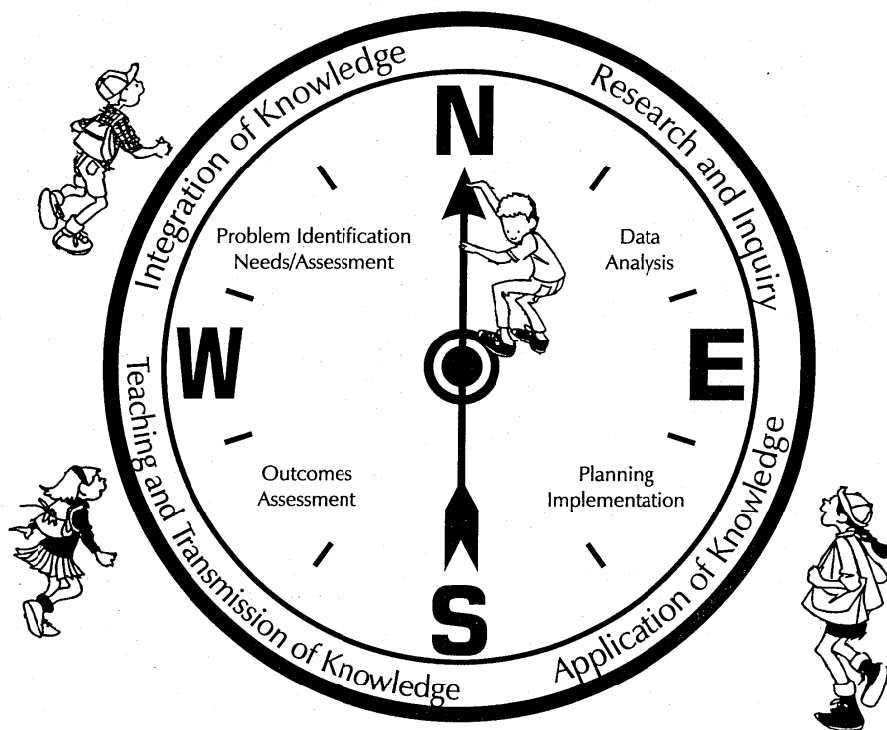


Middle Tennessee State University
Library Science
Practicum / Supervised Field Experience Guidelines
And
Application

POB 91
MTSU
Murfreesboro, Tn 37132
898-2804



Educators as Reflective Decision Makers

Libs 6180 and Libs 6190 and LS 6511 are **online** courses using a Web Portal (Desire 2 Learn) to deliver assignments, bulletins, and communication. You must use the portal to communicate via email with the university instructor.

The requirements for the practica are not listed in this document; the requirements are listed on the class website.

The syllabus is available on the class website.

Please check the website at least weekly to make sure that you are not missing new information.

Admission to the Library Science Practicum Experience

Admission to a student teaching semester is handled by Teacher Education in the LRC.

The practicum involves two placements—one in a school that works with elementary students (Grades PreK-6) and one in a school that works with middle or high school students (Grades 7-12). The practicum is conducted in local public schools only. Lessons must be taught to the appropriate age group for the practicum.

Prerequisites to the practicum are:

- Admission to the M.Ed. in Administration and Supervision program
- Completion of 12 credits of Library Science within the M.Ed. program
- An overall GPA of 2.5 or better
- A GPA of at least 3.0 in the Library Science courses
- A negative tuberculin test

An application for the practicum must be completed and submitted to the Practicum Coordinator by these deadlines:

- August 15 for the fall semester
- December 15 for the spring semester
- April 15 for the summer semester(s)

I. Practicum Placements

The student may suggest hosts for the practicum and make initial contact with the Supervising Librarian. **PRACTICA MAY NOT BE DONE IN THE SAME SCHOOL IN WHICH YOU TEACH.** Contact information must be provided to the Practicum Coordinator. Approval of the placement is granted only after the Practicum Coordinator has made contact with the proposed Supervising Librarian. Students should not automatically expect approval. Several reasons may prevent approval. Some of these may be:

- The Practicum Coordinator and the Supervising Librarian must be able to agree to the requirements of the practicum
- The Practicum Coordinator may have committed the proposed site to another student
 - Only 1 student may be placed in a school at any one time.
- Constraints of the host organization
- A negative history with the proposed host organization

To initiate the experience:

- Contact the school librarian with whom you are interested in working
- Complete the Practicum Application
 - Include the required signatures and calendar of work dates
 - At least one week should be contiguous, the other days can be fit in as individual days
 - The State requires that students be present (or in the school) when you are working.
 - You absolutely **cannot work** in 1-2 hour segments, the **minimum** work time allowed is 3 ½ hours.
 - You can only work up to 1 hour before the school day starts, and up to 1 hour after the school day ends. This does not mean that you can work a 1-hour segment. Before and after school work is allowed only if you have spent most of the day working at the school. i.e. you start at 11 a.m. and work until 3:30.
 - The calendar of dates may be changed if needed as long as you have approval of the Supervising Librarian & notify the Practicum Coordinator
 - You may work up to **FOUR** weeks before or after the MTSU semester starts. If you work after the semester, you will receive an Incomplete.
 - The practicum is **not** observation--it is practice for real life. So if you find yourself sitting around or shelving books all day, you need to get out of that school and work with a librarian who will treat you as a peer.
- Submit all parts of the application by the due date
- The **application is approved** unless you hear from the Practicum Coordinator.

To reiterate: The State requires 100 clock hours at each practicum. You must work a contiguous 5 days for a portion of the practicum. The remaining hours must be worked in ½ to full day segments. You cannot work when students are not present in the school, except for 1 hour before and after school. Lesson plan writing is done on your own time, not during practicum work hours.

II. Roles and Responsibilities

Supervising Librarians

Guidelines of the Tennessee State Board of Education stipulate that the following criteria must be used in the selection of cooperating teachers.

1. Licensure in the appropriate content areas (Library science).
2. Willingness to assume the roles expected of a mentor (i.e., confidante, advocate, coach, and critic).
3. Ability to work as a team member and facilitate learning experiences including pedagogical instruction.

Responsibilities of Supervising Librarians include:

1. Supervise the student librarian's instructional activities, program management, and leadership activities and provide performance feedback.
2. Demonstrate effective application of the *Information Power* principles.
3. Provide input to the Practicum Coordinator for the evaluation of the student librarian.

Practicum Coordinator

The Practicum Coordinator of the practicum supports and guides both the student librarian and the Supervising Librarian. They ensure that both parties understand their responsibilities and the requirements of participating in a practicum placement. The Practicum Coordinator observes and evaluates the student librarian.

Responsibilities of Practicum Coordinators include:

1. Initiate, arrange, and participate in meetings **as needed** with the student librarian and the Supervising Librarian throughout the practicum.
2. Communicate with the Supervising Librarian regarding student librarian experiences and progress.
3. Provide guidance when needed, for student librarians in professional performance and development.

Student Librarians

Responsibilities of student librarians include the following:

1. Abide by the student teaching requirements and policies described in the Student Teaching Handbook.
2. Recognize that they are guests in the schools to which they are assigned.
3. Become familiar with and abide by all rules and regulations of the schools to which they are assigned.
4. Be punctual and dependable.
5. Plan for all activities for which they are responsible and have the plans approved by the Supervising Librarian prior to implementation.
6. Accept the Supervising Librarian's decisions regarding procedures and policies of the school library. Recognize that the Supervising Librarian is legally responsible for the school library.
7. Solicit the formative evaluations from the sponsoring librarian. These should be requested at the 35 hour and 60 hour marks during each practicum.
8. Endeavor to establish and maintain effective professional working relationships.
9. Handle confidential information (student records, etc.) in a professional manner.
10. Attend all meetings scheduled by the Practicum Coordinator.

III. Evaluation of Student Librarians

Practicum Coordinators may make observation visits during the two practicum placements. Written feedback is provided following each visit.

Supervising Librarians should conduct informal observations and provide feedback to their student teachers on a continuing basis. At least **two written evaluations** should be completed during the practicum experience. These should be given to the student to place in the portfolio. A **summative evaluation instrument** will be used to conduct evaluation for each placement. The results of this evaluation are for the use of the three individuals (student librarian, supervising librarian, and Practicum Coordinator).

Solicit the formative evaluations from the sponsoring librarian. These should be requested at the 35 hour and 60 hour marks during each practicum.

The practicum will be graded on an A-F basis. Each placement will have a separate, complete evaluation by the Practicum Coordinator and the Supervising Librarian. A grade will be assigned at the end of each placement. Students must pass both field experiences. The grade is based on the lessons, the portfolio, the assessment of the student by the supervising librarian, and other elements that may be apparent to the practicum coordinator.

Portfolio and lesson assessment is an essential evaluation tool of the practicum experience. The student will be provided with the rubric used to determine if the portfolio shows that required competencies are attained.

Withdrawals from the Practicum

During the first one-third of a placement, should students or their supervisor decide it is in their best interest to withdraw from the practicum, a grade of W will be given. After this period, withdrawal is not possible without permission from the Practicum Coordinator and the Supervising Librarian. Withdrawal to avoid failing the course is not an option.

Notification of Failure of the Practicum Courses

Students who are not, in the judgment of their Supervising Librarian or Practicum Coordinator, making adequate progress by the last third of the first placement, will be informed in writing of the adjustments or corrections that must be made in order to pass the first placement. Students who fail the first placement will receive a grade of F for the course and must repeat the entire placement. If a student fails their first placement, they will not be allowed to go to the second placement and a strategy of remediation will begin immediately.

During the second placement, the same policies will be followed. Students who fail the second placement will receive a grade of F and must repeat the second placement. A remediation strategy will be laid out and the student will repeat only the second placement.

Students whose performance is such that the school or Supervising Librarian requests that they be removed will receive a failing grade for that placement.

Remediation

If remediation is deemed necessary by the student, the Supervising Librarian, or the Practicum Coordinator, or due to failure of one or both practicum placements, a cooperative remediation strategy will be used. The student's department and advisor will design a plan to help overcome any weakness the student may have. The strategy may include additional coursework, reading, observation, or additional fieldwork. Since each remediation strategy may be different, the time period may be a semester or more. In any case, remediation is designed to prepare the student to return to the practicum experience. Once the remediation has been determined to be a success, the student will be placed in another practicum experience.

Termination

Student librarians whose progress is considered to be unsatisfactory, or who violate policies or regulations delineated in the Student Teaching Handbook and this document, may, upon the recommendation of the Practicum Coordinator, be terminated from the practicum courses by joint action of the Practicum coordinator, the dean of the College of Education and Behavioral Sciences, and the chair of the Department of Educational Leadership. Such action may prescribe the actions the student librarian must take in order to be reinstated into the practicum courses.

IV. General Policies

Professionalism During the Practicum

While working in the practicum, students may consider themselves pre-service librarians. When MTSU students agree to be placed in public schools, they also agree to follow the rules of each school and school system. This

means students must be at school on prescribed days and times, dressed in an appropriate manner, and ready to meet all assignments of their school and Supervising Librarian. With few exceptions there are no excused absences during a practicum placement. In the case of illness, both the Practicum Coordinator and the Supervising Librarian must be notified and a make-up day arranged.

Students should see the practicum experience as the best opportunity to prove what they can do as a librarian. Students should consider any action carefully and weigh its consequence, as it will affect their evaluation as a future librarian. Any violation of school or MTSU policies can result in termination of the practicum experience, failure of LIBS 6180 or LIBS 6190, and review of the student's participation in the M.Ed. program by the student's advisor, Practicum Coordinator, Practicum Coordinator and department chair.

Assignment

A student may not be paid for practicum experience. Practicum work cannot be identical to that for which the student is paid. A student does not do a practicum in an organization where he/she is employed. Exceptions to this are rare.

Attendance

Student librarians are expected to be in attendance every day throughout the practicum and to observe the same school hours as the regular faculty at their school. Students may not leave school without permission of their Supervising Librarian.

Hours must be rescheduled if the school closes unexpectedly. The State Education Department specifies 200 clock hours, not days.

Inservices and evening library activities do count towards your hours. Only ONE in service can be used for each practicum experience.

Parent and Faculty meetings DO NOT count towards your hours. These two are separate assignments.

Tardiness at the beginning of the school day is not permitted.

Student librarians will not be excused from any practicum responsibilities in order to work, participate in a class, or take part in university activities.

Student librarians are expected to be present at all school-related function which their Supervising Librarian are expected to attend, regardless of the time of day. This includes faculty meetings, inservice meetings, PTO meetings, and extracurricular events occurring in the school.

Absences

All absences, excused and unexcused, must be made up. In the case of illness, student librarians must notify both their Supervising Librarian and the Practicum Coordinator. Such notification must be made as early as possible. Only two types of absence are excused: illness of the student librarian or a death in the student librarian's family. Decisions regarding whether absences are excused are the joint responsibility of the Supervising Librarian, the Practicum Coordinator, and the school principal.

Professional Liability Insurance

Student librarians have status under the law in Tennessee. They are accorded the same protection of the laws as are accorded licensed teachers, and they are given the same responsibilities as licensed teachers.

Student librarians are strongly urged to obtain some form of professional liability insurance as a protective measure. Liability insurance is automatically provided to those students who are members of the Student Tennessee Education Association (STEA).

Conduct and Dress Code

Student librarians must at all times conduct themselves in a manner that is consistent with professional, ethical, and moral standards. Failure to do so may result in termination of the practicum experience.

The attire and grooming of student librarians while in the school should conform to the accepted good practices at the school. To determine these practices, student librarians should observe other school faculty and ask their Supervising Librarian for guidance.

Holidays and Vacations

Student librarians must follow the schedule of the school to which they are assigned. It may be the case that school holidays and vacations do or do not coincide with the MTSU schedule. In all cases, student librarians are obliged to adhere to the schedules of their assigned schools.

Steps towards Graduation (Non degree Students do not Graduate!)

- **Advancement to Candidacy** form before completion of 24 credit hours (if degree seeking)
 - **Must be signed by advisor**
 - **This form includes all required courses for the program, whether you have taken the course or not**
 - **It is your responsibility to fill it out correctly!**
- **Intent to Graduate** form beginning of semester in which you graduate, Records Office, Cope Administration Building (if degree seeking)
 - **Send to Graduate School**
- **NTE** Praxis II Principles of Learning and Teaching (for initial certification only) and the Praxis II Librarian Specialty Test (all students)
 - Scores for these tests must be submitted with your application for Licensure
 - These are your responsibility; the university does not determine the timing of these for you.
 - Suggested that you take the Librarian Specialty test after you complete the Library Science courses.
- **Comprehensive Examinations** (if degree seeking)
 - Taken in the semester of graduation. Dates are included in the university calendar in the schedule books.
 - Sign up for these in the semester of graduation by called the Ed Leadership secretary.
- Application for **Licensure**, LRC, Room 170

Those who are seeking initial certification, must be admitted to Teacher Education and also apply for a student teaching placement. This should be done early in the program, meaning that these students must complete Foed 1110 and Foed 2110 before application to teacher education. The application should be submitted to teacher education at the same time as the **Advancement to Candidacy is submitted. YOED 4000 is required in the same semester as student teaching. No other courses or work can be taken during the student teaching semester.**

Many of the guidelines for this document are drawn from the Student Teaching Handbook of MTSU. Policies and roles are further defined in the Handbook and **do apply** to library science practicum students. LS students should read both this document and the Handbook.

If this is your first practicum, complete the Practicum Checklist and attach to this application.

Middle Tennessee State University

DEPARTMENT OF EDUCATIONAL LEADERSHIP POB 91
MURFREESBORO, TENNESSEE 37132
MRS. KATHY PATTEN 615-898-2804
kpatten@MTSU.EDU

Practicum / Field Experience Application -- Library Science 6180-6190

Name	M#		
Address	City, Zip		
Phone	Cell phone:	Email:	
Email			
Semester and Course Number of this practicum	Semester and year of practicum: Class Number:	Number of Credits being taken this Semester inc. the practicum	
Proposed Practicum School			
Address			
Phone			
Email			

Include a map to the school (from M'boro) on the back

Librarian Name:
Phone:

I have read and agree to the guidelines for the Practicum courses (LIBS 6180, 6190) and the Student Teaching Handbook. I agree to contact the practicum instructor if I have any questions or concerns.

Signature (Student): _____ Date: _____

Obtain the signatures of the

Supervising Librarian _____ **And the**

Principal _____

Practicum Checklist

- Admitted to M.Ed. in Administration and Supervision (if degree seeking)
- Completed and signed Practicum Application (including required signatures and calendar)
- ***Up-to-date transcript (unofficial is okay) included with application
- ***Copy of teacher license or copy of form waiving the license (from Dept. of Ed Leadership)
- ***Up-to-date TB test
- ***Advancement to Candidacy form
- You have completed 12 credits of Library Science with at least a 3.0 grade point average.

***Submit these items with first field experience only.
Submit copies, not originals

Student Librarian Checklist

Mrs. Patten's Office 898-2804

Dates of Meetings with Practicum Coordinator

First Placement:

Dates _____

Name of School _____

Supervising Librarian _____

Practicum Coordinator _____

Second Placement:

Dates _____

Name of School _____

Supervising Librarian _____

Practicum Coordinator _____

Graduation Requirements:

Intent to Graduate Form filed _____

NTE tests

PLT _____

Specialty Area _____

Comps _____

Application for endorsement or teaching license _____

**Self Evaluation Instrument
for
Practicum Student**

**Libs 6180 / 6180 Instructor
Middle Tennessee State University
Department of Educational Leadership
POB 91
Murfreesboro, Tennessee 37132**

Name of student librarian _____

Semester _____ Date _____

First Placement Second Placement Number of days worked _____

Number of days absent _____ School _____

Supervising Librarian's Name _____

Evaluation Key

4=Superior. The behavior is **always** present and the quality is exceptional.

3=Above Average. The behavior is frequent and always of high quality.

2=Average. The behavior is frequent and the quality fluctuates.

1=Below Average. The behavior does not occur consistently and/or is of low quality.

1. LEARNING AND TEACHING

- _____ Objectives are revealed to the students
- _____ Knowledge of content present
- _____ Displays enthusiasm
- _____ Creates a positive learning environment
- _____ Maintains pupil interest
- _____ Effectively uses instructional media
- _____ Gives directions clearly
- _____ Demonstrates high expectations for all students
- _____ Checks periodically for student understanding
- _____ Uses effective questioning techniques
- _____ Adjusts instruction to maximize learning opportunities
- _____ Monitors and evaluates independent student work and group work; adjusts instruction accordingly
- _____ Achieves optimal use of allocated time in lessons
- _____ Reflects on teaching practices and makes necessary adjustments
- _____ Accommodation for ESL, exceptionalities, impairments are obvious.

2. INFORMATION ACCESS AND DELIVERY

- _____ Displays knowledge about the range of educational and informational materials
- _____ Assists students and staff through comprehensive reference service
- _____ Encourages critical thinking by students
- _____ Designs programs/services in collaboration with teachers based on the information literacy standards
- _____ Models ethical and responsible use of information

3. PROGRAM ADMINISTRATION

- _____ Clearly communicates library rules and appropriate consequences to students
- _____ Supplies, materials, and equipment are organized and accessible
- _____ Develops effective procedures for library management
- _____ Effectively manages routine duties
- _____ Respects the privacy of students and confidentiality of student information
- _____ Demonstrates ability to adjust plans based upon user needs
- _____ Demonstrates ability to assess routines and procedures
- _____ Is enthusiastic about promotion of the library program

4. COMMUNICATION

- _____ Models effective communication strategies
- _____ Uses appropriate language and delivery techniques for content and audience
- _____ Listens and responds to student contributions
- _____ Writes clearly and correctly
- _____ Uses appropriate grammar
- _____ Communicates effectively with colleagues and parents when the opportunity is provided

5. PROFESSIONALISM

- _____ Follows through with assigned tasks
- _____ Informs supervisory personnel of pertinent events in a timely fashion
- _____ Receives suggestions in courteous manner and acts upon them in reasonable time frame
- _____ Attends required meetings/activities
- _____ Appropriate dress and grooming
- _____ Displays exemplary moral and ethical conduct
- _____ Appreciates and values human diversity and shows respect for students' varied talents and perspectives
- _____ Appropriately handles stress of the library
- _____ Displays cooperation, tact, and courtesy to all of the school community
- _____ Consults with other resources personnel within the school community
- _____ Establishes respectful and productive relationships with parents/guardians

Reflection on your evaluation:

Write one page (double spaced) explaining your strongest area and one page (double spaced) explaining your weakest area. There are 5 areas: Learning and Teaching, Information Access and Delivery, Program Administration, Communication, and Professionalism.

Evaluation of Field Experience Portfolios—the University Sponsor will complete this.

Name: Date:	O	A	D	Comment
Completed on time				
Neat and attractive; shows evidence of effort to present a professional portfolio				
All elements required are present in readable, organized manner				
All links work and graphic objects are clear				
Identifies strengths and weaknesses of school library (comprehensive list)				
Identifies strengths and weaknesses of experience in journal				
Entries in journal show insight into operations, processes, and dispositions of library				
Lesson or unit plans included with assessment, collaboration evidence, and reflection				
Manual pages contain all elements with evaluative comments throughout				
Statement of most and least valuable experiences with includes insightful reflection				
Shows evidence of participation in professional collaborative activities				
Notes on processing routines are complete and show reflection upon the purpose of the clerical work				
Disposition of student reveals an affinity for students and ability to work cooperatively with the attitude of service underlying the profession				

Outstanding = The overwhelming majority of checks in this area.

Average = The majority of checks in this area.

Deficient = The majority of checks in this area.

Overall rating

The portfolio is just one part of the grade. High quality interaction with students and teachers must be in evidence to receive an A. Successful attainment of the proper disposition for a librarian must also be in evidence. The supervising librarian's evaluation also influences your grade.