



MLS 580: Practicum

Course and Faculty Information

Course Description: The MLS Practicum is structured practical experience in a professional program, supervised by a clinical professor and ASU faculty member with whom the student works closely.

Credits: 3

Prerequisites: Graduate student standing

Instructor: Angela Giron

Contact Info: angela.giron@asu.edu

Office Hours: By appointment via Zoom or telephone call

Course Overview

This is an individual-study class -- you work closely with your instructor, although you are also in contact via the course shell with your fellow students if any other students are enrolled.

This is a class where each of you has the opportunity to produce something that is reflective of your interests and the ways in which they have been nourished by the program. You will create your own schedule and goals, which you will then discuss with me and provide a rationale/ reason/relevance for your endeavor. Once the project is approved you will follow the goal and schedule set, under my guidance. You will receive feedback on a weekly basis and also welcome input from your peers. Options for your project include: Academic papers, memoirs, poetry, songwriting, blogs, new websites, or a particular idea you might have.

The Practicum is "practical" as well as a "practice" for upcoming formal presentations, like the Applied Project. What you choose to do is based on your personal and scholarly interests.

In Module 2:

You will submit a declaration and a proposed description of what your practicum will be AND a proposed timeline for completion.

For Modules 3 - 6 you'll contribute to the weekly assignments and report on your process.

In Module 7 you will complete and submit your finalized Practicum.

Course Learning Outcomes

At the completion of this course, students will be able to:

1. Manage a specific time schedule successfully.
2. Set goals that can be accomplished in a limited time.
3. Produce a formal presentation.

Textbooks

There are no required textbooks for this course. Your texts will pertain to the Practicum project you decide to work on,

Course Access

Your ASU courses can be accessed by both my.asu.edu ([Links to an external site.](#)) and asu.instructure.com; bookmark both in the event that one site is down.

Computer Requirements

This is a fully online course; therefore, it requires a computer with internet access and the following technologies:

- Web browsers ([Chrome \(Links to an external site.\)](#), [Mozilla Firefox \(Links to an external site.\)](#), or [Safari \(Links to an external site.\)](#))
- [Adobe Acrobat Reader \(Links to an external site.\)](#) (free)
- [Adobe Flash Player \(Links to an external site.\)](#) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free \(Links to an external site.\)](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

Note: A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in ASU Online courses. While you will be able to access course content with mobile devices, you must use a computer for all assignments, quizzes, and virtual labs.

Help

For technical support, use the Help icon in the black global navigation menu in your Canvas course or call the ASU Help Desk at +1-(855) 278-5080. Representatives are available to assist you 24 hours a day, 7 days a week.

Student Success

To be successful:

- check the course daily
- read announcements
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track
- access [ASU Online Student Resources \(Links to an external site.\)](#)

Grading

This course really relies on one thing: your interests, your vision, your calculation and organization, and your interactivity with others (mostly your professor).

Thus, the whole of your grade depends on your weekly activity. If you are present: This means: If you contribute to the Discussion Board forum at hand and communicate with your professor, and fulfill your weekly goals, then you're doing well, and you'll receive an A-, A, or an A+..

In the Practicum, I'll comment on your presence every week and let you know if you're on the "A" track, and if not, what you can do about that.

If you are concerned about your grade, just contact me.

Grade	Percentage	Points Range
A+	100% - 97%	97 - 100

A	94% - 96%	94 - 96
A-	90% - 93%	90 - 93
B+	87% - 89%	87 - 89
B	84% - 86%	84 - 86
B-	80 % - 83%	80 - 83
C+	77% - 79%	77 - 79
C	70% - 76%	70 - 76
D	60% - 69 %	60 - 69
E	59%	59 and below

Modules 0 and 1 are to be completed in the first week of the course.

Submitting Assignments

All assignments, unless otherwise announced, **MUST** be submitted to the designated area of Canvas. Do not submit an assignment via email.

Assignment due dates follow Arizona Standard time. Click the following link to access the [Time Converter \(Links to an external site.\)](#) to ensure you account for the difference in Time Zones. Note: Arizona does not observe daylight savings time.

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. Grades on assignments will be available within 72 hours of the due date in the Gradebook.

Late or Missed Assignments

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time.

Follow the appropriate University policies to request an [accommodation for religious practices \(Links to an external site.\)](#) or to accommodate a missed assignment [due to University-sanctioned activities \(Links to an external site.\)](#).

Communicating With the Instructor

Community Forum

This course uses a discussion topic called "Community Forum" for general questions and comments about the course. Prior to posting a question or comment, check the syllabus, announcements, and existing posts to ensure it's not redundant. You are encouraged to respond to the questions of your classmates.

Email questions of a personal nature to your instructor. You can expect a response within 48 hours.

Chat

The Chat tool in Canvas allows students and teachers to interact in real time. Use Chat only for informal course-related conversations unless your instructor informs you otherwise. Chat is not ideal for questions about assignments; instructors are not required to monitor it and conversations may be buried or lost.

Email

ASU email is an [official means of communication \(Links to an external site.\)](#) among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

All instructor correspondence will be sent to your ASU email account.

ASU Online Course Policies

View the [ASU Online Course Policies \(Links to an external site.\)](#)

Accessibility Statements

View the [ASU Online Student Accessibility \(Links to an external site.\)](#) page to review accessibility statements for common tools and resources used in ASU Online courses.

If any other tools are used in this course, links to the accessibility statements will be listed below this sentence.

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any

Date	Details	
Fri Jan 15, 2021	Assignment Module 1: Let's get to know one another	due by 11:59pm
	Assignment Module 1: Early Possibilities	due by 11:59pm
Fri Jan 22, 2021	Assignment Module 2: Declaration of Topic	due by 11:59pm
Fri Jan 29, 2021	Assignment Module 3: Assignment	due by 11:59pm
Fri Feb 5, 2021	Assignment Module 4: Assignment	due by 11:59pm
Fri Feb 12, 2021	Assignment Module 5: Assignment	due by 11:59pm
Fri Feb 19, 2021	Assignment Module 6: Assignment	due by 11:59pm
Fri Mar 2, 2021	Assignment Module 7: Final report	due by 11:59pm

education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources

at <https://sexualviolenceprevention.asu.edu/faqs> (Links to an external site.).

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, privately.

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the course site often.

Course assignments are not weighted.