

**DEPARTMENT OF
INFORMATION STUDIES**

**GUIDELINES FOR
PRACTICUM MENTORS**

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1. INTRODUCTION

THIS MANUAL IS A GENERIC ONE WHICH IS USED FOR ALL PRACTICUM UNITS LISTED. SOME SECTIONS OF THE MANUAL ARE APPLICABLE ONLY TO CERTAIN UNITS.

Practicums offer students the opportunity to apply information theory and principles in a practical work environment. The Department of Information Studies at Curtin University of Technology is very grateful for the support given by members of the information profession to students to ensure that they have a stimulating and worthwhile experience. Without your support this programme would not be possible.

2. LIST OF PRACTICUM UNITS

The Department of Information Studies is very committed to professional experience for students and organises practicum placements for all students enrolled in first-qualifying courses in the fields of librarianship, archives and corporate information/records management. The units which have practicums attached are listed below:

Bachelor of Arts (Librarianship and Corporate Information Management)

Unit	Timing	Hours
Introduction to Librarianship 101/OUA LIS100 Introduction to Librarianship <small>(Formerly Professional Practice in Information Services 102 PPIS102/OUA LIS120 Professional Practice in Information Services; Formerly Information Studies 102 - Information Environment)</small>	First year practicum for all undergraduate students	Unit includes professional work experience of 2 weeks full time plus coursework.
Information Theory & Research 302 ITR302/OUA LIS330 Information Theory & Research	Third year practicum for all undergraduate students	Unit includes professional work experience of 3 weeks full time plus coursework.

Graduate Diploma in Information and Library Studies Graduate Diploma in Records Management and Archives Master of Information Management (MIM)

Unit	Timing	Hours
Information Theory & Research 502 ITR502/OUA INFM130 Information Theory & Research	Practicum placement for all Graduate Diploma students and MIM students enrolled in ITR502/INFM130.	Unit includes professional work experience of 3 weeks full time plus coursework.

The Department of Information Studies now offers courses through Open Universities Australia (OUA). Please note that LIS100, LIM330 and INFM130 refer to the OUA unit equivalents.

3. COURSE REQUIREMENT

Information Studies is very committed to professional experience for students and satisfactory completion of the nominated practicum/s is an ESSENTIAL requirement for successful completion of the course of study in which a student is enrolled.

Undergraduate students are required to undertake a practicum in a library and information service (LIS) environment AND in a records management (RM) environment since this course is designed to produce graduates qualified in both areas. Some students will undertake the LIS practicum in first year and the RM practicum in third year, whilst other students will undertake the RM practicum in first year and the LIS practicum in third year. The order of the practicums depends on the student's career aspirations, current or previous work experience in the information professions, and units of study completed. Please note: In addition to the two practicum placements, all undergraduate students are required to complete a practical project within an archives environment as part of the unit Archives, Concepts & Practice. This project is not a practicum, although it does provide practical work experience in archives. This means that on completion of the

undergraduate course all students gain a professionally recognised qualification in librarianship, records management and archives.

Postgraduate students (Graduate Diploma and Master of Information Management) are required to undertake a practicum in a library and information service (LIS) environment AND in a records management (RM) environment, depending on their area of specialisation. Students in the records management and archives (RM/A) stream also are required to complete a practical project within an archives environment as part of the unit Archives, Concepts & Practice 523/OUA INFM270. This project is not a practicum, although it does provide practical work experience in archives.

Some students undertake the Master of Information Management (MIM) with a dual qualification; that is, with a major in BOTH librarianship AND records management/archives. These students undertake a practicum in an LIS environment AND in an RM environment, as well as a practical project within an archives environment. This means that on completion of the course all students gain a professionally recognised qualification in librarianship, records management and archives.

4. TIMING OF THE PLACEMENTS

The practicum placement normally takes place before semester commences. For first semester enrolments the time period is over the summer semester break from December through to late-February, for the appropriate period, depending on the unit. For second semester enrolments, the practicum usually takes place during the mid-year break; from mid-June until mid-July.

For OUA students practicum placements will generally take place after the study period that the student is enrolled in. The placements themselves will generally fall into the periods mentioned above.

5. PURPOSE OF THE PRACTICUM

Practicums are designed to:

- develop students' competence and awareness of policies and practices in the information industry
- allow students to interpret and apply theory and practise skills acquired during the course
- cater for differing levels of competencies depending on which unit students are enrolled

Practicums at different levels have different purposes and are designed to provide different experiences and develop different competencies, as indicated below.

5.1 First year undergraduate practicum

The first-year undergraduate practicum offers a basic introduction to the information profession which allows students to judge whether or not they have an aptitude for, and interest in, working within this field. First year students will occupy a clerical position but should begin to think strategically regarding professional issues. Although mainly involved in clerical work, students at this level should be given an introduction to professional duties and responsibilities.

First-year placements are designed to enhance skills, develop competence and knowledge of the profession, and to increase student self-confidence, as indicated below:

Professionalism

- test students aptitude for basic information related tasks,
- give students the opportunity to reassure themselves that they do wish to work in an information profession,
- provide students with an opportunity to see how some of the theory of information management learnt in the first semester of the course is put into practice,
- introduce students to some practicing information professionals who may be able to give independent guidance and advice on the choice of profession,
- contribute to the students' ongoing socialisation into their chosen profession.

Competencies

improve proficiency in core competencies required of all those who plan to work in the information industry by:

- understanding the contexts in which information sources are created, stored, organised, retrieved and disseminated,
- developing an awareness of clients' information needs,
- increasing understanding of corporate, social and cultural values in the workplace,
- recognising the need to plan, forecast, implement and evaluate management of information services,
- honing generic information management skills,
- working with others and in teams,
- learning time management,
- communicating ideas and information,
- using a variety of technologies,
- planning and organising activities,
- problem-solving,
- giving students the opportunity to become proficient in standard information work practices and processes,
- providing students with the opportunity of improving technological skills.

5.2 Third-year, Graduate Diploma and Masters practicums

Third-year, Graduate Diploma and Masters practicums are designed to introduce students to the work environment of information professionals and are a bridge between study and the profession. Students at these levels are expected to work as junior professional members of staff, mainly undertaking professional tasks but also some clerical tasks as required. Clerical work, however, should not comprise the major component of these practicums.

Third-year, Graduate Diploma and Masters students should be exposed to management issues (as appropriate), meetings and discussions of issues facing the practicum venue at the time of the placement.

Professionalism

- application of theoretical aspects of the course in a practical environment,
- understanding the operational environment of an information service and the role played in that environment by several of its component parts,
- developing and maintaining a productive working relationship with a professional supervisor,
- contributing to an ongoing socialisation into the profession,
- applying professional ethics and ethos in the workplace.

Competencies

improving proficiency in core competencies required of all those who plan to work in the information industry by:

- understanding the contexts in which information sources are created, stored, organised, retrieved and disseminated
- building awareness of clients' information needs
- developing an understanding of corporate, social and cultural values in the workplace
- recognising the need to plan, forecast, implement and evaluate management of information services
- identifying processes for acquiring, licensing and creating relevant information sources by organisation, storage, retrieval and preservation of information
- delivering services customised for clients, promoting information access, providing guidance, education and training in the use of information services and information literacy skills
- marketing of information services
- honing generic information management skills
- working with others and in teams
- learning time management
- communicating ideas and information
- using a variety of technologies
- planning and organising activities
- demonstrating initiative
- providing evidence of independent thought and reflective professional practice
- problem-solving

- giving students the opportunity to become proficient in standard information work practices and processes
- providing students with the opportunity of applying advanced technological skills

6. ORGANISATION OF THE PRACTICUM – PROFESSIONAL REQUIREMENTS

Placements may be in any library, records management or information environment where the student can be given supervision by a qualified professional who is eligible for membership of the Australian Library and Information Association, the Records and Information Management Professionals Australasia or the Australian Society of Archivists. This staff member will be called the *Practicum Mentor*. Placements are not permitted in organisations with unqualified managers except in exceptional circumstances where the staff member has had extensive management experience within the field of study.

Students will not be given a placement in an organisation with which they have a current or prior working relationship. This means students *cannot* do a practicum in their current workplace, even if this occurs outside the hours of paid employment. Previous experience in these situations has shown that students and employers at times find it difficult to distinguish between the practicum and work. Also, it is considered important that students gain a breadth of experience, have an opportunity to work in different types of organisation and be exposed to different corporate cultures.

7. RESPONSIBILITIES FOR ENSURING A SUCCESSFUL PRACTICUM

The organisation of a practicum is a complex task and it may be useful if some clarification is given on the levels of responsibility for different aspects of the practicums.

7.1 Responsibilities of the Practicum Mentor

The Practicum Mentor shall be a professional employed by the host organisation and shall be responsible for:

1. Approving the placement for the student.
2. Meeting with the student to discuss the practicum placement.
3. Organising the work schedule for the student and providing the student with a practicum programme. This schedule should cover the range of activities suited to the level of the student. For first year students these may be at a base organisational level but for third year, Graduate Diploma and Masters students this should encompass mainly professional duties. At all levels, depending on the work environment, some non-professional tasks may be undertaken.
4. Providing guidance by giving the student a thorough orientation to the workplace and integrating the student into the work environment and culture.
5. Offering guidance in the selection and management of a practicum project. This project should be of benefit to both the host organisation and the student.
6. Allowing time for the student to discuss with their Mentor, or other staff, ideas for their practicum-related assignment (if applicable). Work on the assignment should not be carried out during the practicum.
7. Alerting the Practicum Coordinator, as soon as possible, should any issues arise that may impact on the success of the practicum, or on the student's performance
8. Ensuring the student has regular feedback on his or her performance during the practicum, including a final debriefing session at the conclusion of the practicum in which an overall evaluation is provided.
9. Evaluating the student at the end of the practicum using the Practicum Mentor's Evaluation Form to rate the student on a range of personal, professional and technological competencies.
10. Submitting the evaluation form to the Practicum Coordinator within two weeks of the completion of the practicum
11. Inspiring and enthusing the student about the information profession.

7.2 Responsibilities of the student

The student is responsible for:

1. Completing the relevant forms required for the organisation of the placement.
2. Monitoring their Curtin email account prior to, and during, the practicum period.

3. Planning the practicum with the Practicum Coordinator.
4. Liaising with the Practicum Mentor concerning the practicum.
5. Discussing a practicum project with the Practicum Mentor.
6. Contributing to the work of the host organisation.
7. Discussing with the Practicum Mentor, or other staff, ideas for their practicum-related assignment (if applicable). Work on the assignment should not be carried out during the practicum.
8. Reporting any problems, as soon as possible, to the Practicum Mentor and/or the Practicum Coordinator.
9. Writing a letter of thanks at the end of the practicum to the Practicum Mentor.
10. Submitting the assignment relating to the practicum (if applicable).
11. Completing the *Student Evaluation of Practicum Form* and returning this to the Practicum Coordinator within two weeks of completing the placement.

The student is expected to:

1. Be able to communicate in a professional manner with staff and clients.
2. Undertake the practicum without remuneration.
3. Work to the rostered staff times during the practicum, including evenings and weekend work where applicable.
4. Treat all staff with respect and consideration.
5. Present himself or herself in a professional manner.
6. Act ethically and responsibly with the host organisation, staff and clients.
7. Observe the host organisation's dress code.
8. Undertake all duties assigned to them during the practicum.
9. Observe public holidays taken by the host organisation.
10. Notify the Practicum Mentor at the beginning of the working day in cases of ill health. A medical certificate must be produced for any sick leave of more than two days.
11. Report any significant loss of time at the practicum site due to illness or other problems to the Practicum Coordinator so that decisions can be made about whether or not the student should make up this time.

7.3 Responsibilities of the practicum coordinator

The Practicum Coordinator is responsible for:

1. Preparing the practicum material
2. Organising the mentor/student database
3. Updating forms and web sites relating to practicums
4. Organising the practicum with the student and the Practicum Mentor
5. Ensuring Practicum Mentors are aware of insurance coverage
6. Ensuring Practicum Mentors and students are contacted during the practicum
7. Managing assessment and evaluation of the student

8. LIAISON BETWEEN PRACTICUM COORDINATOR, MENTOR & STUDENT

Where possible, Information Studies staff will visit each student in the Perth metropolitan area once during their placement. Extra visits can be arranged at the request of either the student or the Practicum Mentor. The Practicum Coordinator or another member of staff is available by appointment for meetings and discussions either at the University or at the host service.

Information Studies staff will contact distance students and their mentors by telephone or email during the practicum period. Mentors are welcome to contact the Practicum Coordinator by telephone or email at any time during the practicum.

Mentors must contact the Practicum Coordinator as soon as possible should any issues arise that may impact on the success of the practicum, or on the student's performance.

9. POSSIBLE DUTIES AND EXPERIENCES FOR PRACTICUM STUDENTS

The following checklists are to be considered only as a guide to the type of duties students may be expected to perform. They are not definitive or prescriptive; students may not experience all of these duties or may be required to undertake other duties not listed.

Practicum Mentors are asked to provide students with a practicum programme providing a general structure of assigned duties and activities during the practicum period and to hold discussions with the student explaining how these tasks fit within the overall service.

Practicum Mentors are asked to assign the student a **specific task** or **small project** which will be their own area of responsibility during the practicum (see Section 9.3 for details).

9.1 First-year students

First-year undergraduate students will undertake a range of specified tasks but should observe the organisational culture and ethos, and reflect on the management structure and the environment of the placement venue. Although mainly involved in clerical work, students at this level should begin to think strategically regarding professional issues and be given an introduction to professional duties and responsibilities.

9.1.1 Possible tasks for students working in a LIBRARY AND INFORMATION SERVICE

First-year students in an LIS environment are expected to fulfil duties typical of a junior library assistant/library clerk with the individual host service. This checklist is only a guide to the type of duties students may be expected to perform.

- Shelving and shelf checking
- Desk duties for charging and discharging loans
- Processing membership records
- Processing readers' requests
- Checking readers requests against loans and shelves
- Maintaining loan records
- Sending out recalls or overdues
- Inter-library loans
- Processing new items of stock
- Copy cataloguing
- Circulation of journals
- Filing index cards, microfiche
- Cleaning and repairing books
- Preparing flyers and brochures
- Assisting with outreach activities such as storytelling and children's activities
- Data inputting to the automated catalogue
- Preparing reports of student's project
- Assisting with promotional activities and in-house newsletters
- Scanning of documents
- Searching online databases, at a basic level
- Assisting clients with Internet access, at a basic level
- Assisting reference staff
- Assisting clients with equipment such as scanners, photocopiers, faxes, wifi access points
- Allocating bookings for public Internet PCs

9.1.2 Possible tasks for students working in a CORPORATE INFORMATION/RECORDS SERVICE

First-year students in a corporate information/records service are expected to fulfil duties typical of a junior records clerk with the individual host organisation. This checklist is only a guide to the type of duties students may be expected to perform.

- Processing mail, including
 - Sorting incoming mail
 - Recording mail statistics
 - Mail distribution
 - Processing outgoing mail

- Creating and maintaining physical folders
- Attaching records to files
- File tracking and audits
- Scanning of records, including preparation for scanning
- Searching for and retrieving files
- Processing file requests
- Checking for missing files and records
- Registration of records in corporate system
- Quality assurance of scanned images
- Assisting with promotional activities and in-house newsletters
- Searching databases, at a basic level
- Assisting clients with online file retrieval

Please also see: *Tasks, competencies and salaries for recordkeeping professionals (TCSR)*. (2010) Developed jointly by the Australian Society of Archivists and the then Records Management Association of Australasia Joint Education Steering Committee. Available at: <http://www.rimpa.com.au/professional-development/tcsr/>

9.2 Third-year, Graduate Diploma and Masters students

9.2.1 Possible tasks for students working in a **LIBRARY AND INFORMATION SERVICE**

Third-year, Graduate Diploma and Masters students undertaking a practicum in an LIS environment are expected to fulfil duties typical of a junior professional with the individual host service. Depending on the host organisation, students may be required to undertake some clerical duties as indicated in the first-year practicum checklist above but this should not occupy the majority of the practicum. This checklist is only a guide to the type of duties students may be expected to perform.

Professional duties

- Conducting bibliographical searches in printed and electronic formats
- Answering reference enquiries by telephone, in person, in written form, and by electronic access
- Selecting and ordering new material for library stock in any format including analysing quality of materials available on the Internet and evaluating databases
- Indexing and abstracting items
- Accessioning, classifying and cataloguing new stock
- Preparing current awareness bulletins
- Organisation of promotional activities, such as displays
- Promoting the service to users and non-users
- Preparing in-house newsletters, flyers and brochures
- Designing and maintaining web-pages
- Developing databases and intranets
- Undertaking outreach activities such as aged services, storytelling and children's activities
- Offering or assisting with information literacy skills training to clients, such as the use of databases and the Internet
- Undertaking specific projects which require self-directed work
- Attending meetings, interacting with staff
- Writing reports, preparing presentations
- Researching and assessing potential technologies and equipment for implementation
- Updating the library/information service's social media presence

9.2.2 Possible tasks for students working in a **CORPORATE INFORMATION/RECORDS SERVICE**

Third-year, Graduate Diploma and Masters students undertaking a practicum in a corporate information/records service are expected to fulfil duties typical of a junior professional with the individual host service. Depending on the host organisation, students may be required to undertake some clerical duties as listed in the first-year practicum checklist above but this should not occupy the majority of the practicum. This checklist is only a guide to the type of duties students may be expected to perform.

Professional duties

- Data management tasks, such as migration of data and editing
- More complex retrieval requests
- Appraisal of closed files and more complex items against approved R&D schedule

- File creation on the system
- Preparation of closed files for disposal
- Creation of destruction authority lists
- Assisting in the preparation of selected records for archival storage
- Answering enquiries by telephone, in person, in written form, and by electronic access
- Indexing/classification of incoming items using controlled language
- Promoting the service to users and non-users, such as in-house newsletters, flyers and brochures
- Assisting with policy development, such as an organisational information policy
- Preparing user manuals
- Analysing and evaluating the application of software
- Attending meetings, interacting with staff
- Writing reports, preparing presentations

Please also see: *Tasks, competencies and salaries for recordkeeping professionals (TCSR)*. (2010) Developed jointly by the Australian Society of Archivists and the then Records Management Association of Australasia Joint Education Steering Committee. Available at: <http://www.rimpa.com.au/professional-development/tcsr/>

9.3 Project work

Practicum Mentors are asked that in addition to the specified tasks above, students be assigned a **small project** which will be their own area of responsibility during the practicum. This will provide students with an opportunity for self-directed, independent project work that may be undertaken during ‘free’ times within the practicum programme. The nature of the project should be determined by the Practicum Mentor in consultation with the student so as to be of benefit to the host organisation and the future career of the student. The scope of the project should allow for it to be completed within the time-frame of the placement and should take into account the student’s level of experience.

Third-year, Graduate Diploma and Masters students may be asked by Practicum Mentors to write a report on their project. This report **will not** form part of the assessment for the unit associated with the practicum. However, students at this level may use issues arising from their practicum project as the basis for later assignments in the practicum-related unit.

First-year students are not expected to complete a project report. However, these students are expected to keep a reflective practice journal and should be encouraged to reflect on any project undertaken, as well as other activities and experiences whilst on practicum.

9.4 Reflective professional practice

Irrespective of the tasks and project students undertake, they should use the practicum to observe, record, and reflect on the corporate culture of the host institution, events and activities undertaken, problems encountered and issues raised. This reflection should assist students in understanding the fundamental management of successful information services. The *Practicum Manual for Students* includes an extensive checklist for reflective professional practice.

Keeping a reflective practice journal is an essential requirement for assessment for first-year practicum placements. However, all students are encouraged to keep a journal to help reflect on the practicum experience and to provide a backdrop for future assignments and study.

To assist students develop reflective practice skills and to encourage students to absorb professional attitudes and ethics, Practicum Mentors are asked to allow time for students to discuss these issues with members of staff. Because of the limited timeframe of the practicum, it would be very much appreciated if opportunities could be given to the student to get a feel of the various tasks associated with the information service, even if they cannot directly experience all of them. There needs to be an opportunity for the student to discuss how the tasks fit into the overall role of the host service. Opportunities to observe and/or participate in decision making and evaluative processes are also important.

9.5 Student portfolios

Students are encouraged to develop portfolios of projects and other work undertaken during their course. This includes collecting relevant material from their practicum placement. The practicum portfolio may include publicly available information such as brochures, flyers and other promotional material. However, students

may expect to be able to retain for their portfolio copies of practicum reports and some internal documents. If confidentiality may be an issue, please discuss this with the student.

10. ASSESSMENT OF STUDENT'S PRACTICUM

All students must be able to demonstrate to both the Practicum Mentor and Practicum Coordinator that they have managed to relate class learning to operational experience in their host service. In addition, students also must be able to demonstrate that they have a sound grasp of both the theory and practice of the relevant area of study and the requisite skills and knowledge to become practitioners.

The student's performance will be evaluated in a number of ways:

- The assignments for the practicum-related unit
- Evaluation by the Practicum Mentor of the student's performance whilst on practicum
- Evaluation by an Information Studies staff member
- Self-evaluation of the practicum placement and student's performance

10.1 Assignments

The practicum assignment for first-year students will be a reflective practice journal maintained throughout the placement, as discussed above.

Third-Year, Graduate Diploma and Masters students will have assignments that are **based on** their practicum experience. At the commencement of semester, the Unit Coordinator of Information Theory and Research will guide students in the selection of an appropriate assignment topic drawn from the student's practicum experience. This may be based on:

- a project the student worked on that they would like to investigate further,
- an issue raised by the Practicum Mentor that requires deeper examination, or
- an issue relating to the services and/or operations of the information service that has sparked the student's interest.

Work on the assignments should not be carried out during the practicum.

Masters students who have already completed Information Theory and Research 502/INFM130, and are undertaking their second practicum, do not need to complete an assignment based on the practicum. The second practicum will be allocated to an appropriate unit and successful completion of the practicum will be necessary to pass this unit.

10.2 Evaluation of the student by the practicum mentor

Assessment will include an evaluation of the student's performance by the Practicum Mentor. The *Practicum Mentor's Evaluation Form* will be sent to all Mentors and is available on the Practicum website. All students have a right to access their evaluation form, and many students will use a copy for employment purposes. If students do not receive the completed form at the conclusion of their practicum they will be able to request a copy from the Practicum Coordinator. When completing the evaluation please keep in mind that we are unable to impose conditions of confidentiality.

Please discuss this evaluation form with the student at the conclusion of their practicum and, if possible, provide the student with a copy at this time. However, we appreciate that it may not be possible or convenient to finalise the form by the end of the placement period.

If you consider the student's performance on practicum to be Unsatisfactory, please contact the Practicum Coordinator as soon as possible. Failure to successfully complete the practicum may mean failure of the practicum-related unit and termination from the course.

10.3 Evaluation by Information Studies staff

For all practicum placements, the Practicum Coordinator or another Information Studies staff member will contact Practicum Mentors to check on the progress of students. If possible, students will be contacted at these times as well.

Each student in the Perth metropolitan area will receive one visit during their placement. Extra visits can be arranged at the request of either the student or the Practicum Mentor. For practicums outside of Perth, students

and their Practicum Mentors will be contacted by telephone or email once during the practicum. In all cases, Practicum Mentors and students may contact the Practicum Coordinator as often as necessary throughout the placement.

10.4 Student evaluation of the placement

Students must complete a self-evaluation of their placement. This encourages students to reflect on their practicum experience and also helps Information Studies plan future practicums. Perhaps, more importantly, self-reflection is an important part of professional development.

11. INSURANCE

Enrolled students of the University undertaking approved work/field experience are covered under the University Personal Accident Insurance Policy and Public Liability/Professional Indemnity Insurance Policy while involved in authorised activities. Details of these policies are available at:

<http://corporaterisk.curtin.edu.au/insurance/policies.cfm>

Insurance coverage is in place for each student undertaking a practicum. Please note the University no longer requires students to sign a declaration. Cover under these policies is **limited to Australia** and may only be provided where:

- the work/field experience is a formal requirement of the student's course/unit;
- the School/Department/Area has approved the work/field experience;
- the student is an enrolled student of the University at the time of the work/field experience;
- the student does not receive any remuneration for the work experience placement (if the student is being paid, the student would be covered by the host organisation's workers' compensation policy)

The University produces *Certificates of Currency* for the various insurance policies. These are available from:

http://corporaterisk.curtin.edu.au/insurance/certificates_of_currency.cfm

STUDENTS UNDERTAKING A PLACEMENT OUTSIDE OF AUSTRALIA ARE NOT COVERED BY CURTIN'S PERSONAL ACCIDENT INSURANCE AND MUST ARRANGE THEIR OWN INSURANCE.

12. FINANCIAL ISSUES

Students are required to meet any expenses involved in the practicum (i.e. travel, parking etc). Students will NOT be paid during the practicum.

13. FEEDBACK

Information Studies staff would appreciate any feedback on the organisation of the practicum, the coverage of these Guidelines, etc. If you have any queries or comments concerning the practicum please do not hesitate to contact the Practicum Coordinator at the address below.

14. THANK YOU FOR YOUR SUPPORT

Practicums could not occur without the full cooperation of members of our profession. We are deeply grateful to you and your staff for your commitment to assisting aspiring professionals. We know the placement is valuable to our students and hope that the practicum will be a rewarding experience for the host organisation.

15. PRACTICUM COORDINATOR

The Practicum Coordinator is:

Rebecca (Bec) Shillington
 Department of Information Studies
 School of Media, Culture and Creative Arts
 Curtin University of Technology
 GPO Box U1987, Perth WA 6845
 Telephone: (08) 9266 2613

Fax: (08) 9266 3152
Email: prac.infostud@curtin.edu.au

If you are unable to contact me on the above number and the matter is urgent please contact the School office on (08) 9266 7211.