



Information School

UNIVERSITY OF WISCONSIN-MADISON

For Potential New Partners in the Practicum Program

[Practicum Supervisors with the University of Wisconsin-Madison Information School](#)

The practicum requirement gives students the opportunity to integrate and apply the knowledge, skills, and habits of mind they have learned in the classroom in a real-world and mentored work setting.

Benefits to our students

- A practicum experience of 120 hours is a requirement of the Master of Arts in Library and Information Studies degree program
- An opportunity to put a student's coursework into practice in a real-life setting
- Students can grow and expand their knowledge in a mentored environment
- To gain mentoring in the field, practice professional interactions, and create connections

Benefits to your information agency

- To see the start or completion of a project done by highly-skilled individuals
- A chance for you and your institution to give back to the community
- An opportunity to mentor, train, and guide future information professionals
- Witness fresh perspectives and exposure to new ideas
- A potential talent pipeline to your organization

The expectation is that this will be a professional experience that is challenging for the student and a benefit to your institution. Any administrative actions needed to host a student will be the responsibility of the site supervisor. A practicum experience is not expected to be paid. However, if your institute is able to pay a fair wage, we will be building together a stronger profession which shows value for the work and its education. Students are encouraged to apply to the iSchool's [Practicum Support Fund](#) for eligible placements.

Partner Directory List

Please fill out this form to be added to the [Partner Directory List](#):
<https://forms.gle/V8KZVgi3unQr7Z2x7>

During our matching process, students choose up to five sites as a potential placement and are matched based on advising and several other factors. You will be contacted directly by the student with a request for a discovery meeting. Just like any other job interview, this interview is the opportunity for you and the student to decide if the practicum will be a good fit for both of you. Please try to make time to meet as soon as you are contacted so that another practicum can be arranged should yours not work out. It is not guaranteed that your institution will be placed with a student each semester. Your institution will receive an update following the matching process each semester about a placement status.

The student participates in an online course, LIS 620, while working 120 hours at the practicum site. The course provides relevant professional background and an opportunity for students to reflect on their experiences and provide feedback to their fellow students regarding their experiences by:

- Drafting and evaluating learning objectives for the placement;
- Written reflection on the field experience;
- Posting to an online class discussion board, including sharing relevant journal articles

Fulfillment of these academic requirements is the responsibility of the student, who will be evaluated by the UW-Madison LIS 620 instructor. The Site Supervisor is not responsible for grading the student.

The Practicum Process - Summary for Supervisors

1. Addition or update to the Partner Directory List - [Google Form](#)
2. Interviewing the Student - Discovery Meeting
3. Beginning the practicum - Set up logistics for hours, involve the student in your site with a tour and introductions, work rules, and access to necessary resources
4. Learning Objective Agreement - Document designed to help the student associate the institution's needs with their own professional objectives for the experience
5. Objectives and Work - Mentoring, meetings, professional interactions, and deliverables
6. Mid-Semester Check-in Survey - Quick feedback opportunity to the Practicum Program Director
7. Concluding the practicum - Student self-evaluation and request for a reference with feedback opportunity

Questions and Concerns

Please reach out to the iSchool's Practicum Program Director, Jaime Healy-Plotkin, at jaime.healypplotkin@wisc.edu with questions. More information about the role of the information agency and the interaction with our graduate students. Thank you again for consideration in providing this valuable experience for our students.