

### LIS 527 SPECIAL PROJECT

Offers students the opportunity to work on special problems and ad hoc projects in area information agencies under the supervision of a practicing information professional and a faculty member of DIS. One credit hour given for each 40 hours of experience.	
<b>STUDENT NAME:</b>	<b>Person No.:</b>
<b>E-MAIL:</b>	
<b>REGISTRATION No:</b> _____ <i>(DIS office will provide)</i>	
<b>Fall</b> _____ <b>Spring</b> _____ <b>Summer Session</b> _____	<b>Credit hours:</b> _____ <b>GRADE: S/U</b> <input type="radio"/> I <input type="radio"/> III
<b>ENDING DATE OF PROJECT:</b> ____/____/____	
<b>Any combination of LIS 526/527/598/599 may not exceed 9 credit hours with a maximum of 6 credit hours for LIS 526/527.</b> Return the completed form to the DIS office (534 Baldy). You will be force registered into the course. <b>Observe drop/add dates for the semester for which you are registering.</b>	
<b>NAME &amp; ADDRESS OF INSTITUTION OFFERING SPECIAL PROJECT:</b>	
<b>NAME OF SUPERVISING INFORMATION PROFESSIONAL:</b>	
<b>BRIEF DESCRIPTION OF SPECIAL PROJECT:</b>	
<p>The student, in agreeing to undertake a special project, must be on time for all appointments and must be consistent in dress and appearance with the standards of the sponsoring institution. Should delays and/or absences occur, the student is responsible for providing reasonable warning to the supervising information professional and where necessary, the faculty supervisor.</p> <p>The student may be required to maintain a journal of activities and observations which will be turned in to the faculty supervisor at an agreed upon time for evaluation by the information professional and/or faculty supervisor. The contents of such journals are confidential and for evaluative use only. After the special project is completed, the student will be required to submit material for evaluation as directed by the faculty supervisor. The details of submission will be provided by the faculty supervisor.</p>	
<b>Supervising Information Professional:</b>	
<b>Faculty Name:</b>	<b>Faculty Signature:</b>
<b>Student Signature:</b>	

A **Practicum** is field experience allowing MS students to observe and practice in a real library or information center under the supervision of a practicing professional and an DIS faculty member. Practica may provide an overview of operations or concentrate on particular aspects of services.

**Special Projects** are narrow, focused projects such as cataloging a collection or creating a Web Page.

**Practica and Special Projects are  
frequently posted on the student listserv**

### **Registering for LIS Practicum and/or Special Projects:**

- Arrange for Practicum or special project by contacting an informational professional of your choice directly.
- Contact a DIS faculty member to approve the practicum project.
- Complete form and obtain all appropriate signatures (digital signatures are acceptable). Be sure to include the number of credit hours for which you wish to be registered.
- Submit the completed, signed form to the DIS office (534 Baldy) and it will be processed.

### **Completing the Practicum and/or Special Project:**

- It is recommended that the student contact the faculty member during the practicum/project to discuss its progress and any problems should be brought to the attention of the faculty member. It is recommended that the faculty member have an exit interview with the student to discuss and evaluate the experience or that the student provide a written evaluation of the experience. The format of the evaluation is left to the discretion of the faculty supervisor.
- At the conclusion of the practicum/project, the supervising information professional submits a written evaluation of the student's performance by mail or E-mail to the faculty member. The format of the evaluation is left to the discretion of the faculty member, but should indicate how successfully the student learned new skills and performed the practicum/project tasks.
- The faculty member consults the evaluation when determining the final grade and submits a grade of S or U.