

LTA Practicum Timetable/Checklist

Time/Task	Scheduled	Completed
Prior Semester		
Contact LTA Department Chair to discuss placement ideas		
Contact possible practicum site(s)		
Meet with librarian(s) at practicum site(s)		
Inform the LTA Department Chair of placement arrangements		
Register for practicum		
Download forms from LTA web site (Student Work Plan, Field Supervisor Evaluation Form, Practicum Log)		
Complete work plan with cooperating librarian and submit to LTA Department Chair		
Give Field Supervisor Evaluation Form to cooperating librarian (to be filled out at the completion of the practicum)		
Beginning of the Practicum Semester		
Contact Field Supervisor to set up your first time to work		
Complete the Student Work Plan and submit it to the LTA Department Chair if you have not already done so		
Begin working your practicum hours		
Arrange your work schedule		
Mid-term of the Practicum Semester		
Arrange visit by the LTA Department Chair		
End of the Practicum Semester		
Complete required number of hours		
Send completed log to LTA Department Chair		