

PROFESSIONAL FIELD EXPERIENCE POLICIES AND PROCEDURES INFORMATION FOR SITES

The information contained in this document is excerpted from *Policies and Procedures for Field Experience* of the School of Information and Library Science (SILS) at the University of North Carolina at Chapel Hill (available at <http://ils.unc.edu/daniel/Fieldwork/guidelines.html>). The information included here is specific to the goals and responsibilities of the site. If you have further questions after reviewing this information, please call the School and talk with the Field Experience Coordinator, Evelyn Daniel (919-962-8062) or send an email to her (daniel@ils.unc.edu).

General Goals. To provide the field experience student with an opportunity to relate coursework, research, and independent study to actual problems under the direction of an experienced site supervisor and to promote positive interaction between practicing librarians and other information professionals and the faculty and students at SILS.

Specific Objectives for the Sites:

Hosting a field experience student will allow a sponsoring site to:

1. contribute to the education and professional development of new professionals
2. interact with the students and faculty of SILS
3. analyze current operations and redesign for efficiency
4. explore new service ideas
5. develop and implement special projects
6. enjoy additional professional-level assistance.

Field Experience Process Overview -- Definitions of Roles

The Student: The field experience is a specifically designed learning experience for the student. Although the Faculty Advisor, the Faculty Supervisor, and Field Experience Site Supervisor, and the Field Experience Coordinator all have responsibilities, the primary responsibility for the success of the field experience rests with the student.

Faculty Supervisor: The SILS faculty member assigned to a field experience for the duration of the field experience for advising, overseeing, and evaluating the student. Every effort is made to match the professional expertise of the Faculty Supervisor with the needs and professional goals of the student, especially as they are related to this particular field experience.

Site Supervisor: The person at the sponsoring site chosen to work with, advise, and Evaluate the fieldwork student. This individual is normally an Information professional.

Fieldwork Coordinator: The liaison between the School, the site, the student, and the Faculty Supervisor, responsible for administering and coordinating the Field Experience Program as a whole.

Roles and Responsibilities – the Field Experience Student

A. Setting up the Field Experience. The student:

1. Reads the Field Experience *Policies and Procedures* and becomes familiar with the guidelines, procedures and responsibilities described in it.
2. Attends an information session in a semester prior to enrollment in the field experience and/or meets with the FE Coordinator to discuss the possibility and to begin the process of matching needs and interests with an appropriate site.
3. Consults with his/her faculty advisor to determine when and how a field experience will help meet learning goals and fit into his/her overall academic program.
4. Contacts a site and identifies a Site Supervisor to determine availability and expectations.
5. Meets with the Site Supervisor at the site and discusses learning objectives and possible activities. A Field Experience Agreement (FEA) is completed and signed by the student and Site Supervisor, and submitted to the FE Coordinator who will sign and distribute copies to all parties.

B. Implementation. The student:

6. Completes all requirements of the field experience
7. Maintains a reflective/activity log of the first 60 hours of the experience and submits it to the Faculty Supervisor at the end of 60 hours on site.
8. Agrees to abide by all policies, rules and regulations of the organization in which he/she is doing fieldwork and not to reveal any information of a confidential or sensitive nature that might come to his/her attention during the term of the field experience.

C. Problems and Contingencies. The student:

9. Takes problems and concerns about the field experience to the Faculty Supervisor first and, if not satisfied, to the FE Coordinator. Unresolved problems at this level may be taken to the Dean via the student's Faculty Advisor.

D. Evaluation. The student:

10. Writes a paper on some aspect of the field experience
11. Completes the student evaluation of the fieldwork site.

E. Seminars. The student:

12. Attends three required seminars as assigned by the Fieldwork Coordinator.

Roles and Responsibilities – the Field Experience Site Supervisor

A. Setting up the Field Experience. The Site Supervisor:

1. Communicates with the FE Coordinator at SILS regarding opportunities at the site.
2. Identifies areas, projects and activities within the site that are appropriate for student involvement and that will help the student meet his/her learning goals for the fieldwork experience.
3. Interviews potential field experience students exchanging information about the nature of the site, the needs of the student, the expectations of both the site and student, and basic information regarding time, preferred methods of communication, ways of doing things at the site.
4. Informs the FE Coordinator if the student is not acceptable.
5. If the student is accepted, assists in writing the Fieldwork Agreement detailing the nature, rationale, methodology, responsibilities, and criteria for evaluation of the field experience.

B. Implementation. The Site Supervisor:

6. Makes necessary arrangements at the site. Alerts appropriate personnel and arranges for workspace for the student, necessary equipment and supplies.
7. Orients the student to the site, its physical layout and its organizational structure. Assists the student in gaining an understanding of the philosophy, goals, functions, and clients of the organization.
8. Meets with the student as necessary for guidance and discussion.

C. Evaluation. The Site Supervisor:

9. Completes a written evaluation of the student using an evaluation form sent by the Fieldwork Coordinator. Meets with the student to review the final evaluation.
10. Contacts the Fieldwork Coordinator or the Faculty Supervisor if any questions or problems arise.

Course Requirements

NOTE: The Field Experience may be repeated once for an additional 3 credits (maximum of 6). All course requirements apply in *each* 3-credit Field Experience, even if they are arranged for the same site location.

1. **Negotiate a Field Experience Agreement with the Site Supervisor and the Faculty supervisor *before* beginning work.** A carefully written agreement can be the key to a successful field experience. The agreement should list learning objectives and areas of activity or specific projects that will enable their attainment. It is expected that the Site Supervisor and the Faculty Supervisor will have input on the development of the agreement.
2. **Work a minimum of 135 hours at the location.**
3. **Complete a paper** reflecting the relationship of the specific work experience to general principles.
4. **Attend three consecutive sessions of the required FE seminar.**
5. **Complete a daily reflective log of the experience for the first 60 hours** outlining activities and events and providing a reflection (reaction, comment, question) on them. Turn in the log to the Faculty Supervisor and arrange for his/her visit to the site.
6. **Meet with the Site Supervisor to review his/her final evaluation.**
7. **Meet with the Faculty Supervisor to review the paper, the Site Supervisor's evaluation and for a final academic assessment.**
8. **Complete student evaluation of the site and give to the Fieldwork Coordinator after all other requirements have been satisfied.**