Practicum Report Guidelines

Worth: 50%
Due: April 7th (Class 13).

There is no set page limit for the practicum report. The length may vary from 5 to 13 pages, without appendices. You should include relevant references from the literature as well as acknowledgements.

The report should include information on the following areas:
- The setting of the practicum (organization served and library)
- Methods used
- Results
- Discussion of results
- Conclusion including future directions and lessons learnt

Please note that the characteristics of a good report are as follows:

- Should contain clear description of the practicum project and the particular tasks involved
- Should be well-organized with tables of contents and headings, and appendices, as appropriate
- Should integrate a review of the literature into the report (in library science and/or a particular subject area) or explain why the literature is lacking
- Should discuss decisions made throughout the practicum and the reasoning behind them
- Show a clear understanding of the organization in which the practicum took place and the users of the library or information center
- Should provide a general description of the general principles or trends in the profession which the practicum illustrated, e.g. specialized indexing needs of health libraries, trends towards end-user searching, need for certain types of skills by librarians
- Should be a first-class professional product as a result of the practicum whether it is an index, a report or a web design