.  If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean’s office before the final grade change is made.  If a SLIM student’s request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester.  If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then **an administrative hold will be placed on the student’s record to block future enrollment until**all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar’s Office.  **Faculty-Initiated Student Withdrawal Procedure**  Students should be aware that your instructor follows the university’s policy of faculty-initiated student withdrawal. It reads as follows: “If a student’s absences from class or disruptive behavior become detrimental to the student’s progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence.*[Policy and Procedures Manual 43.11]*  **Academic Dishonesty**  At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)  The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.  **Disabilities Policy**  Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.  **Contact information for the Office of Disability Services:** Office of Disability Services 211 S Morse Hall  Emporia State University 1200 Commercial Street / Box 23  Emporia, KS 66801 *Phone :* 620/341-6637 *TTY:* 620/341-6646 *Email:* [disabser@emporia.edu](mailto:disabser@emporia.edu) |

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