

Library and Information Science

# Practicum Handbook 2011-2012



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DENVER

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Morgridge College  
of Education

University of Denver—Morgridge College of Education  
Denver, Colorado

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Prepared by Clara L. Sitter, Practicum Coordinator.

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Dear Student,

Welcome to the practicum experience! You are about to begin one of the most exciting and fulfilling aspects of your degree plan. The practicum experience is an opportunity for you to apply some of the theory learned in class to the actual workplace while working under the supervision of professionals. The field mentor, faculty supervisor, faculty advisor, and practicum coordinator are all cheering for your success.

Your practicum experience can be one of the most important career enhancing choices you make. You have an opportunity to creatively build your resume and develop a professional portfolio by carefully choosing your practicum site, field mentor, and special project. Students choose practicums for a number of reasons such as:

- Experiencing the general aspects of work in an information setting
  - Example: Rotation in various departments of a public library
- Completing a special project with a unique learning experience
  - Example: Colorado Digitation Project groundwork
- Understanding different types of information-providing agencies
  - Example: Colorado Library for the Deaf and Blind
- Developing an area of expertise with a large project
  - Example: Summer Reading Programs

Your practicum experience can launch your career or help you develop expertise in a particular area. It can open doors to a special experience in a particular institution. It can provide an opportunity to work closely with an expert in the field. I challenge you to choose carefully and make it the best possible experience for your new career.

Clara L. Sitter, Ph.D.  
Practicum Coordinator  
Library and Information Science Program  
University of Denver, Morgridge College of Education

# The Practicum Experience

The practicum is a planned learning experience with a minimum of 100 hours of fieldwork.<sup>1</sup> It is an experiential learning opportunity for students to apply the theoretical classroom lessons to a supervised work experience in a library or information agency.

It is advisable for students to spend a quarter planning the practicum. The planning includes selecting a site and field mentor, writing goals and objectives, facilitating approvals, and scheduling the work.

## Practicum Definitions

- *Field Mentor*—the specialist in the library or information site who works with the student
- *Faculty Supervisor*—classroom instructor who works directly with the student and field mentor
- *Faculty Advisor*—counselor to the student throughout program; may include practicum advice
- *Practicum Coordinator*—manager of the practicum infrastructure including the site database, mentor approvals, permanent files, and handbook updates. The practicum coordinator is also the faculty supervisor.

Currently the roles of *Faculty Supervisor* and *Practicum Coordinator* are filled by the same person.

**Practicum Sites.** Various practicum sites are available to students depending on their areas of interest and specialization. Opportunities for experience include fields of medical, law, art, music, archives, public, school, and academic libraries. The student should select both the practicum site and a field mentor in consultation with the faculty supervisor. The practicum coordinator and/or the faculty supervisor must approve sites and field mentors.

**Practicum Goals.** The student determines their own specific goals and objectives with support from the field mentor and approval of the faculty supervisor. The goals of the practicum experience are to:

- Provide students with an opportunity to translate theoretical knowledge into professional practice
- Assist students in the clarification and development of professional goals
- Enable students to identify professional and interpersonal strengths and weaknesses
- Help students in the development of professional areas of interest
- Support students in the expansion of their professional networks and
- Encourage students to contribute in a positive way to the professional agencies, institutions, and organizations of the community.

**Course Learning Objectives.** At the conclusion of the course, students will be able to:

- Demonstrate the ability to effectively interpret and apply theory
- Identify their professional strengths and weaknesses and their area of interest
- Develop and clarify professional goals
- Contribute in a positive way to the operations of a library or information agency
- Meet the individual goals and objectives for the practicum experience

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<sup>1</sup> Students seeking K-12 school library media licensure do 160 hours of fieldwork with 80 hours each in elementary and secondary school libraries (LIS 4911 and LIS 4912).

# Students

The practicum experience is customized for each student. The student, field mentor, and faculty supervisor work together toward the achievement the mutually agreed upon goals and objectives.

**Student Eligibility.** Students must complete 38-quarter hours, including the core classes, before enrolling in the practicum. Most students enroll in the practicum during the last or next to last quarter of study. All students are required to complete four credit hours of a culminating experience. This can be either a practicum (work with a practicing professional) or a capstone project (work with an LIS faculty member). Students in the School Library concentration must do the practicum to qualify for institutional recommendation for the School Librarian or Teacher Librarian endorsement.

**Enrollment Guidelines.** The standard class required for all LIS masters students is LIS 4910, a four-quarter hour credit class. Students in the K-12 School Library (SL) program enroll in the following two-credit courses: LIS 4911 Elementary Practicum (children, birth through age 12) and LIS 4912 Secondary Practicum (middle school, junior high or high school; ages 13-18). Students interested in work with children and teens in public libraries may also enroll in LIS 4911 and LIS 4912. The LIS 4911 and LIS 4912 require 80 hours at each level, a standard for school library programs with work in both school and public library youth programs.

**Course Requirements.** Students must meet requirements for four credit hours of practicum experience including class meetings, a minimum of 100 hours of on site work, and completion of all required paperwork. The work during the practicum must be unpaid. A paid internship cannot substitute for the practicum experience. [Paid internships are often available as a supplementary work experience. Students may apply for independent study credit by writing a report of the internship or project research or methodology.]

**Requirements.** Before beginning the fieldwork students are required to submit an application/cover sheet with goals and objectives attached. During the quarter, practicum students must submit a reflective learning journal (posted weekly), time sheet, site evaluation, final report and any additional work requested by the faculty supervisor.

**Class Meetings.** There will be a meeting of practicum students at the beginning and the end of each quarter and during the quarter as scheduled by the faculty supervisor. In addition, class communication via Blackboard is required.

**Grades.** The faculty supervisor determines the final grade with input from the field mentor. Students must earn at least a “B” grade.

**Student Responsibilities.** The following “Student Checklist” lists expectations of students enrolling and preparing to enroll in the practicum experience.

# Student Timeline Checklist

## *6 to 12 months before the Practicum*

- Attend the fall Showcase of Opportunities to meet representatives of libraries and information settings
- Attend a Practicum Information Session (**required**)—Offered at the Showcase of Opportunities and several times throughout the academic year
- Determine which quarter to enroll in the practicum. NOTE: **Enrollment is available only during winter, spring and summer quarters.**

## *8-16 weeks before the Practicum*

- Identify 3-5 goals for the experience; write several objectives for each goal
- Discuss practicum ideas with your faculty advisor AND the practicum coordinator
- Inform the practicum coordinator of your intent to do the practicum
- Identify 3-5 goals for the experience; write several objectives for each goal

## *6-8 weeks before the Practicum*

- Discuss options with the faculty supervisor
- Identify a practicum opportunity or use an existing site from the practicum database
- Make appointments with potential field mentors; take goals and objectives and updated resume
- Make a decision about the site soon after the pre-placement interviews
- Verify approval of the field mentor with the practicum coordinator
- Request field mentor(s) to submit a resume to the practicum coordinator (as needed)
- Register for the class(es) (K-12 SL students and/or students working with children and teens register for both LIS 4911 and LIS 4912)

## *3-4 weeks before the Practicum*

- Polish your goals and objectives and provide an overview of the practicum work or project
- Review proposed goals and objectives with field mentor and the faculty supervisor

## *1-2 weeks before the Practicum*

- Plan your work schedule
- Prepare paperwork for the first class (application, goals and objectives, Blackboard questions)

## *During the Practicum*

- Attend scheduled classes
- Report promptly to the site, complete all required hours, and maintain a time sheet of hours worked
- Complete a learning journal reflecting on activities and learning
- Submit journal entries to the faculty supervisor in a timely manner as requested
- Schedule the site visit at a time when both field mentor and faculty supervisor can attend
- Discuss the field mentor's evaluation of your work at the end of the quarter
- Complete a written report at the end of the practicum experience addressing each objective
- Complete and submit all paperwork required by the deadline

Students can begin thinking about potential practicum sites and field mentors early in their academic work. Students are encouraged to talk with the faculty supervisor at any time before and during the practicum experience. Faculty advisors often have helpful suggestions for practicum sites and field mentors.

# Principles of Ethical Conduct

While no set of guidelines can address every potential situation, the basic principles for the practicum lie in the understanding that students and faculty not only represent themselves, but also represent the University of Denver Morgridge College of Education and the library and information science profession. Each person involved in the practicum experience is expected to demonstrate responsible, ethical, and professional behavior in setting goals, meeting responsibilities, and addressing problems. Principles include the following.

- *Propriety.* The practicum student should maintain high standards of personal conduct in the capacity of their identity as a student of the University of Denver.
- *Competence and Growth.* The practicum student should strive to become proficient in professional practice and performance of professional functions and activities.
- *Service.* The practicum student should regard as primary the service obligation to the agency, institution, or organization.
- *Integrity.* The practicum student should act in accordance with the highest standards of professional integrity.
- *Development of Knowledge.* The practicum student should take responsibility for identifying, developing, and fully utilizing knowledge for professional practice.
- *Scholarship and Research.* The practicum student engaged in study and research should be guided by the conventions of scholarly inquiry.
- *Confidentiality.* The practicum student should respect the privacy of information users and hold in confidence all information obtained in the course of professional service.
- *Respect, Fairness, and Courtesy.* The practicum student should treat colleagues with respect, courtesy, fairness, and good faith.
- *Commitments to the Agency or Institution.* The practicum student should adhere to the commitments made to the agency, institution, or organization.
- *Integrity of the Profession.* The practicum student should uphold and advance the values, ethics, knowledge, and mission of the profession.
- ***Professional Dress.* The practicum student should dress appropriately for the standard of the library or institution where they are working—generally more formal than attending class.**



# Field Mentors

The field mentor is the on-site person in the agency or institution who, in cooperation with the faculty supervisor, directs the on-site practicum experience.

**Selection Criteria.** To be considered for appointment as a field mentor, a professional resume must be provided. The resume will describe the person's educational background and professional work experience. It should indicate the applicant's past and current involvement in professional activities including research, presentations, continuing education, and service in professional organizations. Field mentors must have:

- Earned an MLS, MLIS, or the equivalent
- Completed a minimum of two years in professional practice
- Expressed interest in teaching and or mentoring students
- Agreed to participate in the instruction, guidance, and supervision of practicum students
- Scheduled time to plan appropriate learning experiences, provide continuous feedback, evaluate work performance, and schedule conferences with practicum students and faculty supervisors

**Field Mentor Benefits.** Serving the profession as a field mentor can be a personally rewarding experience including opportunities to:

- Sharpen professional knowledge and skills through the field mentor process
- Develop teaching skills
- Strengthen ties with the University of Denver and the Library and Information Science program
- Contribute to the development of standards through the mentor process
- Contribute to the institution by mentoring students who bring new ideas, stimulation and/or projects to the work setting

**Field Mentor Responsibilities.** The following general responsibilities are expected of field mentors

- Interview the practicum student and approve the placement
- Assist the student in establishing appropriate goals and objectives
- Meet with the practicum coordinator and/or the faculty supervisor
- Coordinate and approve a work schedule for the student
- **Provide the student with instruction and continuous, specific, helpful feedback on work performance** (Most important! A rule of thumb is one hour for every ten hours of student work.)
- Report any problems with the student's performance to the faculty supervisor
- Plan and implement the education experience of the student in accordance with the goals and objectives mutually agreed upon
- Manage the practicum experience within the philosophy, function, and services of the agency, institution, or organization in accordance with its policies and procedures
- Complete and sign the evaluation form and the student timesheet at the conclusion of the practicum

## Faculty Supervisor<sup>2</sup>

The faculty supervisor ensures a quality learning opportunity for the student and successful collaboration with the agency or institution. As a knowledgeable professional in the field, the faculty supervisor understands the importance of the practicum and is charged with helping the student and field mentor identify appropriate experiences, which enable the student to develop as a successful professional.

### **Faculty Supervisor Responsibilities.**

- Reviewing and approving each student's practicum application, goals, and objectives
- Working with students after they register for the course
- Identifying and collecting student paperwork at the first and last classes
- Conducting an on-site visit<sup>3</sup> to each practicum site student once during the period
- Collecting and completing administrative documents
- Meeting with each student as needed throughout the practicum experience
- Reviewing each student's written report addressing the ways in which the objectives were met
- Evaluating agencies in terms of their appropriate effectiveness as field learning sites
- Evaluating the performance of field mentors and students

## Faculty Advisors

The role of the faculty advisor in the development of the practicum will vary from student to student. The faculty advisor can assist the student in making wise choices in designing the practicum experience.

### **Faculty Advisor Contributions.**

- Encourage the student to begin early planning to maximize the practicum experience
- Suggest relevant sites and/or field mentors in the areas of interest
- Discuss appropriate goals and objectives to complement the student's degree plan

## Practicum Coordinator

The coordinator has the responsibility for seeing that the practicum experience runs smoothly by maintaining communication with students, field mentors, faculty supervisors, and university administrators.

### **Practicum Coordinator Responsibilities.**

- Overseeing the upkeep of a practicum database of sites and field mentors
- Maintaining contacts with potential field mentors
- Updating the practicum handbook
- Assisting students in choosing appropriate sites and field mentors
- Making initial contacts with field mentors for approvals and orientations
- Serving as the program liaison to the faculty supervisor or serving as the faculty supervisor
- Managing completed practicum files
- Troubleshooting difficult practicum situations
- Reporting practicum information to the director of the program

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<sup>2</sup> Currently the Faculty Supervisor and the Practicum Coordinator roles are filled by the same person.

<sup>3</sup>Telephone conference calls may substitute for site visits when sites are out of state, out of driving range, or circumstances prevent an on-site visit.

# Goals and Objectives

The Practicum is an opportunity for students to design their own learning experience. The design is done with the advice of faculty advisors, the practicum coordinator, and field mentors. The first step for the student is to think about what they want out of the experience. Ideally, students will begin thinking about their practicum experience long before putting it together.

Once a general idea is conceived, then the student should write 3-5 general goals. Under each goal it is appropriate to identify several specific objectives. Think about the acronym SMART when writing objectives, i.e., **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**ime bound.

Goals and objectives are sometimes called by different names in different settings such as targets, actions, etc. For the purposes of the practicum we are using *Goal* as the general statement and *Objective* for the specific. The relationship is best understood when they are presented in outline form:

## Goal #1

- Objective
- Objective
- Objective

## Goal #2

- Objective
- Objective
- Objective

## Goal #3

- Objective
- Objective
- Objective

It is most important to identify goals and objectives **BEFORE** you talk with a field mentor. The field mentor may have suggestions for ways to enhance your goals and objectives but it is critical that *the student initiate the areas of focus*. See the descriptions of practicum, internships, service learning, and special projects for a clear understanding of the perspective. It is a difference in perspective, and there is a fine line of distinction in many cases. The point is that “DU/the student” is initiating the focus of the practicum while in the other cases the library or information provider is initiating the project or focus of work. That is not to say that a project cannot be *part* of the practicum work but generally it should not be the major focus.

*Only 4-5 per cent of people set goals, and yet over 90 percent of those who do set goals achieve them. Setting goals is an excellent way to raise the probability of success in implementing your projects and changes.*

**Goals.**

Identifying the goals is the easy part. The goal statements are broad and general.

Example:

Goal #1—To practice reference skills in a public library.

**Objectives.**

Applying the SMART elements to your objectives is more difficult for some people.

- **Specific**—Write the objective in one specific statement.
- **Measurable**—Ask yourself: How will you know you accomplished the objective? Is there a product, a statistic, a percentage?
- **Attainable**—Ask yourself: Is it possible to do this within the required parameters?
- **Realistic**—Again, Is it within reason to expect to complete the objective?
- **Time bound**—Typically “time-bound” implies a date or a deadline e.g., six months or by December, 2011. For practicum planning, think about the number of hours you expect it will take to accomplish the objectives. Think carefully about how you are “spending” your precious 100 hours of the practicum.

Example:

Work 10 hours on the Reference Desk and answer at least 20 questions with 90% accuracy.

**Flexibility.** Your goals and objectives are not set in stone. They are simply a planning guide. Once YOU have verbalized your wishes, and then talk with your faculty advisor and/or the practicum coordinator for additional input. Only then should you consider possible sites and field mentors where you think you can best achieve what you want out of the practicum. Once you are into the practicum work it is expected that you will make some adjustments in the time estimates as well as objectives as new opportunities or interests are revealed.

Both your advisor and the practicum coordinator can suggest possible sites and field mentors. It is suggested that you identify several possible sites and field mentors. Make appointments to talk with them, telling them that you are “investigating” several possible sites. Prepare as if you are doing a job interview. In each case, both parties are trying to find the best match. It is a good idea to update your resume and take it with your goals and objectives when you meet with potential field mentors.

Remember to follow up with people you have interview with to thank them and update them on your progress and plans for the practicum. Keep your advisor and practicum coordinator updated on your plans, too.

Once you have determined the best “fit” for your practicum the next step is to complete the application form. The advisor’s signature is requested to confirm that you are ready to do the practicum. To be “ready” you need to have completed at least 38 hours including your core and concentration classes. If you are missing courses your advisor and/or faculty supervisor can determine if you are prepared to do the practicum. It is not fair to you or your field mentor to place you in an experiential situation until you have the course work to support your work.

University of Denver  
Library and Information Science Program

**Practicum Application**

(To be submitted by the student to the Faculty Supervisor *before* beginning fieldwork)

*Student Information*

Student \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Work Phone \_\_\_\_\_

Date \_\_\_\_\_ Quarter \_\_\_\_\_ Credit Hours \_\_\_\_\_

Beginning and ending date of Practicum Experience \_\_\_\_\_

*Site Information*

Library or Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

*Field Mentor Information*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

*Brief Description of Practicum Plan (Attach Goals and Objectives)*

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

All core classes completed? yes or no (circle one)      Number of credit hours completed \_\_\_\_\_

# Cover Sheet for Field Mentor Information

(Copy as a cover sheet with the field mentor resume attached)

Name of Field Mentor \_\_\_\_\_ Phone \_\_\_\_\_

Library or Organization \_\_\_\_\_ Email \_\_\_\_\_

## *Education*

Degree \_\_\_\_\_ Institution \_\_\_\_\_ Year \_\_\_\_\_

## *Experience*

- |  | <i>Yes</i> | <i>No</i> |
|--|------------|-----------|
| • Work in area of expertise                  |            |           |
| • Recognition of professional accomplishment |            |           |
| • Publication in the field                   |            |           |
| • Professional presentations                 |            |           |

*Supervision Experience* *Yes* *No*

*Do you want to be a field mentor for a DU LIS student?* *Yes* *No*  
*Why?*

*Comments:*

Practicum Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Field Mentor Experience (if applicable) \_\_\_\_\_

University of Denver  
Library and Information Science Program

**Practicum Time Sheet (Example)**

(To be completed by the student and submitted to the Faculty Supervisor at the end of the quarter.  
You may use any format that shows the dates, hours, and total hours completed;  
for example, a calendar, a spread sheet or a simple list will be acceptable.)

Student \_\_\_\_\_ Quarter \_\_\_\_\_

Site \_\_\_\_\_

Field Mentor \_\_\_\_\_

	Weekly Hours	Total Hours to Date	Field Mentor Contact (Approximately 10% of time)
WEEK #1			
WEEK #2			
WEEK #3			
WEEK #4			
WEEK #5			
WEEK #6			
WEEK #7			
WEEK #8			
WEEK #9			
WEEK #10			
Totals			

Comments:

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

Field Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_





# University of Denver Library and Information Science Program

## Evaluation

(To be completed by the field mentor and submitted by the student to the faculty supervisor.)

Student \_\_\_\_\_ Quarter \_\_\_\_\_

Practicum Site \_\_\_\_\_ Field Mentor \_\_\_\_\_

The field mentor completes the evaluation and discusses it with the student. Both student and field mentor must sign the evaluation. The form must be returned to the faculty supervisor for review. The faculty supervisor, in consultation with the field mentor, will assign the student's grade.

Rate each competency using a scale of 1 to 5

- 5 = Always exceeds expectations
- 4 = Frequently exceeds expectations
- 3 = Generally meets expectations
- 2 = Occasionally meets expectations
- 1 = Rarely meets expectations
- NA = Not applicable

### *Professionalism and Competency*

1. Accepts professional responsibility to learn	1	2	3	4	5	NA
2. Completes assignments in a professional manner	1	2	3	4	5	NA
3. Honors schedules, appointments, and deadlines	1	2	3	4	5	NA
4. Demonstrates professional knowledge and behavior	1	2	3	4	5	NA
5. Remains open to feedback and evaluation	1	2	3	4	5	NA
6. Organizes, plans, and completes work efficiently	1	2	3	4	5	NA
7. Recognizes personal strengths	1	2	3	4	5	NA
8. Recognizes areas for improvement	1	2	3	4	5	NA
9. Demonstrates initiative and resourcefulness	1	2	3	4	5	NA
10. Maintains ethical behavior	1	2	3	4	5	NA
11. Communicates clearly in writing and speaking	1	2	3	4	5	NA
12. Works cooperatively with other staff members	1	2	3	4	5	NA

*Comments on professionalism and competency.*

*What were the student's particular strengths?*

*In what area(s) might the student improve?*

*General comments.*

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

Field Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix A—Sites and Field Mentors (Examples)  
Academic, Archives, Public, School Special and Non-Traditional  
Contacts in Bold have been Field Mentors

**PRACTICUM SITES<sup>4</sup>—EXAMPLES**  
*Contacts in bold have been field mentors*

*Academic Library Sites*

**Arapahoe Community College**, 5900 S. Santa Fe Dr., P.O. Box 9002, Littleton, CO 80160. [www.arapahoe.edu](http://www.arapahoe.edu) 303-797-5090.  
Contact—**Malcolm Brantz**. malcolm.brantz@arapahoe.edu. 303-797-5739.

**Art Institute of Colorado**, 1200 Lincoln St., Denver, CO 80203.  
[www.artinstitutes.edu/denver](http://www.artinstitutes.edu/denver). 303-837-0825.  
Contact—Rebecca Perna Loughlin. rloughlin@aii.edu

**California State University San Marcos**, 333 S. Twin Oaks Valley Road, San Marcos, CA 92096. 760-750-4340.  
Contact—**Ann Fiegen** afiegen@susm.edu 760-750-4365.

**Cardinal Stafford Library**, 1300 S. Steele Street, Denver, CO 80210. 303-715-3192.  
<http://sjvdenver.edu/about-the-seminary/library>  
Contact—Stephen Sweeney. [stephen.sweeney@archden.org](mailto:stephen.sweeney@archden.org) 303-715-3234.

**College Hill Library**, 3705 W. 112<sup>th</sup> Ave., Westminster, CO 80031.  
<http://westminster.lib.co.us>. 303-404-5121. Contact for Westminster Public Library—  
**Cindy Jaye** cjaye@cityofwestminster.us 303-404-5121.

**Colorado Christian University**, 8787 W. Alameda Ave, Lakewood, CO 80226.  
Contact—**Karen Neville** kneville@ccu.edu 303-063-3253.

**Colorado School of Mines, Arthur Lakes Library**, 1400 Illinois St, Golden, CO 80401. <http://library.mines.edu> 303-273-3911.  
Contact—**Lisa Dunn** ldunn@mines.edu 303-273-3687.

**Fort Lewis College**.  
Contact—**Minna D. Sellers** sellers\_m@fortlewis.edu 970-247-7424.

**Front Range Community College**. See **College Hill Library**.

**Iliff School of Theology**, 2201 S. University Blvd., Denver, CO 80210. [www.iliff.edu](http://www.iliff.edu)  
303-744-1287.

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<sup>4</sup> Students are not limited to these sites. These are only examples of some of the sites selected by students.

Contact—**Deborah Creamer** [dcreamer@iliff.edu](mailto:dcreamer@iliff.edu) 303-765-3178.  
Contact—**Laura Harris** [lharris@iliff.edu](mailto:lharris@iliff.edu) 303-765-3179 (archives)

**Johnson and Wales University**, 7150 Montview Blvd, Denver, CO 80220.  
<http://library.jwu.edu/denver>. 303-256-9518.  
Contact—**Merrie Valliant** [merrie.valliant@jwu.edu](mailto:merrie.valliant@jwu.edu) 303-256-9445.

**Lamont School of Music Library**, 2344 E. Iliff Ave., Denver, CO 80208.  
[www.du.edu/lamont](http://www.du.edu/lamont) 303-871-6400.  
Contact—**Suzanne Moulton-Gertig** [smoulton@du.edu](mailto:smoulton@du.edu) 303-871-6427.

**Northern Kentucky University, School of Law**. Nunn Drive, Highland Heights, KY 41099. 859-572-6030.  
Contact—**Michael Whiteman** [whiteman@nku.edu](mailto:whiteman@nku.edu) 859-572-5717.

**Peking University School of Transnational Law**, Legal Research Center. University Town, Lishui Road, Nanshan District, Shenzhen, China 518055. 134-1081-9374.  
Contact—**Christopher Simoni** [chrissimoni@gmail.com](mailto:chrissimoni@gmail.com) 630-267-8384.

**Pikes Peak Community College** 5675 S. Academy Blvd., Colorado Springs, CO 80905.  
719-502-2400. Contact—**Michael Doherty**. [Michael.Doherty@ppcc.edu](mailto:Michael.Doherty@ppcc.edu)

**Red Rocks Community College**. 13300 W. Sixth Ave, Lakewood, CO 80228.  
Contact— Kristen Laughlin. [kristen.laughlin@rrcc.edu](mailto:kristen.laughlin@rrcc.edu) 303-914-6745

**Regis University**, 3333 Regis Boulevard, Denver, CO 80221. 303-458-4030.  
Contact—**Martin Garnar** [mgarnar@regis.edu](mailto:mgarnar@regis.edu) 303-964-5459.  
Contact—**Janet Lee** [jlee@regis.edu](mailto:jlee@regis.edu) 303-458-3552. (cataloging)

**Regis University, Colorado Springs Campus**, 7450 Campus Drive, Suite 100  
Colorado Springs, CO 80920, <http://www.regis.edu/library.htm>, 719-264-7081.  
Contact—Susan Stewart. [sstewart@regis.edu](mailto:sstewart@regis.edu) 719-264-7080.

**Rocky Mountain College of Art and Design Library**. 1600 Pierce St., Lakewood, CO 303-225-8584 Contact—**Hugh Thurlow**, [hthurlow@rmcad.edu](mailto:hthurlow@rmcad.edu)

**Rocky Vista University, College of Osteopathic Medicine**, 8401 Chambers Rd, Parker, CO 80134. 303-373-2008 x2879.  
Contact—**Dr. Frank Ames** [fames@rockyvistauniversity.org](mailto:fames@rockyvistauniversity.org)  
Contact—**Brian Schwartz** [bschwartz@rockyvistauniversity.org](mailto:bschwartz@rockyvistauniversity.org)

**United States Air Force Academy, McDermott Library**, HQUSAF/DFLIB 2354 Fairchild Drive, Suite 3A10, USAF Academy, CO 80840-6214.  
Contact—**Dr. Edward Scott** [Edward.Scott@usafa.edu](mailto:Edward.Scott@usafa.edu)  
Contact—Mary Elizabeth Ruwell [Mary.Ruell@usafa.edu](mailto:Mary.Ruell@usafa.edu) 719-333-6919 (Archives)

**University of Colorado at Boulder, University Libraries, Norlin Library**, 184 UCB, 1720 Pleasant St., Boulder, CO 80309-0184. <http://ucblibraries.colorado.edu> 303-492-8705.

Contact—Brice Austin (Access Services) [Brice.Austin@colorado.edu](mailto:Brice.Austin@colorado.edu) 303-492-3975.

Contact—**Stephanie Alexander** [Stephanie.Alexander@colorado.edu](mailto:Stephanie.Alexander@colorado.edu) 303-492-0682.

**Business Library**, 184 UCB, 1720 Pleasant St., Boulder, CO 80309-0184. 303-492-8367.

Contact—Matt Brower. [Matthew.Brower@colorado.edu](mailto:Matthew.Brower@colorado.edu) 303-492-7156.

**Earth Sciences and Map Library (Jerry Crail Johnson Library)**, 184 UCB, Boulder, CO 80309. 303-492-6133.

**East Asian Library**, 184 UCB, 1720 Pleasant St., Boulder, CO 80309. 303-492-8822.

**Engineering Library (Gemmill)**, 184 UCB, 1720 Pleasant St., Boulder, CO 80309. 303-492-5396.

Contact—**Jack Maness** [Jack.Maness@colorado.edu](mailto:Jack.Maness@colorado.edu) 303-492-4545.

**Government Publications Library**, 184 UCB, 1720 Pleasant St., Boulder, CO 80309. 303-492-8834.

**Music Library (Howard B. Waltz Library)**, 184 UCB, 1720 Pleasant St., Boulder, CO 80309. 303-492-8093.

Contact—**Laurie Sampsel** [Laurie.Sampsel@colorado.edu](mailto:Laurie.Sampsel@colorado.edu) 303-492-3929.

**Special Collections.** Contact—**Elizabeth Newcome**

**University of Colorado at Denver and Health Sciences Center, Anschutz Medical Campus, Health Sciences Library**, Mail Stop A003, 12950 E. Montview Blvd., Aurora, CO 80045. <http://hsclibrary.uchsc.edu>. 303-724-2152.

Contact—**Lisa Traditi** [lisa.traditi@ucdenver.edu](mailto:lisa.traditi@ucdenver.edu) 303-724-2141.

Contact—**John Jones** [john.jones@ucdenver.edu](mailto:john.jones@ucdenver.edu) 303-724-2117. (Public Services)

Contact—**Sheila Yeh** [Sheila.Yeh@ucdenver.edu](mailto:Sheila.Yeh@ucdenver.edu) 303-724-2140. (IT)

Contact—**Julie Silverman** [julie.silverman@ucdenver.edu](mailto:julie.silverman@ucdenver.edu) 303-724-2137. (Coll.Mgt.)

**University of Colorado at Denver, Auraria Library**, 1100 Lawrence Street, Denver, CO 80204. [www.library.cudenver.edu](http://www.library.cudenver.edu) 303-556-2740.

Contact—**Cynthia Hashert** [cynthia.hashert@ucdenver.edu](mailto:cynthia.hashert@ucdenver.edu) 303-556-5256.

Contact—**Ignacio Ferrer-Vinent** [Ignacio.Ferrer-Vinent@ucdenver.edu](mailto:Ignacio.Ferrer-Vinent@ucdenver.edu) 303-556-4919.

Contact—**Ellen Metter** [Ellen.metter@ucdenver.edu](mailto:Ellen.metter@ucdenver.edu) 303-556-4516. (Collection Mgt.)

Contact—**Karen Sobel** [Karen.Sobel@ucdenver.edu](mailto:Karen.Sobel@ucdenver.edu) 303-352-3640.

**University of Denver, Penrose Library**, 2150 E. Evans Avenue, Denver, CO 80208. [www.library.du.edu](http://www.library.du.edu)

**Public Services**

Contact—Jenny Bowers. [jennifer.bowers@du.edu](mailto:jennifer.bowers@du.edu) 303-871-3403. (Social Sciences)

Contact—**Chris Brown**. [Christopher.Brown@du.edu](mailto:Christopher.Brown@du.edu) 303-871-3404. (Documents; Reference technologies)

Contact—Carrie Forbes. [Carrie.Forbes@du.edu](mailto:Carrie.Forbes@du.edu) 303-871-3407. (Instruction)

Contact—Esther Gil. [Esther.Gil@du.edu](mailto:Esther.Gil@du.edu) 303-871-3412. (Business)

Contact—**Peggy Keeran**. [Peggy.Keeran@du.edu](mailto:Peggy.Keeran@du.edu). 303-871-3410. (Arts & Humanities)

Contact—**Joe Kraus**. [Joseph.Kraus@du.edu](mailto:Joseph.Kraus@du.edu). 303-871-4586. (Math & Science)

Contact—Erin Meyer [Erin.Meyer@du.edu](mailto:Erin.Meyer@du.edu) 303-871-3445. (Outreach; Website)

#### **Technical Services**

Contact—Sandra Macke. [Sandra.Macke@du.edu](mailto:Sandra.Macke@du.edu). 303-871-3127.

Contact—**Betty Meagher** [emeagher@du.edu](mailto:emeagher@du.edu) 303-871-4499.

#### **Special Collections, Peryle H. and Ira M. Beck Memorial Archives.**

Contact— **Jeanne Abrams** [jabrams@du.edu](mailto:jabrams@du.edu) 303-871-3016.

#### **Special Collections.**

Contact—**Steve Fisher**. [Steven.Fisher@du.edu](mailto:Steven.Fisher@du.edu). 303-871-3427.

#### **Special Collections, Center for Judaic Studies.**

Contact— **Jeanne Abrams** [jabrams@du.edu](mailto:jabrams@du.edu) 303-871-3016.

**University of Denver, Visual Media Center. School of Art and Art History.** 2121 E. Asbury Ave, Denver, CO 80208. 303-871-2846.

Contact—**Leslie Trumble**. [ltrumbl@du.edu](mailto:ltrumbl@du.edu). 303-871-3277.

**University of Denver, Westminster Law Library,** 2255 E. Evans, Denver, CO 80208. [www.law.du.edu/library](http://www.law.du.edu/library) 303-871-6206.

Contact—**Patty Wellinger**. [Patricia.Wellinger@du.edu](mailto:Patricia.Wellinger@du.edu) 303-871-6479.

Contact—**Stacey Bowers**. [Stacey.Bowers@du.edu](mailto:Stacey.Bowers@du.edu),

**University of Iowa, College of Law.** 200 Boyd Law Building, Kowa City, IA 52242-1166. Contact—**Ted Potter** [ted-potter@uiowa.edu](mailto:ted-potter@uiowa.edu) 319-225-9039.

**University of Northern Colorado (UNC)** Campus Box 48, Greeley, CO 80639.

Contact—**Lyda Ellis** [lyda.ellis@unco.edu](mailto:lyda.ellis@unco.edu) 970-351-1524.

Contact—**Stephanie Wiengand** [stephanie.wiengand@unco.edu](mailto:stephanie.wiengand@unco.edu) 970-351-1534.

**Music Library.** (Howard M. Skinner Music Library)

Contact—**Stephen Luttmann** [stephen.luttman@unco.edu](mailto:stephen.luttman@unco.edu) 970-351-2281.

Vehr Theological Library See Cardinal Stafford Library.

## *Archives Sites*

**Alliance Digital Repository (ADR), Colorado Alliance of Research Libraries**, 3801 E. Florida Ave., Suite 515, Denver, CO 80210. [www.coalliance.org](http://www.coalliance.org) 303-759-3399.  
Contact—**Rose Nelson**

**Bessemer Historical Society**, 215 Canal St., Pueblo, CO 81004. [www.steelworks.us](http://www.steelworks.us)  
719-564-9086.  
Contact—Tim Hawkins, [tim.hawkins@www.steelworks.us](mailto:tim.hawkins@www.steelworks.us), 719-564-9086.

**Blair-Caldwell African American Research Library**, 2401 Welton St., Denver, CO 80205. <http://aarl.denverlibrary.org> 720-865-2401.  
Contact—**Charleszine "Terry" Nelson**, [tnelson@denverlibrary.org](mailto:tnelson@denverlibrary.org) 720-865-2404.

**Colorado Historical Society, Stephen H. Hart Library**, 1300 Broadway, Denver, CO 80203. [www.coloradohistory.org](http://www.coloradohistory.org) 303-866-2305.  
Archivist Contact—**Keith Schrum** 303-866-2305.

**Denver Museum of Nature and Science**, 2001 Colorado Boulevard, Denver, CO 80205-5798. [www.dmns.org](http://www.dmns.org) 303-322-7009.  
Contact—**Kris Haglund** [kris.haglund@dmns.org](mailto:kris.haglund@dmns.org) 303-370-8353.  
Contact—**Rich Busch** [Richard.Busch@dmns.org](mailto:Richard.Busch@dmns.org) 303-370-6071.  
Contact—**Rene Payne** [rene.payne@dmns.org](mailto:rene.payne@dmns.org) 303-370-8250. (Archives)

**Denver Public Library System**, 10 W. Fourteenth Ave. Parkway, Denver, CO 80204.  
[www.denverlibrary.org](http://www.denverlibrary.org) 720-865-1111.

### **Western History Collection (Archives)**

Contact—**Dennis Hagan** [dhagan@denverlibrary.org](mailto:dhagan@denverlibrary.org) 720-865-1812.  
Contact—**Ellen Zazzarino** [ezazzar@denverlibrary.org](mailto:ezazzar@denverlibrary.org) 720-865-1905.  
Contact—**Jamie Seemiller** [jseemill@denverlibrary.org](mailto:jseemill@denverlibrary.org) 720-865-1817.  
Contact—**Ann Brown** [abrown@denverlibrary.org](mailto:abrown@denverlibrary.org) 720-865-1906.

### **Western History Collection (Genealogy)**

Contact—**Wendel Cox**. [wcox@denverlibrary.org](mailto:wcox@denverlibrary.org)

**Douglas County History Research Center** at Philip S. Miller Branch, 100 S. Wilcox, Castle Rock, CO 80104. <http://history.douglascountylibraries.org>. 303-688-7730.  
Contact—**Johanna Harden** [jharden@dclibraries.org](mailto:jharden@dclibraries.org) 303-688-7730.

**Naropa University Archives**, 2130 Arapahoe Avenue, Boulder, CO 80302. 800-772-6951. [www.naropa.edu/archive](http://www.naropa.edu/archive)  
Contact—Ann Hunter, Processing Archivist, Naropa University Archives, Allen Ginsberg Library, [ahunter@naropa.edu](mailto:ahunter@naropa.edu) 303 546-3547.

**National Archives & Records Adm.**, Rocky Mt. Region, Denver Federal Center, Denver, CO 80209. [www.archives.gov/rocky-mountain/contact](http://www.archives.gov/rocky-mountain/contact)

**Archives Division (Archival Research)** Bldg. 48. 303-407-5740.  
Contact—denver.archives@nara.gov 303-407-5740.  
**Records Management Division** Bldg. 48. 303-407-5720.  
Contact—**Mark Ferguson** (Director Records Management Division)  
Mark.Ferguson@nara.gov 303-407-5721.  
Contact—**Pat Marek** Pat.Marek@nara.gov 303-407-5762.

**National Center for Atmospheric Research (NCAR)**, www.ucar.edu/librar, 1850 Table Mesa Drive, Boulder, CO 80305.  
Contact—**Terry A. Murray** tmurray@ucar.edu 303-497-1178.

**Pikes Peak Library District. Penrose Library.** 5550 N. Union Blvd, Colorado Springs, CO 80918. 719-531-6333.  
Contact—**Dennis Daily** ddaily@ppld.org 719-531-6333. (Archives)

**Telecommunications History Group**, 1425 Champa St., Denver, CO 80202.  
www.telcomhistory.org 303-296-1221.  
Contact—**Jody Georgeson** 303-296-1221, telecomhist@aol.com

**United States Air Force Academy, McDermott Library**, HQUSAFA/DFLIB 2354 Fairchild Drive, Suite 3A10, USAF Academy, CO 80840-6214.  
Contact—**Dr. Edward Scott** Edward.Scott@usafa.edu  
Contact—**Mary Elizabeth Ruwell** Mary.Ruell@usafa.edu 719-333-6919 (Archives)

**University of Denver, Penrose Library**, 2150 E. Evans Avenue, Denver, CO 80208.  
www.library.du.edu 303-871-3707.

**Special Collections, Peryle H. and Ira M. Beck Memorial Archives.**

Contact—**Jeanne Abrams** jabrams@du.edu 303-871-3016.

**Special Collections.**

Contact—**Steve Fisher** sfisher@du.edu 303-871-3428.

**Special Collections, Center for Judaic Studies.**

Contact—**Thyria Wilson** twilson@du.edu 303-871-3012.

**University of Denver, Visual Media Center, School of Art and Art History**, 2121 E. Asbury Ave, Denver, CO 80208. 303-871-2846.  
Contact—**Leslie Trumble**. ltrumble@du.edu 303-871-3277.

**University of New Mexico. Center for Southwest Research.** MSC 05 3020/1 UMN, Albuquerque, NM 87131-0001. 505-277-6451.  
Contact—**Mike Kelly** mtk@unm.edu  
Contact—**Kathleen Ferris** kferris@unm.edu

**University of Northern Colorado.** James Michener Library, Campus Box 48, Greeley, CO 80639. 970-351-2671.  
Contact—**Jay Trask** jay.trask@unco.edu 970-351-2322.



**University of Wyoming. American Heritage Center.** Dept 3924 1000 E. University Ave., Laramie, WY 82071.

[You-Tube video introduction: <http://www.youtube.com/watch?v=DQht5m5iXeM>]

Contact—**Mark Greene** [MGreene@uwyo.edu](mailto:MGreene@uwyo.edu)

Contact—**Rick Ewig** [REwig@uwyo.edu](mailto:REwig@uwyo.edu)

Contact—**William Hopkins** [whopkins@uwyo.edu](mailto:whopkins@uwyo.edu)

Contact—**John Waggener** [Waggener@uwyo.edu](mailto:Waggener@uwyo.edu) 307-766-2563.

## *Public Library Sites*

**Arapahoe Library District**, 12855 E. Adam Aircraft Circle, Englewood, CO 80112.  
www.arapahoelibraries.org 303-542-7279.

Contact—Maureen Klink 303-792-8999 ext 19004. mklink@ald.lib.co.us

Contact—**Cindy MacFadden** cmacfadden@ald.lib.co.us 303-792-8944. (Outreach)

Contact—**Donna Walker** dwalker@ald.lib.co.us 303-792-8960.

**Eloise May Library**, 1471 Parker Rd., Denver, CO 80231. 303-542-7279.

Contact—**Padma Polepeddi** ppoleddi@ald.lib.co.us 303-792-8932.

**Koelbel Library**, 5955 S. Holly St., Centennial, CO 80121. 303-542-7279.

**Smoky Hill Library**, 5430 Biscay Cir., Centennial, CO 80015. 303-542-7279.

Contact—Joan Schopf jschopf@ald.lib.co.us 303-792-8999 x 11719

**Southglenn Branch**, 6972 S. Vine Street, Centennial, CO 80122. 303-542-7279.

### **Aurora Public Library**

**Central Library, Business Resource Center**, 14949 E. Alameda Pkwy., Aurora, CO 80012. http://www.auroralibrary.org 303-739-6600.

**Aurora Public Library Branches.**

Contact—**Betsy Baxendale** bbaxenda@auroragov.org 303-326-8620.

**Bemis Public Library**, 6014 S. Datura Street, Littleton, CO 80120. 303-795-3961.

Contact—**Phyllis Larison**, 303-795-3961 (Public Services)

Contact—**Robin Trehaeven**, 303-795-3961 (Technical Services)

**Boulder Public Library**, 1001 Arapahoe Ave., Boulder, CO 80302.

www.boulderlibrary.org 303-441-3100.

Contact—**Terri Lewis** lewiste@bouldercolorado.gov 303-441-1917.

**College Hill Library**, 3705 W. 112<sup>th</sup> Ave., Westminster, CO 80031.

http://westminster.lib.co.us 303-404-5104. (Community college/public library) 303-404-5121. Westminster Public Library

Contact—**Cindy Jaye** cjaye@ci.westminster.co.us 303-658-2620.

**Delta County Public Library District**, 211 West 6<sup>th</sup> Street, Delta, CO 81416.

www.dcpld.org 970-874-9630. Contact—Annette Choszczyk, achoszczyk@sopris.net

**Denver Public Library System**, 10 W. Fourteenth Ave. Pkwy., Denver, CO 80204.

www.denverlibrary.org 720-865-1111.

**DPL Central** 10 W. Fourteenth Ave. Pkwy., Denver, CO 80204. 720-865-1111.

Contact—**Mike Eitnar** (Coll. Mgt.) meitner@denverlibrary.org 720-865-1518.

Contact—**Jennifer Hoffman** (Popular Reading) 720-865-1207.

Contact—**Dennis Hagan** (West. Hist.) dhagan@denverlibrary.org 720-685-1812.

**Eugene Field Branch** 810 S. University, Denver, CO 80209. 303-777-2301.

**Ross-University Hills Branch** 4310 E. Amherst Ave., Denver 80222. 303-757-2714.

**Schlessman Family Branch** 100 Poplar Street, Denver, CO 80220. 720-865-0000.

Contact—**Tara Bannon Williamson** tbannon@denverlibrary.org 720-865-0000.

**Woodbury Branch** 3265 Federal Blvd., Denver, CO 80211. 303-455-3930.  
Contact—**Lisa Munillo** 303-455-3930.  
Contact—**Beth Crist**  
Contact—**Pilar Castro-Reino**

**Douglas County Libraries**, 100 S. Wilcox, Castle Rock, CO 80104.  
www.douglascountylibraries.org 303-791-7323.

**NOTE:** Practicums in the Douglas County Libraries should make first contact with **Sheila Kerber** (Miller Library) or **David Farnan** (Administration).

**Administration**

Contact—**James LaRue** (Director) jlarue@dclibraries.org 303-791-7323.

Contact—**David Farnan** (Associate Director of Community Services)  
dfarnan@dclibraries.org 303-688-7657.

Contact—**Art Glover** (Human Resources Manager) aglover@dclibraries.org 303-791-7323.

Contact—**Rochelle Logan** (Assoc. Dir Support Services) rlogan@dclibraries.org  
303-791-7323.

**Parker Branch** 10851 S. Crossroads Dr., Parker, CO 80134. 303-791-7323.

Contact—**Sharon Nemecheck**, snemecheck@douglascountylibraries.org, 303-791-7323.

**Highlands Ranch Branch** 9292 Ridgeline Blvd., Highlands Ranch, CO 80129.  
303-791-7323.

**Philip S. Miller Library**, 100 S. Wilcox, Castle Rock, CO 80104. 303-791-7323.

Contact—**Sheila Kerber** skerber@dclibraries.org 303-791-7323.

Contact—**Linda Rose** lrose@dclibraries.org 303-688-7715

Contact—**Jane Smith**

**Eagle Valley Library District** www.evld.org

**Avon Branch**, 200 Benchmark Rd., Avon CO 81620. 970-949-6797.

**Eagle Branch**, 600 Broadway, Eagle, CO 81631. 970-328-8800.

**Gypsum Branch**, 48 Lundgren Blvd., Gypsum, CO 81637. 970-524-5080.

**Elbert County Library District**. 239 Main St., Elizabeth, CO 80107. 303-646-3792.

Contact—**Kari Baumann** director@elbertcountylibrary.org

**High Plains Library District** www.mylibrary.us 1939 61st Ave., Greeley, CO 80634.

970-506-8562. Contact—**Eric Ewing** (Human Resources Manager)

ewing@weld.lib.co.us 970-506-8562.

**Erie Community Library**. Contact—**Carol Taylor**

**Farr Regional Library**. Contact—**Jody Hungenberger** 970-506-8528.

**Jefferson County Public Library System**, 10200 W. 20<sup>th</sup> Ave., Lakewood, CO 80215.

www.jefferson.lib.co.us 303-235-5275. **NOTE All JCPL practicums and internships must begin with a conversation with Pam Nissler, coordinator.**

**Administration.**

Contact—**Pam Nissler** pam.nissler@jeffcolibrary.org

Contact—**Stacy McKenzie** stacy.mckenzie@jeffcolibrary.org 303-275-6236.

Contact—**Mary Kuehner** mary.kuehner@jeffcolibrary.org 303-275-2220

**Columbine Library.** Contact—**Polly Tagg.**

**Evergreen Branch.** 5000 Highway 73, Evergreen, CO 80439.

Contact—**Briana Hovendick Francis** brianafrancis@jeffcolibrary.org 303-403-5170.

**Golden Branch** 1019 10<sup>th</sup> St., Golden, CO 80401. 303-235-5275.

Contact—Peg Hooper, Peg.Hooper@jeffcolibrary.org, 303-403-5125.

**Standley Lake Branch** 8485 Kipling St., Arvada, CO 80005. 303-235-5275

Contact—Suzanne McGowan, Suzanne.McGowan@jeffcolibrary.org, 303-403-5105.

**Library Service Center** 10500 W. 38<sup>th</sup> Ave, Wheat Ridge, CO 80033.

Contact—**Cynthia Wilson**

**Lafayette Public Library**, 775 West Baseline Road, Lafayette, CO 80026.

[www.cityoflafayette.com/library](http://www.cityoflafayette.com/library) 303-665-5200. Contact—**Carol Gocke** 303-665-5200.

**Longmont Public Library**,

Contact—**Electra Greer** Electra.Greer@ci.longmont.co.us 303-651-8781.

**Louisville Public Library**, 951 Spruce St., Louisville, CO 80027. 303-335-4849.

Contact—**Kriska Daltonhurst** kriskad@louisvilleco.gov 303-385-4844.

**Mamie Doud Eisenhower Public Library**, 3 Community Park Rd., Broomfield, CO 80020. [www.ci.broomfield.co.us/library](http://www.ci.broomfield.co.us/library) 720-887-2305.

Contact—**Lesley Clayton**, lclayton@broomfield.org

**Mesa County Public Library District**, P.O. Box 20000, Grand Junction, CO 81502-5019. [www.mcpld.org](http://www.mcpld.org) 970-243-4783.

Contact—**Mark Rose** 970-243-4780.

**Pikes Peak Library District**, P.O. Box 1579, Colorado Springs, CO 80901.

[www.ppld.org](http://www.ppld.org) 719-531-6333.

**Cheyenne Mountain Branch** 1785 S. 8<sup>th</sup> St., Suite 100, Colorado Springs CO 80905. 719-633-6278.

**Penrose Library.** 5550 N. Union Blvd, Colorado Springs, CO 80918. 719-531-6333.

**Ute Pass Branch** 8010 Severy, Cascade, CO 80809. 719-684-9342.

For Cheyenne Mountain and Ute Pass Branch

Contact—**Lynne Proctor** 719-531-6333 ext.2570.

**Sand Creek Branch** 1821 S. Academy Blvd., Colorado Springs CO 80916. 719-597-7070. Contact—Sid Stanfill 719-597-7070.

**Westminster Public Library**, 3705 W. 112<sup>th</sup> Avenue, Westminster, CO 80031.

[www.westminsterlibrary.org](http://www.westminsterlibrary.org) 303-404-5555.

Contact—**Cindy Jaye** cjaye@ci.westminster.co.us 303-658-2620.

## *School Library Sites—Any Power Library Site*

**Academy School District #20**, 1110 Chapel Hills Dr., Colorado Springs, CO 80920.  
www.asd20.org District Coordinator Contact—Nancy White 719-234-1200.

**Challenger Middle School** 10215 Lexington Dr., Colorado Springs, CO 80920.  
719-234-3000.

Contact—**Barb Linnebrink** 719-234-3000.

**School in the Woods** 12002 Vollmer Rd., Colorado Springs, CO 80908. 719-495-1865.

**Liberty High School** 8720 Scarborough Dr., Colorado Springs, CO 80920. 719-234-2200.

Contact—**Sue Graham** 719-234-2246.

**Adams 12 Five Star Schools**, 1500 E. 128<sup>th</sup> Ave., Thornton, CO 80341-2602.

**Cotton Creek Elementary School** 11100 Vrain St., Westminster, CO 80032-2042. 720-972-5340.

Contact—**Karen Larsen** Karen.larsen@adams12.org 720-972-5359. Thornton, CO 80241-2602

**Hulstrom Options K-8**, 11551 Wyco Dr., Northglenn, CO 80233. 720-972-5400.  
Contact—**Laura Israelsen** laura.o.israelsen@adams12.org 720-972-5412.

**Hunters Glenn Elementary**. 13222 Corona St., Thornton, CO 80241.

Contact—**Gaylynn Jameson**, Jameson.Gaylynn@Adams12.org 720-972-5440.

**Westview Elementary**, 1300 Roseanna Dr., Northglenn, CO 80234.

Contact—**Nadine Abrahams** Nadine.abrahams@adams12.org 720-972-5689.

**Boulder Valley School District.**

**Aspen Creek K-8**, 5500 Aspen Creek Drive, Broomfield, CO 80020.

Contact—**Andrea Kibe** andrea.kibe@bvsd.org 720-561-8000.

**Monarch High School**. 329 Campus Drive, Louisville, CO 80027. 720-561-

4200. Contact—**Beatrice Gerrish** Beatrice.gerrish@bvsd.org 720-561-5650.

**Cherry Creek School District**, 4700 Yosemite St., Greenwood Village, CO 80111.

www.ccsd.k12.co.us 303-773-1184.

**Antelope Ridge Elementary School**, 5455 S. Tempe St., Aurora, CO 80015.

Contact—**Mary Lou Palley** mpalley@cherrycreekschools.org 720-886-3300.

**Cherokee Trail High School**, 25901 E. Arapahoe Road, Aurora, CO 80016.

Contact—**Paul Whipple** 710-886-1900.

**Cherry Creek High School**, 9300 Union Ave., Englewood, CO 80111. 720-554-2285. Contact—Library Media Center 720-554-2388.

**Dry Creek Elementary School**, 7686 E. Hinsdale Ave., Centennial, CO 80112.  
720-554-3300. Contact—Linda Garrity Media—720-554-3300.

**Cherry Hills Village Elementary School**, 2400 E. Quincy Ave., Englewood, CO 80110. Contact—Gretta Jansen 720-747-2700.

**Campus Middle School**, 4785 S. Dayton St., Greenwood Village, CO 80111.  
720-554-2677. Contact—**Kathy Johnson** kjohnson@cherrycreekschools.org  
720-554-2727.

**Prairie Middle School**, 12600 E. Jewell Ave., Aurora, CO 80012. 720-747-3000.  
Contact—**Marlies Lepore** 720-747-3000.

**Cottonwood Creek Elementary School**, 11200 E. Orchard Rd., Englewood, CO 80111. 720-554-3200.

**Colorado Academy**, 3800 S. Pierce, Denver, CO 80235. [www.coloradoacademy.org](http://www.coloradoacademy.org)  
303-986-1501.

Contact—**Jennifer Cotton** 303-986-1501 ext. 2627.

**Colorado Mental Health Institute at Fort Logan (CMHIFL)**, 3520 W. Oxford Ave,  
Denver, CO 80236. 303-866-7844.

Contact—**Kate Elder** [kate.elder@sstate.co.us](mailto:kate.elder@sstate.co.us) Medical and school (k-12) libraries.

**Denver Academy** 4400 E. Iliff Ave., Denver, CO 80222. 303-777-5870.

Contact—**Jolene Gutierrez** [jgutierrez@denveracademy.org](mailto:jgutierrez@denveracademy.org) 303-777-5870.

**Denver Public Schools**, 900 Grant St., Denver, CO 80203. [www.dpsk12.org](http://www.dpsk12.org) 720-423-3200.

**Merrill Middle School**, 1551 S. Monroe St., Denver, CO 80210. 720-424-0600.  
Contact—**Brenda Earnest** [brenda\\_earnest@dpsk12.org](mailto:brenda_earnest@dpsk12.org) 720-424-0610.

**Abraham Lincoln High School**, 2285 S. Federal Blvd., Denver, CO 80219. 720-423-5000. Contact—**Marie Ogle** 720-423-5024.

**Del Pueblo Elementary School**, 750 Galapago St., Denver, CO 80204. 720-424-8163.

**Denver School of the Arts**, 7111 Montview Blvd., Denver, CO 80220.

<http://dsa.dpsk12.org>

Contact—**Aleta Ulibarri** [aleta\\_ulibarri@dpsk12.org](mailto:aleta_ulibarri@dpsk12.org) 720-424-173

**McMeen Elementary School**, 1000 S. Holly St., Denver, CO 802016. 303-388-5649. Contact—**Mackie Fritzmeier** [mary\\_fritzmeier@dpsk12.org](mailto:mary_fritzmeier@dpsk12.org)

**South High School**. 1700 E. Louisiana, Denver, CO 720-423-6151.

Contact—**Cheri Hilton** [cheri.hilton@dpsk12.org](mailto:cheri.hilton@dpsk12.org) 303-514-5591.

**District 11 Colorado Springs Schools**, 1115 N. El Paso St., Colorado Springs CO 80903. [www.cssd11.k12.co.us](http://www.cssd11.k12.co.us) 719-520-2000. Contact—Director, Learning Resources Services **Gwen Giddens** [giddegb@d11.org](mailto:giddegb@d11.org) 719-520-2254.

**Douglas County School District**, 620 Wilcox St., Castle Rock, CO 80104.  
[www.dcsdk12.org](http://www.dcsdk12.org) 303-387-0100.

**Chaparral High School**, 15655 Brookstone Dr., Parker, CO 80134. 303-387-3500. Contact—**Carol Sehnert** [library@chaparralhs.org](mailto:library@chaparralhs.org) 303-387-3623.

**Jefferson County Public Schools**, 1829 Denver West Dr., Golden, CO 80401.

<http://jeffco.k12.co.us>

303-982-6500.

**Bear Creek K-8 Schools** 9601 W. Dartmouth Pl., Lakewood, CO 80227. 303-982-8714.

**D'Evelyn Junior/Senior High School** 10359 W. Nassau Ave. Denver, CO 80235. 303-982-2600. Contact—**Louisa Underwood** 303-982-2611.  
**Edgewater Elementary.** Contact—Michelle Hollandsworth  
mholland@jeffco.k12.co.us 303-982-6050.

**Littleton Public Schools, Arapahoe High School,** 2201 E. Dry Creek Rd., Centennial, CO 80122. www.littletonpublicschools.net 303-347-6000.

**Regis Jesuit High Schools.** Aurora, CO 80016.

**Boys Division.** 6400 S. Lewiston Way, Aurora, CO 80016. 303-269-8000.  
Contact—**Bruce Raymond** braymond@regisjesuit.com 303-269-8027.

**Girls Division.** 6300 S. Lewiston Way, Aurora, CO 80016. 303-269-8100.  
Contact—**Carol Ann Sass** csass@regisjesuit.com 303-269-8127.

## *Special Library Sites*

**American Alpine Club Library**, 710 Tenth Street, Suite 15, Golden, CO 80401.  
<http://americanalpineclub.library.net> 303-384-0112.  
Contact—**Beth Heller** [bheller@americanalpineclub.org](mailto:bheller@americanalpineclub.org) 303-384-0110. ext. 21.

**Annual & Plant Health Inspection Station. Wildlife Damage Management**, 4101 LaParta Ave., Fort Collins, CO 80521.  
Contact—**Diana Dwyer** [diana.L.dwyer@aphis.usda.gov](mailto:diana.L.dwyer@aphis.usda.gov).

**Bessemer Historical Society**, 215 Canal St., Pueblo, CO 81004. [www.steelworks.us](http://www.steelworks.us)  
719-564-9086. Contact—Tim Hawkins, [tim.hawkins@www.steelworks.us](mailto:tim.hawkins@www.steelworks.us) 719-564-9086

**Brownstein Hyatt Farber Schreck.** (Law)  
Contact—**Mary Clifton**

**Cable Center, Barco Library.** 2000 Buchtel Blvd., Denver, CO 80210. 303-871-4885.  
Contact—**Lisa Backman** [lbackman@cablecenter.org](mailto:lbackman@cablecenter.org) 303-871-4679.

**Cardinal Stafford Library**, Saint John Vianney Theological Seminary; Archdiocese of Denver, 1300 S. Steele Street, Denver, CO 80210. <http://www.archden.org/cardinal-stafford-library/index.php> 303-722-4687.  
Contact—Stephen Sweeney [Stephen.sweeney@archden.org](mailto:Stephen.sweeney@archden.org) 303-715-3234.

**CaridianBCT** 10810 W. Collins Ave., Lakewood, CO 80215. (Formerly Gambro)  
303-321-4159.  
Contact—**Linda Van Wert** [linda.vanwert@caridianbct.cc](mailto:linda.vanwert@caridianbct.cc) 303-232-6800.

**Children's Hospital, Forbes Medical Library**, 13123 East 16th Avenue, Aurora, CO 80045. [www.thechildrenshospital.org/pro/resources/forbes](http://www.thechildrenshospital.org/pro/resources/forbes) 720-777-1234.  
Contact—**Amanda Enyeart** 720-777-6400.

**Children's Hospital. Family Health Library.** 13123 E. 16<sup>th</sup> Ave., Aurora, CO 80045.  
720-777-1234.  
Contact—**Zelda Hawkins** [zHawkins@Tchde.org](mailto:zHawkins@Tchde.org) 720-777-1234.

**Colorado Historical Society. Stephen H. Hart Library**, [www.coloradohistory.org](http://www.coloradohistory.org)  
303-866-2305. Library closed for new building as of 11/2009.  
Contact—**Becky Lintz** 303-866-2305. (Library)  
Contact—**Keith Schrum** 303-866-2305. (Archives)

**Colorado Joint Legislative Library**, State Capitol Bldg., 200 East Colfax Avenue, Room 048, Denver, CO 80203. 303-866-3521.  
<http://www.colorado.gov/cs/Satellite/CGA-LegislativeCouncil/CLC/1200536134922>  
Contact—**Molly Otto** [molly.otto@state.co.us](mailto:molly.otto@state.co.us) 303-866-4011.



**Colorado Mental Health Institute at Fort Logan (CMHIFL)**, 3520 W. Oxford Ave, Denver, CO 80236. <http://www.cdhs.state.co.us/cmhifl/> 303-866-7844.  
Contact—**Kate Elder** [kate.elder@sstate.co.us](mailto:kate.elder@sstate.co.us) Medical and school (k-12) libraries.

**Colorado Supreme Court Library**, 101 W. Colfax, Denver, CO.  
Contact—**Dan Cordova** [daniel.cordova@judicial.state.co.us](mailto:daniel.cordova@judicial.state.co.us) 303-837-3720.

**Denver Botanic Gardens, Helen Fowler Library**, 1005 York Street, Denver, CO 80206. [www.botanicgardens.org](http://www.botanicgardens.org) 720-865-3570.  
Contact—**April Miller** [MillerA@botanicgardens.org](mailto:MillerA@botanicgardens.org) 720-865-3570.

**Denver Museum of Nature and Science**, 2001 Colorado Boulevard, Denver, CO 80205-5798. [www.dmns.org](http://www.dmns.org) 303-322-7009.  
Contact—**Kathie Gully** [Kathie.Gully@dmns.org](mailto:Kathie.Gully@dmns.org) 303-370-6362. (Library)  
Contact—**Kris Haglund** [Kris.Haglund@dmns.org](mailto:Kris.Haglund@dmns.org) 303-370-8353. (Archives)

**Denver Women's Correctional Facility**, 3600 Havana, Denver, CO 80239.  
[www.doc.state.co.us](http://www.doc.state.co.us) Contact—**Eva Hallock** 303-307-2659.

**Environmental Protection Agency (EPA)**, two locations in Denver:

**NEIC Library. Federal Center.**

Contact—**Barbara Wagner** [wagner.barbara@epa.gov](mailto:wagner.barbara@epa.gov), 303-462-9352

**Region 8 Library. Downtown Denver.**

Contact—**Mary Beth Homiack** [Homiack.marybeth@epa.gov](mailto:Homiack.marybeth@epa.gov), 303-312-7226

Contact—**Lydia Frederick** [frederick.lydia@epa.gov](mailto:frederick.lydia@epa.gov) 303-312-6743.

**Gambro. See CaridianBCT**

**Lockheed Martin Waterton Campus**, Space Systems Command Library, Building EF-1, 12257 S. Wadsworth Blvd, Littleton, CO 80125. 303-977-5602.  
Contact—**Mark Merwin** [mark.merwin@lmco.com](mailto:mark.merwin@lmco.com) 303-977-5602.

**National Center for Atmospheric Research (NCAR)**, [www.ucar.edu/librar](http://www.ucar.edu/librar), 1850 Table Mesa Drive, Boulder, CO 80305.

Contact—**Terry A. Murray** [tmurray@ucar.edu](mailto:tmurray@ucar.edu) 303-497-1178.

Contact—**Leslie Forehand** [forehand@ncar.edu](mailto:forehand@ncar.edu) 303-497-8505

**National Collegiate Athletic Association (NCAA)** 700 W. Washington St., Indianapolis, IN 46206-6222. Contact—**Ellen Summers** [summers@ncaa.org](mailto:summers@ncaa.org) 317-917-6308.

**National Jewish Medical and Research Center, Gerald Tucker Memorial Library**, 1400 Jackson Street, Goodman Bldg room K104, Denver CO, 80206-2671.  
[www.nationaljewish.org/research/med-library/index](http://www.nationaljewish.org/research/med-library/index) 303-398-1482.  
Contact—**Rosalind Dudden** [duddenr@njc.org](mailto:duddenr@njc.org) 303-398-1483.

**Rocky Mountain College of Art and Design Library.** 1600 Pierce St., Lakewood, CO 303-225-8584. Contact—**Hugh Thurlow**, [hthurlow@rmcad.edu](mailto:hthurlow@rmcad.edu)

**Sherman & Howard, LLC**, 633 17<sup>th</sup> St., Denver, CO 80202. 303-297-2900.  
Contact—**Margi Heinen** mheinen@shermanhoward.com 303-297-2900.

**10<sup>th</sup> Circuit Law Library**. 1929 Stout #430, Denver, CO 80244. 303-844-5591.  
Contact—**Madeline R. Cohen** madeline\_cohen@ca10.uscourts.gov 303-335-2624.

**United States Courts Library**, 1929 Stout St. 4<sup>th</sup> Floor, Denver, CO 80294. 303-335-2624. Contact—**Madeline Kriescher** madeline\_kriescher@ca10.uscourts.gov

**Yellowstone Research Library**, PO Box 168, Yellowstone National Park, Wyoming, 82190 [www.nps.gov/yell/historyculture/library.htm](http://www.nps.gov/yell/historyculture/library.htm) 307-344-2264.  
Contact—**Jessica Gerdes** 307-344-2264.

*Nontraditional Practicum Sites*  
*See Clara Sitter for details of most of the sites*

**AskColorado Virtual Reference Service.** Colorado State Library, 201 E. Colfax, Denver, CO 80203-1799. 303-866-6922. [www.askcolorado.org](http://www.askcolorado.org)  
Contact—Kris Johnson [askcolorado@cde.state.co.us](mailto:askcolorado@cde.state.co.us) 303-866-6922.

**Bolt. Nancy Bolt & Associates** 9018 Ute Dr., Golden, CO 80403. 303-642-0338.  
Contact—**Nancy Bolt.**

**Colorado Library Consortium (CLiC).** 7400 E. Arapahoe Road, Suite 105, Centennial, CO 80112. 303-422-1150.  
Contact—**Lisa Priebe** [lpriebe@clic.web.org](mailto:lpriebe@clic.web.org) 303-422-1150.

**Colorado Alliance of Research Libraries (CARL),** 3801 E. Florida Ave., Suite 515, Denver, CO 80210. [www.coalliance.org](http://www.coalliance.org) 303-759-3399.  
Contact—**Robin Dean** [robin@coalliance.org](mailto:robin@coalliance.org) 303-759-3399  
Contact—**Rose Nelson** 303-759-3399 ext. 103.

**Colorado State Library, State Office Bldg.,** 201 E. Colfax Ave., Denver, CO 80203. [www.cde.state.co.us](http://www.cde.state.co.us) 303-866-6900. Various projects are available.  
Contact—Sharon Morris  
Contact—**Erica MacCreaigh** [Erica.maccraigh@doc.state.co.us](mailto:Erica.maccraigh@doc.state.co.us)

**Erail Commerce,** 21 Water Way Ave. Suite 300, Woodlands, TX 77380. 770-713-2499.  
Contact—**Brian Smalley** [brn.Smalley@gmail.com](mailto:brn.Smalley@gmail.com) 770-713-2499.

**Library Research Service, Colorado State Library,** 201 E. Colfax Avenue, Suite 309, Denver, CO 80203. [www.lrs.org](http://www.lrs.org) 303-866-6900.  
Contact—**Nicolle Steffen** [steffen\\_n@cde.state.co.us](mailto:steffen_n@cde.state.co.us) 303-866-6927.

**WAND, Inc. Precision Classification and Search.** 820 16<sup>th</sup> St., Suite 605, Denver, CO. Contact—**Mark Leher** [mleher@wandinc.com](mailto:mleher@wandinc.com) 303-623-1200. [www.wandinc.com](http://www.wandinc.com)

## Appendix B—Resume Tips (Abridged from Several Career Center Handouts)

There is no formula for a perfect resume but there are a number of considerations when preparing your resume. LIS students are encouraged to use the services and handouts from the University of Denver Career Center. The Career Center Counselors will provide help in resume critiquing, interviewing skills, and other tips for the job search. **Pat O’Keefe, DU Career Center Counselor**, is currently assigned to assist LIS students.

### General Guidelines Regarding Style

- Put your most important information near the **top** and **left** to attract the reader’s attention.
- List dates of employment on the **right** or after the job title, employer name, and location of job.
- Create a resume using **key words** that describe your skills, traits, and knowledge. Some employers scan resumes into their databases and look for the keywords.
- Consider two experience sections if you have related and unrelated experience.
- Choose the resume style that best suits the position you seek. Sample resumes for chronological and functional styles are available on the DU Career Center website at [www.du.edu/career](http://www.du.edu/career).

#### *Chronological Style*

This is best used by people whose work experience and history (internships or jobs) is clearly relevant to their job target and by people in fields where the chronological resume is very traditional.

- An outline of relevant information listed in reverse chronological order (most recent first).
- The easiest resume preparing and often preferred by employers.

#### *Functional Style*

This style is best used by individuals without related paid work experience, career changers, and people entering or re-entering the job market.

- Contains a work history section but emphasizes concrete (verifiable) skills where outcomes or quantifications (\$ or %) may strengthen the accomplishments listed.
- Skills that are transferred from past experience (not limited to paid work experience) to a future job. Example: What you actually can do, such as organizing, communicating, analyzing, and managing.
- Select the skills areas that most apply to the position you are seeking then briefly describe the experiences that developed the skills. It is not enough to say you have “strong analytical ability” without providing proof. Communicate what distinguishes you from other applicants with similar skills.

### Resume Sections

*Contact Information*—Always place at the top of the page to ensure it is picked up by scanning.

*Career Objectives*—Relate everything on your resume to the job announcement to ensure interview.

*Education*—Include college degrees (may need to spell out), university, city, state, and graduation date.

*Experience*—Most recent first; job title, employer, city, state, beginning and end dates, description of job accomplishments, and outcomes.

*Accomplishments*—Examples: saving time or money, solving problems, enhancing performance, improving products or services, managing a crisis, increasing profits or services.

*References*—Do not list names, addresses and phone numbers of references. Get permission from potential references to use them as references.

*Additional Headings*—You can create additional headings to fit the skills you want to highlight. Examples: foreign languages, software skills, honors and awards, international experience, publications, presentations, certifications and licenses (especially for teaching), and professional associations.

### **General Tips for an Effective Resume**

*Customize*—Revise your resume for specific jobs.

*Length*—Unless you have extensive relevant experience, limit yourself to one page.

*Specifics*—Concise, detailed, results-oriented phrases get maximum interest.

*Languages*—When possible, use the terminology or jargon of the employer.

*Quantify*—Describe your duties and accomplishments with measurable data, e.g. dollars, percents, numbers, and frequency. Be specific about your skills and competencies.

*Design*—Make the resume inviting to read with attractive headings, good balance of black and white, wide margins, and a limited selection of font sizes and styles. Do not use less than 10-point font. Use bullets and columns for easy reading.

*Highlight*—The reader’s eye goes first to the top, left side of the resume and this is where to place your most important information.

*Proofread*—Have your resume critiqued by several people, including a professional in your field. Field Mentors are usually happy to critique your resume once you are working in a practicum situation.

*Consistency*—Provide information in a consistent format within each section of your resume.

*Printing*— Use laser quality print on 24# weight laser-compatible paper is recommended. If you fax or scan your resume, always use white paper.

### **Action Verb Sample List**

Use action verbs to describe your accomplishments including the following: accomplished, achieved, administered, advised, analyzed, appraised, arbitrated, arranged, assessed, assisted, audited, bought, budgeted, built, calculated, changed, chaired, collected, communicated, completed, conceptualized, conducted, consolidated, constructed, controlled, coordinated, counseled, created, critiqued, delivered, demonstrated, designed, determined, developed, devised, directed, discovered, edited, eliminated, ensured, equipped, established, evaluated, examined, expanded, financed, formulated, founded, generated, governed, graded, guided, handled, hypothesized, implemented, improved, initiated, instituted, introduced, investigated, maintained, managed, modified, monitored, negotiated, observed, obtained, organized, oversaw, participated, performed, persuaded, piloted, prepared, presented, produced, programmed, projected, promoted, publicized, purchased, qualified, questioned, raised profits, recommended, recorded, reduced, researched, reviewed, selected, solved, specified, structured, summarized, supervised, systematized, tested, trained, translated, wrote.

### **Resume Checklist**

- Include a cover letter
- Write your resume yourself
- Proofread for typographical, spelling, and grammar errors
- Use quality paper and a quality laser printer
- Keep your resume focused and targeted to a specific job
- Focus on higher level and transferable skills
- Include specific examples of significant accomplishments and results

# Professional Portfolios

*A portfolio is a way to showcase your accomplishments and give examples of your finest work.*

**Portfolio-approach Resume.** You can design your resume in a portfolio approach by organizing the content by outcome categories including *Skills*, *Accomplishments*, and *Projects*. This may be particularly valuable for people who have transferable skills from other career experiences.

**Transferable Skills.** Desirable roles and traits can be emphasized through a variety of settings. A few examples include

- Communication
- Creativity
- Initiative
- Leadership
- Management
- Planning
- Research

**Portfolio Artifacts.** Concrete examples for your portfolio may vary depending on the position you are seeking. As students in the LIS program you can begin to put your portfolio together by saving your work from classes. Begin by using the DU Portfolio Site. Examples include:

- Annotated bibliographies
- Appreciation letters
- Book reviews
- Certificates of training
- Essays
- Fact sheets
- Handouts
- Lesson plans for instruction
- Letters of recommendation
- Pathfinders or guides
- Poster presentations
- PowerPoint presentations
- Professional memberships and service
- Programming plans
- Projects
- Publications
- Research papers
- Statement of values, philosophy, goals
- Volunteer work
- Web pages

**Format.** Your portfolio can be electronic or print—or both. The portfolio should be compact and easily accessible. You can include the URL for an electronic portfolio. For a print portfolio you need organize your materials in a compact presentation. A notebook with page protectors and guides may be the easiest for portability and flexibility.

- **Electronic Portfolio.** You have a free site on the DU web<sup>5</sup> for your own portfolio. Students can begin the organization and development of their portfolio sites during their first quarter on campus. Items can be added as they are completed by class assignments. It is not necessary to include everything you ever created; you can be selective as your work improves. The DU portfolio site allows options for degrees of access: personal access only, DU community only, and public. *The DU Portfolio is available for students, staff, faculty and alumni, so you can use it after graduation. NOTE: You must activate your portfolio site as a student and keep it active in order to use it as alumni.*
- **Print Portfolio.** Some things do not lend themselves to electronic presentation including letters, certificates, and projects. You can begin gathering these items in a large notebook but pull from your growing collection of artifacts to provide a selective sampling to take with you on interviews.

**Organization.** The portfolio must be well organized and designed. For your print portfolio you should create a professional cover page and spine label to slip into the transparent sleeves of the notebook. Your name and contact information should be prominent on the cover. Inside you will begin with a title page and list of contents. Examples of contents might be:

- Resume—always included first after the title page.
- Selected categories—that address the requirement for the position.
- Examples—two or three examples in each category are sufficient.
- Copies—keep your originals safe; you may want to leave the portfolio.
- Options—philosophy of service, statement of goals and objectives,

**Using Portfolios.** The portfolio can be used in several ways.

- **For a job interview**
  - Present the portfolio at the start of the interview **OR**
  - Present it during the question-answer period.
  - Introduce the portfolio as an example of your skills and experience.
  - Offer to answer questions.
- **Other uses**
  - Performance evaluation
  - Confidence builder
  - Conversation starter
  - Continuing education highlight

### **Selected References.**

- Dority, G. K. (2006). *Rethinking information work: A career guide for librarians and other information professionals.* Westport, CT: Libraries Unlimited. General career tips.
- Weathers-Parry, P. The librarian's portfolio. (January, 2001). *Info career trends.* Accessed at <http://www.lisjobs.com/newsletter/archives/jan01pparry.htm> November 3, 2006. Specific suggestions for creating portfolios.
- Newlen, R. R. (2006). *Resume writing and interviewing techniques that work.* New York: Neal-Schuman. Examples of resumes for librarians.

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<sup>5</sup>To learn more about the University of Denver Portfolio Community (DUPC) visit <http://portfolio.du.edu> or contact DU's Center for Teaching & Learning at 303-871-2763 or [jgilbert@du.edu](mailto:jgilbert@du.edu).

# Appendix C— Sample Syllabus LIS 4910 (LIS 4911& LIS 4912)

## University of Denver—Morgridge College of Education Library and Information Science Program

### Syllabus

<b>Course:</b>	LIS 4910 Practicum Experience (also LIS 4911 and LIS 4912)
<b>Quarter:</b>	Winter, Spring, and Summer 2012
<b>Meetings:</b>	Meeting place and dates to be determined
<b>Instructor:</b>	Clara L. Sitter, Ph.D., Associate Clinical Professor
<b>Telephone:</b>	303-871-3587 (office)
<b>Office:</b>	Ruffatto Hall 247
<b>Office Hours:</b>	Office hours as announced and before or after class and by appointment
<b>Email:</b>	csitter@du.edu

#### **Instructional Materials:**

##### REQUIRED

- Sitter, C. L. (2011). *Practicum Handbook*. Denver, CO: University of Denver. (Internal document). Blackboard for the class.

##### OPTIONAL

- Dority, G. K. (2006). *Rethinking information work: A career guide for librarians and other information professionals*. Westport, CT: Libraries Unlimited. Penrose Library reserve.

#### **Course Description:**

This course is designed to supplement the classroom experience by giving students practical experience working in a library or information agency. Various options are available to students depending on their areas of interest and specialization. Opportunities for experience include fields of medical, law, art, public, school and academic libraries. It is the student's responsibility to select a practicum site and a field supervisor, who must be approved. One hundred hours of service over a ten-week quarter are required. The student, faculty, and field supervisor within the guidelines of University College course work will determine specific requirements for the final paper or report. Students must notify the LIS Practicum Coordinator one quarter prior to enrolling in the Practicum experience. (Prerequisite: Thirty-eight quarter hours of LIS course work, including all core courses or permission of the Practicum Coordinator.)

#### **Course Learning Objectives:**

At the conclusion of the course, students will be able to:

- Demonstrate the ability to effectively interpret and apply theory under the supervision of a practicing librarian or information professional.
- Identify their professional strengths and weaknesses and their areas of interest as they participate in the duties and responsibilities of library and information professionals.
- Develop and clarify professional goals.
- Contribute in a positive way to the operations of a library or information agency.
- Meet the individual goals and objectives identified before beginning the practicum experience.



**Student Responsibilities:**

Because of the limited number of class meetings, it is important for students to attend each class meeting. Students must arrange at least one site visit with the Practicum Faculty Supervisor. Students are expected to complete all assignments and submit written materials on due dates.

If you have special needs as addressed by the **Americans with Disabilities Act** and need any test or course materials provided in an alternative format, notify the instructors.

**Evaluation:**

The University Faculty Supervisor in consultation with the Field Mentor will assign grades. Evaluations will be based on the individual goals set for the practicum as well as class participation and the Practicum Journal, as follows:

200 points	Reflective Learning Journal (See Guidelines and Rubric); post 1 page weekly
100 points	Class Participation including Blackboard (3 classes; 10 discussions)
100 points	Practicum Goals and Objectives
100 points	Report (3-5 pages reflecting on the entire experience) (See Rubric)
<u>500 points</u>	Practicum Fieldwork (based on site visits, field mentor evaluation and journal)
1000 points	Total

Grades will be based on points accumulated according to the following scale:

A	95% to 100%	B-	78% to 79%	D	60% to 67%
A-	90% to 94%	C+	76% to 77%	F	< 60%
B+	86% to 89%	C	70% to 75%		
B	80% to 85%	C-	68% to 69%		

***Before the First Class***

1. Read the *Practicum Handbook*.
2. Review the student checklist in the handbook.
3. Identify what you want out of the practicum.
4. Choose a practicum site and field mentor. (See that your field mentor is approved.)
5. Fill out the practicum application.
6. Together with your field mentor
  - Identify two to four (and not more than five) goals (general) and objectives (specific) you want to accomplish during the practicum experience
  - Consider the evaluation criteria that will be used to determine the level of achievement of the objectives for the practicum experience

**Important: You must have goals and objectives written and approved before you begin work. Goals and objectives may be revised during your practicum.**

## Course Outline

### **First Class Meeting (Generally Week #1 of the Quarter):**

#### **Assignment Due:**

- Practicum Application *and* Goals & Objectives are due before you begin working. Post to Blackboard, bring to class, or deliver to my office.

#### **Readings:**

- *Practicum Handbook*.

#### **Topic:**

- Review and discussion of Handbook for practicum experiences, specifically the responsibilities of the faculty supervisor, the field mentor, and the practicum student
- Discussion of class participation and journal assignment
- Arrangement of site visits by faculty coordinator

**Site Visit**—Midway through the practicum there should be a site visit (face-to-face or via phone) with the field mentor, student, and faculty coordinator. The student is responsible for coordinating schedules and setting up the visit. Site visits typically take an hour or so with about 20 minutes conference each between the instructor and both student and field mentor, followed by a conference with all three. The visit is informal but students should review Goals and Objectives before the visit so that adjustments can be made as needed.

### **Second Class Meeting (Generally Week #5 of the Quarter)**

#### **Assignment Due:**

- Resume, Curriculum Vita (CV)

#### **Readings:**

- *Library and information science practicum handbook*.

#### **Topics:**

- The learning context
- Core competencies
- Revision of individual goals and objectives and evaluation criteria
- Class discussion of practicum experience

**Conferences**—I am available for personal meetings about your practicum as needed. Please communicate with me via Blackboard, phone (303-871-3587), email (csitter@du.edu), or face-to-face by appointment.

### **Third Class Meeting (Generally Week #10 of the Quarter)**

#### **Assignment Due:**

- Items due by the final date posted: Learning journal (post on Blackboard); Practicum timesheet; Practicum report (post on Blackboard) and evaluation form from Field Mentor; Site evaluation.

#### **Topics**

- Emotional Intelligence in the workforce
- Field work discussion
- Evaluation

# Appendix D—Practicum Final Checklist

(To be completed by the faculty supervisor and student.)

Student Name \_\_\_\_\_ Quarter \_\_\_\_\_

Field Mentor \_\_\_\_\_

Site Name and Address \_\_\_\_\_

## *Before the Practicum Experience*

- \_\_\_\_\_ 1. Attend Showcase of Opportunities (fall quarter)
- \_\_\_\_\_ 2. Identify goals and objectives
- \_\_\_\_\_ 3. Discuss practicum options with practicum coordinator
- \_\_\_\_\_ 4. Investigate possible sites
- \_\_\_\_\_ 5. Update resume
- \_\_\_\_\_ 6. Meet with potential field mentors (take goals and objectives AND updated resume)
- \_\_\_\_\_ 7. Complete the Student Application Form
- \_\_\_\_\_ 8. Field mentor approval (as needed; resume required if first-time field mentor.)

## *During the Practicum Experience*

- \_\_\_\_\_ 9. Class meetings: #1, #2, and #3
- \_\_\_\_\_ 10. Blackboard Class Discussion Weekly Postings: #1, #2, #3, #4, #5, #6, #7, #8, #9, #10
- \_\_\_\_\_ 11. Faculty Site/Telephone Visit with Field Mentor: Date \_\_\_\_\_
- \_\_\_\_\_ 12. Meeting with student (may be done at the site visit): Date \_\_\_\_\_
- \_\_\_\_\_ 13. Student Reflective Learning Journal @ one / week/ 8 hours work

## *By the end of the Practicum Experience*

- \_\_\_\_\_ 14. Student Report (Posted to Blackboard (Bb))
- \_\_\_\_\_ 15. Student Time Sheet (Signed by field mentor)
- \_\_\_\_\_ 16. Student Site Evaluation (Signed by student)
- \_\_\_\_\_ 17. Field Mentor Evaluation (Signed by field mentor AND student)
- \_\_\_\_\_ 18. Submit everything by the date due indicated by faculty supervisor

Faculty Supervisor \_\_\_\_\_ Final Grade \_\_\_\_\_