University of Santo Tomas
College of Education
Bachelor of Library and Information Science Program

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
PRACTICUM POLICY STATEMENTS AND GUIDELINES
Effectivity: First Term, AY 2016 – 2017

I.   PRACTICUM RATIONALE

A. COURSE INFORMATION

Course Title	Library Practicum I Library Practicum II
Course Code	LPRAC1 LPRAC2
Course Credit Units	6
Course Pre-requisites	LIS 1: Introduction to Library and Information Science LIS 2 : Collection Development LS 3 : Organization of Information Sources I LS 4 : Organization of Information Sources II LS 5 : Information Sources and Services I LS 6 : Library And Information Management I LIS 7 : Indexing and Abstracting I LS 8 : Information Technology I LS 9 : Information Sources and Services II LS 10 : Information Technology II LS 11 : Research Methods In Library and Information Science LS 12 : Special Materials LS13 : Literature for Children and Young Adults LS14 : School Libraries and Media Center LS 15 : Academic Libraries LS 16 : Special Libraries LIS 20 : Collection Management LIS 21 : Information Sources and Services III LIS 22 : Indexing and Abstracting III LIS 23 : Information Technology III
Course Co-requisites	LS 17: Public Libraries LIS 18: Archives And Records Management LIS 24: Organization And Information Sources III LIS 25: Library And Information Management II
Course Coordinator/Supervising Teacher	Asst. Prof. Ma. Pri-Ann M. Tinipunan

B. PRACTICUM TRAINING RATIONALE AND OUTCOMES

LPRAC 1: Library Practicum 1

This 3 – unit course enables the students to apply theoretical knowledge in Library and Information Science in actual library work. Offered in the 1st semester, students will have their practicum in the UST Miguel de Benavides Library**.**

LPRAC 2: Library Practicum 2

This course is the second part of the 1 – year field work practicum of the graduating BLIS students. It covers immersion in school, public, academic and special libraries outside the University. It aims to further enhance the students' basic managerial and supervisory skills, and technical skills such as indexing, cataloging, and abstracting as applied in various information intensive organizations.

C. Practicum Intended Learning Outcomes

1. Manage effectively and efficiently information organizations in any environment, developing partnerships, collaborations, networks, and other structures with all stakeholders and within communities served.
2. Exhibit a high degree of expertise in the collection, organization, dissemination and preservation of information resources applying the latest trends in information and communication technology.
3. Exercise adequate knowledge and skills in the provision of quality library and information services that are responsive to the user needs.

D. PRACTICUM TIMELINE OF TASKS AND ACTIVITIES

Tasks and Activities	Time-Frame
Practicum Preliminary Requirements Submission	August (Health Certificate, Psychological Examinations)
Practicum Orientation	August January
Practicum Proper	September to November February to May
Post-Practicum Reports and Other Requirements Submission	December May
Practicum Grades Release and Posting	December May

II. **ON PRACTICUM APPLICATION**

POLICY STATEMENT:
The Bachelor of Library and Information Science (BLIS) Program maintains a rigorous application process for practicum that will ensure the academic preparation and physical and psychological fitness of the LIS practicumer.

POLICY GUIDELINES:

1. An incoming 4th year BLIS student must apply for practicum before he/she can enroll for LPRAC1 (Library Practicum I) and LPRAC2 (Library Practicum II). The application process is scheduled from the 2nd week to the 4th week of June (1st Term).

2. Only officially enrolled 4th year BLIS students in the course LPRAC1 and LPRAC2 are allowed to undergo practicum training.

3. The enrolled practicumer must submit the following:
    a. Duly filled-out Application Form for Practicum
    b. Temporary Transcript of Records as of Term 2 of the 3rd Year duly certified by the Registrar's Office;
    c. Physical Examination Results from the UST Health Service certifying fitness for practicum;
    d. Certification of Psychological Fitness from the Career and Counselling Office of the College of Education.

4. The applicant must meet all prerequisite courses in LIS before he/she can qualify for practicum. An individual inventory of courses taken will be done by the Program Coordinator for this purpose.

5. If an applicant is found to be physically unfit by the UST Health Service, medical intervention must be done until clearance is secured. The same applies for psychological fitness, to be facilitated by the Career and Counselling Office of the College of Education.

6. Upon completion of requirements and satisfaction of all prerequisite courses, the applicant will be issued a Practicum Approval Form (see Annex E). Only a student with an approval form signed by the Program Coordinator and the Dean may enroll for practicum.

7. All successful applicants for practicum are required to undergo a Practicum Orientation.

8. A practicumer will be issued a copy of the Practicum Handbook. He/She must sign the conforme (see Annex F) to the practicum policies and guidelines before he/she can commence with his/her practicum.

9. The application process only applies to LPRAC1 and LPRAC2. The student may proceed with regular enrollment in his/her other courses in the college.

III. **ON PRACTICUM PROPER**

POLICY STATEMENT:
The Bachelor of Library and Information Science (BLIS) program provides an optimum in-campus and off-campus practicum experience to its students enabling them to apply the theories and concepts learned in the LIS professional and specialization courses.

POLICY GUIDELINES

1. At the beginning of each Term, the student practicumer shall undergo an orientation to be facilitated by the Practicum Coordinator. Group assignments and practicum schedule will be given during the orientation. They are required to strictly follow the schedule set by the Practicum Coordinator.
2. Besides the in-house orientation, practicumers shall also undergo another in-house orientation from the Chief Librarian/Director/Head Librarian as to library rules and regulations as well as task distribution and assignment.
3. The practicumer shall report directly to the Supervising Librarian in the library section/s assigned.
4. For off-campus library practicum, a Memorandum of Agreement (MOA) will be signed between the University and the partner institution.
5. Each practicumer is required to render a **minimum** of 200 hours per Term. A Daily Time Record (DTR) duly signed by the Supervising Librarian will be submitted at the end of the Term.
6. The practicumer shall be exposed to the following divisions with the corresponding tasks and activities (for in-campus and off-campus assignments):

A. **Reference and User Services**
   ▪ Assist, advise, and instruct users in accessing all forms of recorded knowledge. The assistance, advice, and instruction include both direct and indirect service to patrons.
   ▪ Render direct services to library patrons such as personal assistance, reference or information services and formal or informal instruction on the use of the library or information center and its resources.
   ▪ Render indirect services to library patrons such as selection of materials, facilitate access to print and non-print information sources, evaluation of the reference department/section, assist in interlibrary loan activities, provide reference area supervision and other miscellaneous task (e.g. shelving of books, simple housekeeping, etc.).

B. **Selection and Acquisitions**
- Collate books and perform mechanical processing of library resources (i.e., barcoding, stamping, etc.).
- Check newly acquired materials against the online catalog to avoid duplication.
- Prepare lists of donations to partner institutions.
- Conduct library inventory in the sections of the library.

C. **Cataloging and Classification Services**
- Transcribe accurately bibliographic data found on the book (title proper, other title information, variant titles, statements of responsibility/edition/publication/series, date of publication, copyright date, series statement, ISBN, Notes, etc.) in MARC/RDA format.
- Determine the correct subject headings using the Library of Congress/ Dewey Decimal Classification Scheme and Subject Headings.
- Assign correct classification number based on the Library of Congress or Sear's List of Subject Headings and author's notation using the Cutter's list.
- Do copyloging based on existing in-house and online bibliographic records.
- Create new record in the library system.

D. **Indexing and Abstracting Services**
- Record bibliographic data accurately, applying the principles of specificity, consistency, and other in-house indexing and abstracting policies.
- Analyze content of library resources to determine subject content accurately.
- Determine the subject content and create a list of possible descriptors for the index prepared.
- Select appropriate words from the text by reading and understanding what the paper is all about.
- Conversion of concept list into a list of acceptable index terms. If a controlled vocabulary is used, this implies using an authority list to do the conversion.

IV.   **ON PRACTICUM PROFESSIONAL BEHAVIOR**

POLICY STATEMENT:
The Bachelor of Library and Information Science (BLIS) Program is commits itself to forming information professionals whose actions define a high degree of ethical and professional behavior.

POLICY GUIDELINES:

1. The practicumer must observe regularity and punctuality in attendance. The Daily Time Record (DTR) must be duly signed by the Supervising Librarian.

If rectification of logged time is necessitated, the countersignature of the Supervising Librarian is required.

2. The practicumer must observe proper grooming. Prescribed uniform for the day with ID must be worn with closed black leather shoes. For males, this must come with white v-neck undershirt and black socks. Clean cut for the hair. For females, wearing of hair color, nail polish with a loud color, or excessive accessories is not allowed. The heels of their shoes must be at least 1 inch high.
3. The practicumer must maintain utmost professionalism in dealing with students, Supervising Librarians, and library clientele.
4. The practicumer must observe proper decorum, especially when in front of students. He/She must deal with administrators, mentors, and colleagues with respect.
5. The practicumer will observe the scheduled Lunch and AM/PM breaks.
6. The practicumer must maintain a working environment conducive for the efficient discharge of functions. Noise must also be kept at a tolerable level especially when they are using the Library's pantry and other communal area.
7. The practicumer must submit his/her requirements complete and on time. He/She must always meet deadlines set.
8. As stated in the UST Student Handbook, "in the use of electronic media (e.g. Facebook, Instagram, Twitter, and Blogs), the student shall not commit acts of indecency, through the use indecent words, uploading indecent picture(s) or image(s) reflecting unchristian behavior of himself or of any person" (R.A. No. 10175- Cybercrime Prevention Act of 2012).

V.   ON PRACTICUM DISCIPLINE

POLICYS STATEMENT:
The Bachelor of Library and Information Science (BLIS) Program maintains a set of disciplinary actions that will ensure the holistic formation of its future library and information professionals.

POLICY GUIDELINES:

1. Failure to accomplish assigned task/s or an infraction of the policies on professional behavior will merit the practicumer a corrective and reflective action.
2. The grade of the practicumer for LPRAC1 or LPRAC2 shall be withheld by the Practicum Coordinator unless the corrective and reflective action is satisfied or the community service hours are served.
3. For infractions of other University policies, the rules, due process, and sanctions of the Student Handbook shall be followed.
4. For violation of policies committed in the Cooperating School, the Chief/Director/Head Librarian shall inform the Supervising Teacher. The Supervising Teacher will treat the case following the standard procedures in the Student Handbook.

VI. **ON PRACTICUM DOSSIER**

POLICY STATEMENT:
The Bachelor of Library and Information Science (BLIS) program ensures a comprehensive documentation of the practicum learning experiences through the preparation of a practicum dossier.

POLICY GUIDELINES

1. In partial fulfillment of the requirements in LPRAC1 and LPRAC2, the practicumer must produce two (2) practicum dossiers.

2. The first dossier is a Practicum Journal that contains a handwritten comprehensive documentation of his/her in-campus practicum experience. The in-campus practicum dossier must contain the following components:

   a. Title Page
   b. A detailed discussion of and reflection about the daily tasks performed in the Library. It will follow the template below:

Inclusive Date/s	Tasks Performed	Remarks

   c. Photo documentation of on-the-job experiences.
   d. Duly signed Daily Time Record (DTR), Performance Evaluation Form (PEF) and Practicum Summary Report (PSR).

3. The second dossier is a comprehensive documentation of the practicumer's off-campus practicum experience. This is to be submitted in legal size folder. The off-campus practicum dossier must contain the following components:
   a. Title Page
   b. Duly accomplished Self-Assessment Tool.
   c. Photo documentation of on-the-job experiences.
   d. Duly accomplished and signed Daily Time Record (DTR), Performance Evaluation Form (PEF) and Practicum Summary Report (PSR).

4. The in-campus and off-campus practicum dossiers will be part of the requirements of the practicumer for graduation.

VII. **ON PRACTICUM-RELATED PROTOCOLS**

POLICY STATEMENT:
The BLIS Program maintains a system of grading that ensures the holistic and objective assessment of the practicumers' performance.

POLICY GUIDELINES:

1. The LPRAC1 and LPRAC2 grades will be composed of the following:

   A. Performance in the assigned section/library   = 60%
      (c/o Supervising Librarians)
   B. Preparation & submission of a journal/narrative report and other
      requirements (i.e., tests, assignments, etc.)   = 20%
   C. Evaluation by the Supervising Teacher   = 20%

      - Attendance in college activities   (5%)
      - Quality of work output   (5%)
      - Deportment   (5%)
      - Compliance with Requirements   (5%)

2. Practicum grades given are not transmuted and shall be given at the end of the semester.