



Higher Diploma in Library & Information Management

Practicum Handbook 2013/14

Aim:

The Practicum is designed to enable students to develop practical experiences at a library or information centre to integrate the theoretical knowledge with actual practices in a work environment. They will also have an opportunity to identify personal learning/career needs and the ways to develop professional attitudes.

Requirements:

Students are required to have at least 90 % attendance rate of the placement. To successfully complete the practicum module, they will need to get a pass in both the CUHK Library Supervisor's assessment and also that from the SCS Field Supervisor. They are required to submit a report in not less than 1,000 words to record their personal experiences during the practicum as well.

Assessment:

There are 3 assessment items:

1. ***CUHK Library Supervisor Assessment Form:*** - your Library Supervisor will assess you according to a variety of criteria. You will give the Form to your Library Supervisor, who will complete and return it directly to SCS.
2. ***SCS Field Supervisor Assessment Form:*** - your Field Supervisor will assess you on the basis of some competencies. You are required to discuss with your Field Supervisor the items he/she has rated you and signed on the Form. The Form will be forwarded by your



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Field Supervisor to SCS directly.

3. ***Practicum Completion Report and Presentation:***

Upon completion of the practicum, you are required to submit a Practicum Report and orally present its contents to your Field Supervisor.

(A) Written Report (70%)

In no less than 1,000 words, you write up your Report with the following elements:

1. Describe the library you are being placed/working at: its types, location, history, size, collection, mission, patrons, services, etc.
Provide an organization chart of the library.
Does the library use an Integrated Library System (ILS)?
Why do you find the library profession so attractive to you?
2. Describe in detail the tasks you worked on (or observed if you had not been assigned the tasks) during your practicum.
Were you allocated to different teams/sections/departments/service points during the practicum?
Indicate the approximate time you spent on each task.
3. Describe briefly the specialized library equipment and systems (other than the ILS) you used or discovered in your practicum. (Examples include: book security system, self check system, desensitizer, barcode scanner, library card printing system, etc).
4. What have you learned from the practicum? (Examples include: use of print and electronic resources, communication techniques, work procedures and dealing with difficult situations, etc)
5. What have you learned so far from this Higher Diploma Programme you attended?
Could you apply any knowledge or skills from this Higher Diploma Programme in your practicum?
Is there any topic that is useful for the practicum (or working in the host library) but was not covered in this Higher Diploma Programme?



6. Was the practicum worthwhile?
What impact has it had on your understanding of the field of “Library Studies”?
How your practicum will influence your career aspirations or study plan?

The final report should be neatly typed and formatted, with proper

- title page
- table of contents
- headings
- introduction
- required contents
- conclusion
- bibliography (optional)
- appendices, diagrams, charts, pictures, etc

Moreover, your report should be processed on A4 plain white paper; Times New Roman 12point font, single spaced, page no. is centered at the bottom of the page. Margins should be 1” for top & bottom; 1.25 for left & right. Only have text on one side (recto) of the page.

(B) Presentation (30%)

Each student will give an oral presentation based on all parts of their written report in a 10-15 minutes session. You may use graphs, charts, tables and PowerPoint slides to support you presentation. The presentation takes place in one of the learning centres of SCS, CUHK. You will be informed of the date and time by the School.



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Practicum Assessment Form – SCS Field Supervisor

Name of student: _____

Period of practicum: From _____ To _____

Project Title: _____

Name of organization: _____

Section(s) in which student was placed: _____

Immediate supervisor of student: _____

Job title: _____

Phone no.: _____

Fax no.: _____

Email: _____

Supervisor Signature

Date

Please send this form by mail or fax to:

*Kelvin Lo, Lecturer
School of Continuing and Professional Studies
The Chinese University of Hong Kong
Unit 308, 3/F East Ocean Centre,
98 Granville Road, Tsimshatsui,
Kowloon, Hong Kong
Telephone: (852) 3943 4805
Facsimile: (852) 2739 3033*



Practicum Assessment Form – SCS Field Supervisor

Project Title: _____

Please circle the appropriate grade according to the student's performance during the practicum.

1. Preparations for the Practicum:	Excellent > > > > > > >Poor
The student's understanding of the host library: - its type and location - its history - its size and collection - its mission - its patrons - its services in general Comments: _____ _____ _____	6 5 4 3 2 1 6 5 4 3 2 1 6 5 4 3 2 1 6 5 4 3 2 1 6 5 4 3 2 1 6 5 4 3 2 1
2. Performance during the Practicum:	Excellent > > > > > > >Poor
A. The student's overall performance in: - punctuality - outlook (grooming, appearance and attitudes) - relationships with the patrons - relationships with the library staff - relationships with the centre supervisor - commitment and responsibility - honesty - effectiveness in written communication - effectiveness in oral communication Comments: _____ _____ _____ _____	6 5 4 3 2 1 6 5 4 3 2 1 6 5 4 3 2 1 6 5 4 3 2 1 6 5 4 3 2 1 6 5 4 3 2 1 6 5 4 3 2 1 6 5 4 3 2 1



B. - professional knowledge and skills (competencies)				
	i. Classification and cataloging			
	Indicators	Outcomes	Satisfactory	Unsatisfactory
	a.			
	b.			
	c.			
	Comments:			
	ii. Indexing and Abstracting			
	Indicators	Outcomes		
	a.			
	b.			
c.				
Comments:				
iii. Library Information Systems				
Indicators	Outcomes			
a.				
b.				
c.				
Comments:				
iv. Others:				
Indicators	Outcomes			
a.				
b.				
c.				
Comments:				



v.	Others:							
	Indicators	Outcomes						
	a.							
	b.							
	c.							
Comments:								
3. Overall Practicum Outcomes:			Excellent > > > > > > >Poor					
The student could produce the desired outcomes			6	5	4	3	2	1
4. Post-Practicum Remarks:			Excellent > > > > > > >Poor					
The student could state out his/her								
i. strengths and weaknesses in this practicum			6	5	4	3	2	1
ii. contributions to the host library			6	5	4	3	2	1
iii. attitudes to the field supervisor			6	5	4	3	2	1
Overall Performance								
<input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory								

Additional Comments from Supervisor:

_____ Signed by the Supervisor _____ Name of the Supervisor _____ Date	_____ Signed by the Student * _____ Name of the Student _____ Date
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* Signature of the student does not necessarily imply his/her agreement of the comments from the supervisor.



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Practicum Assessment Form – Host Library Supervisor

HD Programme in Library & Information Management Student Practicum Appraisal Form

Name of student: _____
Period of Practicum: From _____ To _____

Name of organization: _____

Department in which employed: _____

Immediate supervisor of student: _____

Job title: _____

Phone no.: _____

Fax no.: _____

Email: _____

Supervisor Signature

Date

Please send this form by mail or fax to:

*Kelvin Lo, Lecturer
School of Continuing and Professional Studies
The Chinese University of Hong Kong
Unit 308, 3/F East Ocean Centre,
98 Granville Road, Tsimshatsui,
Kowloon, Hong Kong
Telephone: (852) 3943 4805
Facsimile: (852) 2739 3033*



Please circle the appropriate grade according to the student's performance during the Practicum.

General Discipline	Excellent → Poor						
- Attendance	6	5	4	3	2	1	N/A
- Punctuality	6	5	4	3	2	1	N/A
- Grooming standard	6	5	4	3	2	1	N/A
- Willingness to obey company rules	6	5	4	3	2	1	N/A
Personal Performance							
- Working attitude	6	5	4	3	2	1	N/A
- Self confidence	6	5	4	3	2	1	N/A
- Honesty	6	5	4	3	2	1	N/A
- Emotional stability	6	5	4	3	2	1	N/A
Communication							
- Written: able to write clearly with a purpose	6	5	4	3	2	1	N/A
- Oral: able to talk with others using appropriate words	6	5	4	3	2	1	N/A
Professional Knowledge & Skills							
- Classification & cataloging	6	5	4	3	2	1	N/A
- Information literacy	6	5	4	3	2	1	N/A
- User services	6	5	4	3	2	1	N/A
Interpersonal Skills & Team Work							
- Relationships with supervisors	6	5	4	3	2	1	N/A
- Relationships with colleagues	6	5	4	3	2	1	N/A
- Reception of criticism	6	5	4	3	2	1	N/A
- Willingness to accept responsibility	6	5	4	3	2	1	N/A
Potential for the Industry							
- Adaptability to new environment	6	5	4	3	2	1	N/A
- Initiative for employment	6	5	4	3	2	1	N/A
- Dependability	6	5	4	3	2	1	N/A
- Commitment towards work	6	5	4	3	2	1	N/A
Overall Performance							
<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Fair	<input type="checkbox"/> Unsatisfactory			

Based on the student's performance and presuming you have a vacancy, would you consider the student for full-time employment? Yes May be No

Any other comments : _____

