Steps to Begin your Library Practicum

1. Have you completed all of our Library technology courses?
2. Contact Carol Sturz the semester before you are ready to begin your practicum.
3. Go to the LTA web site and choose “The Library Practicum:
   http://cod.edu/programs/library_technology/practicum.aspx
4. Download and READ the Library Practicum Handbook:
5. Complete two forms included on the web site:
   a. The Student Profile – This introduces you to your potential host library
   b. The Library Choices Form
6. E-mail these forms to Carol Sturz: sturzc@cod.edu
7. Use your “My COD” e-mail to correspond.
8. I will respond to you quickly to discuss your choices.
9. After we agree on a potential practicum site, begin the process of contacting the library.
10. Use the letter template in your Library Practicum Handbook.
11. Attach your Student Profile.
12. Copy me on your correspondence.
13. Ask me for a “Permit to Register.”
14. Register for your class.

Frequently asked questions (and answers) about the Library Practicum

1. Can I do the Practicum if I have one or two classes left to take? Yes, you may. It depends on which classes. Check with Carol Sturz about this. You should take Reference and Cataloging before the practicum.

2. Can I take another class at the same time I am taking the Practicum? Yes. You know your schedule best and what works for you. Time management is essential during this time.

3. Can I do the Practicum where I work?
   In most cases, no. It is best to go to a different place and even a different type of library to gain a broader base of experience.

4. When are the seminars and what do we do in them?
   For the online Practicum, Blackboard assignments take the place of the on-campus seminars.
5. How do I choose my library?
Choose a type of library and a library that will provide a valuable experience for you. Don’t choose one just for convenience; think about your future and where you would like to work.

6. How do I get my placement for the Practicum?
Use the letter template on page eight of your booklet. Send this via e-mail to the library director of the library of choice. Also send your student profile and a fact sheet (page nine of your booklet).

7. I work full-time. How do you expect me to do this?
Many students work full-time. They take personal time, time off or alter their schedule to attend the six seminars. Libraries are open many hours during the day, evening and weekends. Keep in mind that staff needs to be available to train you, so don’t plan on doing all your hours on Sundays, for example. Some departments such as Technical Services may only be open during daytime hours. Work with your host library to create the best schedule.

8. Can I get my 75 hours completed as quickly as possible? For example, how about in two weeks?
This is not a good plan. Think about the library that will be your host. It is demanding and draining to train a student or volunteer in such a compact time. Also, you may miss events and projects that rotate throughout the year. If at all possible, plan to enjoy this one-time special experience! It will be invaluable for you in your future as a Library Technical Assistant.