

**Mansfield University School Library & Information Technologies Courses
Field Experiences and Practicum Courses Chart**

August 2010

Course No.	Course Title	Name of Field Experience (Mod No. and Assessment)	Brief Description (No. of Hours)	PDE Standards	ALA/AASL Standards
5501	Instructional Collaboration	Interview with SLMS on Role of SLMS in instruction (Fld.Exp – 10 pts.)	Interview approx. (1.5 hour)	I.A	2.1
		Meeting attendance (Fld.Exp – 10 pts.)	Attend faculty, department, or grade level meeting and reflect on benefits of SLMS attending. (1.5 hour)	III.A III. C	2.1
		Instructional Lesson Observations (Fld.Exp – 10 pts.)	Observe 2 instructional lessons and compare observation to course content (1.5 hours)	I.A II.A	2.2 2.3
		Observation of library activity (Fld.Exp – 10 pts.)	Observe in the library for a minimum or 2 hours to watch for the ebb and flow of activities and reflect on course content (2-3 hours)	IA II.A III.C	2.1 2.2
5505	Children’s and Young Adult Literature	NONE			
5510	Technologies for School Libraries	NONE		IB IIB IID IIIC	1.3 1.4 2.1
5515	Collection Management in the Electronic Age	Curriculum Mapping Interview with a Teacher (Mod 3 – 50pts)	Collects information about one unit taught in a school (.75 hrs.)	I A 3 I C 3 & 8 II D III C	1.1 1.3 1.2 2.3 4.3
		Interview with a SLMS on Collection Assessment Techniques (Mod 4 – 50 pts)	Discusses how library collection is analyzed and evaluated and what techniques are utilized (1 hrs.)	I B 3 & 4 I C 2, 3, 4, 8	1.1 3.1 4.1 4.2

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		Collection Assessment Project (Mod 5 – 185 pts)	Evaluates a section of a school library's collection using manual and automated techniques learned (3-4 hrs.)	I B 1-4 I C 1-4 II D III C	1.1 4.1 4.3
5521	Introduction to Electronic Cataloging	Library and automation system information form (Mod 1/2– 10 pts)	Records library information, field mentor contact info, and description of library automation system (1 hr)	1 B 3 1C 6-8	1.3 4.1
		Cataloging tools and practices survey and forum discussion (Mod 2 – 20 pts)	Interview a SLMS about the cataloging tools are available and used in the school library setting as well as cataloging practices and discuss findings in the forum (1.5 hr)	1 B 3 1C 6-8	1.3 4.1 4.2
		Cataloging module evaluation (Mod 4 – 36 pts)	Evaluate and write an assessment of the features and functionality of the cataloging module of the school library automation system (1 hr)	1 B 1, 3, 4 1 C 6-8	1.3 3.1 4.1 4.2
		Install cataloging software and complete tutorials and discuss experiences in forum (Mod 5 – 25 pts)	Install and complete tutorials for MARC Magician cataloging software which will be used for coursework (1.5 hr)	1 B 1, 3, 4 1 C 6-7	4.1
		Collection Arrangement Description (Mod 8 – 20 pts)	Examine and document the school library collection organization scheme (1 hr)	1 C 6, 8	4.1 4.2
		Enhancing existing catalog records (Mod 9 – 47 pts)	Edit and enhance brief catalog records in school library database to produce complete MARC records (1.5 hrs)	1 B 3 1 C 6-7	1.3 3.1 4.1 4.2
		OPAC evaluation (Mod 10 – 20 pts)	Examine and assess features and functionality of school library OPAC software (1 hr)	1 B 1, 3, 4 1 C 6-8	4.1 4.2

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		Instruction for OPAC and DDC (Mod 10 – 30 pts)	Design lesson plan to teach school patrons how to use various features of the OPAC and how to locate materials using the DDC and library arrangement (1.5 hr)	I E 2 II A	1.1 1.3 1.4 2.1 2.2 2.3
		Cataloging exercise – copy and outsourcing cataloging and forum (Mod 11 – 65 pts)	Locate, download, edit, and localize MARC records from free and service fee copy cataloging and outsourcing services into school library catalog for un-cataloged materials Compare and contrast catalogs and services in forum discussion (3 hrs)	1 B 3 1 C 6-7	1.3 3.1 4.1
		Vendor Profile – Complete outsourcing vendor cataloging specifications (Mod 11 – 20 pts)	Locate, download, and complete cataloging specifications for purchased MARC records and technical processing of library materials from a materials vendor. Plan and justify budget for services (1.5 hrs)	1 B 3-4 1 C 6-7	1.3 1.4 4.1
		Bibliographic Control Policy and Procedure Manual Wiki (Mod 12 – 60 pts)	Combine course-learned content, cataloging skills, policies and procedures with local practices to contribute to culminating project manual wiki to manage technical processing services in a school library (2.5 hrs)	1 B 1 C 6-8 1 D	1.3 4.1 4.2

Course No.	Course Title	Name of Field Experience (Mod No. and Assessment)	Brief Description (No. of Hours)	PDE Standards	ALA/AASL Standards
5525	Strategic Library Management	Interview assignment with a practicing school librarian – may be done via phone, email, or in person, not necessary to visit the school library; mods 1-10, reported in papers and discussion boards	Topics include: policy and procedures manual Long range planning Assessment of program Assessment of facilities Budgeting Curriculum Technology Staffing Discipline Time required: 2 hours	ID IB,D IIIC IIB	4.3 4.2 4.1 1.4 2.1 2.2 2.3 1.3
5530	School Library Advocacy	NONE		III.C III.D	3.1
5535	Information Literacy & Academic Standards	NONE			
5540	Information Searching, Retrieval & Presentation Strategies	NONE			
5545	Access and Legal Issues in the School Library	NONE			
5565		School Library Practicum for students who are not certified school librarians working in a school library	Practicum packet – 750 points (includes the portfolio)	100-hour practicum	All