

School Library and Information Technologies Program
Mansfield University
School Library Practicum, LSC 5565

The School Library Practicum (SLP) course is a variable 1 or 3 credit course that all students must complete in order to receive a M.Ed in School Library and Information technologies. The 1-credit course will be for those students who are certified school library media specialists (SLMS) and who have worked as a school librarian for at least one year prior to taking the culminating course. The 3-credit course will be required for all other students. As the culminating course for the SL&IT program, students will be required to complete the following requirements:

- **Students who are registered for the one credit course** will complete an electronic portfolio that will include a philosophy/mission/vision for a school library, curriculum vita, and artifacts that demonstrate the students' competencies as defined by ALA/AASL standards and sub-strands. Students will upload their electronic portfolio either to College Live Text or to a publically accessible web server. In order to qualify for the one credit course, students will submit a one page document that is signed by a building administrator stating that they have worked as a SLMS for at least one year prior to taking the School Library Practicum. In addition, the students will submit a copy of the library science certification to the instructor.

- **Students who are registered for the three credit course** will complete the same portfolio as required for the one credit course that will include a philosophy/mission/vision for a SLM, artifacts that demonstrate the students' competencies as defined by ALA/AASL standards and sub-strands, curriculum vita, instructional lesson(s) documentation, promotional materials related to an author/illustrator unit, Practicum log, mentor evaluation, etc. Students will upload their electronic portfolio either to College Live Text or to a publically accessible web server. In addition, the students will complete 100 hours of field service and various assignments in a school library under the supervision of a mentor who is a certified SLMS and the MU instructor.

How to Complete the 100 School Library Practicum Hours

Practicum is similar to student teaching but on a much smaller scale. Although SL&IT students may be working as classroom teachers at various organizational levels, they need to complete the 100 Practicum hours during the Fall and Spring semester. The following is a list of suggestions for logging hours:

- Work Practicum hours before and after school
- Spend personal days in the school library
- Obtain permission to use district professional development time
- Teach information literacy lessons or literature appreciation lessons during regular class time (either in the school library, computer lab, or in your classroom)
- Request building administrators to provide a substitute whenever possible.

Registering for School Library Practicum

The SL&IT department chair registers all students for LSC 5565, Practicum. You will be contacted after completing 17-18 credits in the program to discuss your course completion plan and the variable 1 or 3 credit practicum course. Before logging any hours, you will need to have on file in the SL&IT office:

- Proof of your state clearances
- Email statement that you have the necessary liability insurance
- Signed Affiliation Agreement

In addition, you will need to send the instructor:

- Mentor approval form signed by the building principal
- Copy of the mentor's certification
- Mentor's current resume

LSC 5565 School Library Practicum – one credit course

To qualify for the one credit School Library Practicum course a graduate student must submit this document, signed by the building administrator, to verify that he/she has worked as a certified SLMSs for at least one year prior to taking the School Library Practicum course.

Please Print

Name of SL&IT student _____

School and Address _____

_____ is a certified school library media specialist who has worked
(name of student)

as a School librarian in the _____ for
(name of school)

_____ for
(number of years and specific time frame)

Signature and title of Building Administrator _____

_____ Date _____

Please attach a copy of the student’s library science certification to this form and send to:

Cynthia Keller, Department Chair
School Library & Information Technologies
Mansfield University
255 Audubon Court
Chambersburg, PA 17202

School Library Media Specialist Mentor Approval Form
School Library and Information Technologies Program
Mansfield University

I, _____ request permission to work with _____
(print) (print)

to complete LSC 5565, School Library Practicum. In order to serve as a mentor, the school librarian needs to meet the following qualifications:

- possess an earned baccalaureate degree
- possess at least Instructional I certification for library science
- have worked as school library media specialist for at least three years
- have worked as school library media specialist at present school for at least one year
- currently working as school library media specialist
- express a willingness to serve as a mentor teacher
- be recommended to serve as a mentor teacher by the building administrator

I meet all the criteria listed above and have included of copy of my certificate and resume.

Librarian's signature _____

School name & address _____
(print)

Home address _____
(print)

Preferred email address _____
(print)

I recommend and approve the above named librarian to serve as a mentor for the above named library science student for _____ hours between these dates _____ - _____.

Principal's signature _____

For more information about the mentor program please contact Cynthia A. Keller, 717-816-6995 or email ckeller@mansfield.edu.

Return completed form, copy of certification, and resume to:

Mrs. Cynthia A. Keller, Department Chair
School Library and Information Technologies
Mansfield University
255 Audubon Court
Chambersburg, PA 17202