

**School of Library and Information Science  
University of Kentucky  
300 Little Library  
Lexington Kentucky 40506-0224**

**Course LIS 675 Professional Field Experience  
LEARNING CONTRACT**

A student who is enrolled in course LIS 675 is required to complete 140 hours of field work during the semester or term of the enrollment, and to complete a term paper which examines some aspect of the work of the placement.

Pages 1 and 2 must be completed *before the start* of the semester or term in which the professional field experience will be done, and are to be completed by the student in consultation with the Placement Supervisor, except that the student is to complete the description of the term paper in consultation with the course coordinator, Assistant Director Dennis Carrigan. When pages 1 and 2 have been completed, the student and Placement Supervisor sign on page 2, and the student then submits pages 1 and 2 to the course coordinator, *prior to the beginning of the semester or term*. The Assistant Director's signature indicates School agreement to the contract. When he has signed, the Assistant Director will return copies to the parties. *At the end of the term*, the Placement Supervisor completes pages 3-5 and submits them to the Assistant Director.

Student name \_\_\_\_\_

Professional field experience would be done: semester or term \_\_\_\_\_ year \_\_\_\_\_

Student soc sec no \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ & email address \_\_\_\_\_

Supervisor name & title \_\_\_\_\_

Supervisor phone \_\_\_\_\_ & email address \_\_\_\_\_

Agency/library \_\_\_\_\_

Agency/library address \_\_\_\_\_

I. Describe nature of placement and student's responsibilities. (If a separate sheet is used, please repeat this heading.)

II. Describe student's learning objective(s) and how the placement will allow it/them to be realized. (If a separate sheet is used, please repeat this heading.)

**LIS 675 LEARNING CONTRACT (continued)**

III. Set forth the criteria for evaluating the student's performance in the placement, which will account for 70% of course grade. (If a separate sheet is used, please repeat this heading.)

IV. Describe the term paper, which is to be a part of this course, which will account for 30% of course grade, and whose topic the course coordinator must approve in advance. (If a separate sheet is used, please repeat this heading.)

(Instructions for term paper: The term paper's topic must relate in a general way to the work done in the placement. *The term paper is not to be a diary or log or description of work done in the placement*, but is to focus on the intellectual aspect of the work. It must be at least 10 pages, typed double-spaced, with a 1" margin at the top, bottom, and both sides. There must be endnote references to at least 10 items [journal articles, books] that were used to write the paper. In meeting the requirement that the paper be at least 10 pages, any title page, the bibliography, attachments, etc, are *not* counted.)

**SIGNATURES:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Placement supervisor \_\_\_\_\_ Date \_\_\_\_\_

Assistant Director \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT AND PLACEMENT SUPERVISOR:** At the end of the term, I must submit a grade for this course, by a deadline set by the Registrar's Office. To enable me to comply with that deadline, please adhere to the dates below for having the evaluation and term paper to me. I will insert the dates when I sign the Learning Contract. For fall or spring semester, the dates will be the last day of classes (term paper) and last day of semester (evaluation). For summer, the date for both will be the last day of the term.

The **EVALUATION** completed by the **PLACEMENT SUPERVISOR** is due not later than: \_\_\_\_\_

(The evaluation may be faxed to me at 859 257-4205.)

The **TERM PAPER** completed by the **STUDENT** is due not later than: \_\_\_\_\_

(The term paper may *not* be faxed but may be sent as a Word file attached to e-mail: carrigan@uky.edu.)