

9/9

# PRACTICUM LEARNING CONTRACT

## Three Rivers Community College Norwich, CT

Student's Name \_\_\_\_\_ Student ID # @ \_\_\_\_\_  
(Print)

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_  
Days \_\_\_\_\_ Evenings \_\_\_\_\_

Title of Practicum/ Course No. LIB K202 Supervised Field Placement - CRN 31945

Semester Fall 2015 Credit/Hours 3 Completion Date December 2015

*SKASRP done*  
*9/8*  
*9/8*

### DIRECTIONS:

On a separate piece of paper, please respond in detail to each of the following and attach to this form. Submit completed contract to your faculty supervisor.

- 1.) Indicate each of your learning objectives. Be as specific as possible.
- 2.) Describe the Practicum activities designed to meet your learning objectives.
- 3.) Specify the required written work and readings (when appropriate).
- 4.) Indicate the meeting dates and places for each of your practicum activities.
- 5.) Indicate the evaluation procedure and methods and criteria for awarding final grades as assigned by faculty evaluator.

Name of Company/Center Otis Library, 261 Main St, Norwich, CT 06360 (860) 889-2365

Site Supervisor \_\_\_\_\_ Date 08.01.15

Student's Signature \_\_\_\_\_ Date 9/1/2015

Instructor's Signature Maria C. Shaw Date: 9/1/2015

Academic Dean's Signature APM Date: 9/6/15

### Copies:

Student  
Instructor  
Registrar  
Site Supervisor  
Cashier

**Field Placement: Otis Library, Norwich, CT  
Fall 2015**

**1. Indicate each of your learning objectives. Be as specific as possible.**

The Supervised Field Placement will be conducted at Otis Library under the site supervision of  
learning objectives are to:

*Children's Services:*

- Learn the developmental needs of children of all ages in order to recommend appropriate print and media resources.
- Support literacy for children, including helping librarians with their instruction to children in basic information gathering and research skills.
- Support the Children's librarians with programming, events, projects and/or other work that enhances the library's youth or outreach services.
- Support the planning and development of reading programs for children.
- Support children to become library users by assisting the librarian with showing them what the library has to offer and how to use its resources.

*Circulation Services:*

- Learn how to find, locate, use, and evaluate appropriate resources for patrons to meet their educational, informational, and personal needs.
- Learn and perform the functions and policies of library circulation of materials for patrons.
- Gain experience in the areas of acquisitions and processing.
- Learn how collection development policy is implemented.
- Learn how to plan, create and market patron events and library programs.
- Learn how the library staff handles difficult patrons and/or situations.

**2. Describe the Practicum activities designed to meet your learning objectives.**

A calendar will be developed so that the librarians and \_\_\_\_\_ will know where she will be assigned for each practicum session. The practicum activities will vary, and \_\_\_\_\_ will take her assignment from \_\_\_\_\_ or other staff based upon the agreed calendar. The practicum activities may be work that responds to an immediate need or be a continuation of activities to complete a long term project. \_\_\_\_\_ will learn from the librarians about the administration and services of their departments. By the end of the placement, \_\_\_\_\_ will have gained broad experiences in Children's and Circulation Services that relate to her learning objectives.

**3. Specify the required written work and readings (when appropriate).**

\_\_\_\_\_ is required to keep a student journal of observations and personal reflections of her experiences at the Otis Library... A minimum requirement of one detailed entry is required for each day on site.

In addition to observations and reflections, \_\_\_\_\_ is asked to read, share with the faculty evaluator and record in her journal new ideas and learning from:

1. Articles related to her learning goals that will enhance her understanding of her practicum observations and experiences.
2. Current articles on new research and emerging trends in library services.

\_\_\_\_\_ is also required to create and organize a folder of resources (handouts, articles, etc.) from her practicum that she will later be able to draw upon as a resource from her experiences during the semester.

A final assessment in the form of a paper about the Field Placement will be required.

Throughout the semester there will be at least three meetings with the student and the faculty evaluator to monitor progress and address any issues that may arise.

**3. Indicate the meeting dates and places for each of your practicum activities.**

The schedule each week will be finalized by \_\_\_\_\_ and her site supervisor. (80 site hours)

Week	Dates	Hours	Total Hours for Week
1	Wednesday, Sept 9	10 a.m. – 2 p.m.	4
2	Monday, Sept. 14 Wednesday, Sept 16	3 p.m.- 8 p.m. 10 a.m. – 2 p.m.	9
3	Monday, Sept. 21 Wednesday, Sept. 23	3 p.m.- 8 p.m. 10 a.m. – 2 p.m.	9
4	Monday, Sept. 28 Wednesday, Sept 30	3 p.m.- 8 p.m. 10 a.m. – 2 p.m.	9
5	Monday, Oct. 5 Wednesday, Oct 7	3 p.m.- 8 p.m. 10 a.m. – 2 p.m.	9
6	Wednesday, Oct 14	10 a.m. – 2 p.m.	4
7	Monday, October 19 Wednesday, October 21	3 p.m.- 8 p.m. 10 a.m. – 2 p.m.	9
8	Monday, October 26 Wednesday, October 28	3 p.m.- 8 p.m. 10 a.m. – 2 p.m.	9
9	Monday, November 2 Wednesday, Nov. 4	3 p.m.- 8 p.m. 10 a.m. – 2 p.m.	9
10	Monday, Nov 9	3 p.m. – 8 p.m.	5
11	Monday, Nov. 16 Wednesday, Nov 18	3 p.m.- 8 p.m. 10 a.m. – 2 p.m.	9

**4. Indicate the evaluation procedure and methods and criteria for awarding final grades as assigned by faculty evaluator.**

Evaluation will primarily be formative assessment. Formative assessment is done through evaluation of daily work and various other determinations (observation, discussion, writings, readings for understanding, etc.) by the faculty evaluator. The faculty evaluator will also determine and award the final grade based upon student participation (adhering to the schedule), input from Field Placement site supervisors, the quantity and quality of the journal entries and reflections, the final paper, and the cumulative resource folder the student created of her field placement experiences.