LSC5565 School Library Practicum

Degree Only and Degree + PA Certification Candidates

The School Library Practicum (SLP) course is a variable one or three-credit course that all candidates must complete in order to receive a M.Ed in School Library and Information Technologies (SL&IT). The one-credit course is for candidates who are certified school librarians and who have worked as a school librarian for at least one year prior to taking the LSC 5565 course or for candidates who are not required by their state department of education to complete an internship in a school library for school library licensure, endorsement, or certification. The three-credit course will be required for all other candidates. LSC 5565 is the culminating course for the SL&IT program in which candidates must complete the following requirements:

Candidates 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 candidates’ competencies as defined by ALA/AASL Standards for Initial Preparation of School Librarians. Candidates will upload their electronic portfolio to a publicly accessible web server. In order to qualify for the one-credit course, candidates will submit a one page document that is signed by a building administrator stating that they have worked as a school librarian for at least one year prior to taking LSC 5565 School Library Practicum. In addition, the candidates will submit a copy of their state’s library science certification document to the instructor.

Candidates, outside of PA, who are not required by their home state to complete an internship/practicum for school library certification, endorsement or licensure, may qualify for the one-credit course. These candidates will need to submit a written document from their state department of education that states that the internship/practicum hours in a school library is not required.

Candidates 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 candidates’ competencies as defined by ALA/AASL Standards for Initial Preparation of School Librarians, curriculum vita, instructional lesson(s) documentation, promotional materials related to an author/illustrator unit, Practicum log, mentor evaluation, etc. Candidates will upload their electronic portfolio to a publicly accessible web server. In addition, the candidates will complete 100 hours of field service and various assignments in a school library under the supervision of a mentor who is a certified school librarian and the Mansfield University instructor.

How to Complete the 100 School Library Practicum Hours

Practicum is similar to student teaching but on a much smaller scale. Although School Library & Information Technologies candidates may be working as classroom teachers at various organizational
levels, they need to complete the 100 Practicum hours during either the Fall and Spring semester when LSC 5565 is offered. 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 chairperson registers all candidates for LSC 5565 School Library Practicum. Candidates are contacted after completing 17-18 credits in the program to discuss their course completion plan and the variable one or three-credit practicum course options.

Three-credit Practicum candidates - Before logging any hours, candidates will need to have on file in the SL&IT office:

- **Clearances**: candidates who are already certified teachers will need to send evidence that they have met the clearances required for the state in which they reside or in which they perform a Practicum experience. This can be done in two ways:
  - A letter signed by a building principal stating that the candidate has met the **clearances** requirements of his/her state
  - [http://sl-it.mansfield.edu/current-students/clearances.cfm](http://sl-it.mansfield.edu/current-students/clearances.cfm)
  - Or the candidate may submit copies of the clearances. Candidates who are not certified teachers must meet all requirements for PA clearances: 1) Pennsylvania Criminal Record check (Act 34); 2) Child Abuse History clearance (Act 151); 3) Negative TB tine test; and, 4) PA-FBI fingerprint check.
- **Proof of professional liability insurance**. Candidates may satisfy the requirement by emailing Jill Scott stating that they have insurance with at least one million dollars of coverage.
- Candidates must submit an **Affiliation Agreement**, a legal document outlining the duties, terms, conditions and responsibilities of the university and school district(s) in which they plan to perform field experiences. The Affiliation Agreement must be signed by a district/county administrator prior to participating in a field experience or practicum.

In addition, you will need to send the instructor:

- Mentor approval form signed by the building principal (form provided by Mansfield below)
- Copy of the mentor’s teaching/library certification
- Mentor’s current resume
One-credit students will submit either the form below signed by a building administrator and a copy of the library science certification or written proof that the state department does not require an internship/practicum for certification, licensure, or endorsement.

**LSC 5565 School Library Practicum – 1-credit course**

To qualify for the one-credit School Library Practicum course a graduate candidate must submit this document, signed by the building administrator, to verify that he/she has worked as a certified school librarian for at least one year prior to taking the School Library Practicum course or is not required to complete an internship for school library licensure or certification in a specific state.

**Please Print**

Name of SL&IT candidate ____________________________________________________________

School and Address ________________________________________________________________

_________________________________________ is a certified school librarian who has worked

(name of candidate)

as a school librarian in the ________________________________________________________ for

(name of school)

_________________________________________ (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
LSC 5565 School Library Practicum – 1-credit course (for candidates whose states do not require the internship/practicum)

__________________Is not required to complete an internship for licensure/certification for the state of (written proof is attached)
LSC 5565 School Library Practicum – 3-credit course

School Librarian Mentor Approval Form

Please Print

I, ___(candidate’s name)____ request permission to work with ___(mentor’s name)___ 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 librarian for at least three years
- have worked as school librarian at present school for at least one year
- currently working as school librarian
- 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.

School Librarian’s signature _______________________________________

School name & address ______________________________________________

Contact numbers (Home) ____________________________________________

(Cell) ____________________________________________________________

Preferred email address _____________________________________________

I recommend and approve the above named school librarian to serve as a mentor for the above named library science candidate for at least 100 hours during the ___(Fall or Spring and year)____ semester.

Principal’s signature _____________________________________________ Date________
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
Role and Responsibilities of the Mentor

Before the candidate begins the practicum:

• Prepare the students
• Consult with colleagues who have successfully worked with other interns completing field assignments or with the instructor
• Make arrangements for a work area in the school library
• Meet with the candidate before the first day; to review the ALA/AASL Standards and to collaboratively create an Action Plan for the practicum experience.

After the intern arrives:

• Introduce the candidate to the students and other school library personnel (if necessary)
• Establish a pattern of open communication
• Encourage the candidate to examine the library’s collection
• Familiarize the candidate with your discipline policies and discuss how you might handle certain situations
• Provide the candidate with copies of various library forms, policies, and other relevant documents that you use.

During the practicum experience:

• Assist the candidate in realistic planning – Complete the Action Plan based on the ALA/AASL Standards
• Advise, encourage and guide so that the candidate has experience in all aspects of school librarianship during the 100 hours
• Encourage the development of good classroom management and control
• Promote self-evaluation and self-reflection
• Observe and provide constructive feedback to the candidate as he/she designs and teaches the information literacy lesson(s)
• Encourage a professional attitude toward teaching by setting a good example
• Help the candidate develop an understanding of his or her professional strengths and weaknesses
• Assist the candidate in taping a lesson by providing equipment and/or technical assistance
• Provide the opportunity for the candidate to create and promote a literature/reading unit or an author/illustrator study for the school library
• Work with the candidate to design a Research and Defend project - PPT presentation, workshop, brochure, web page, wiki, etc. that is of value to your school library program or the school.

• Communicate with the SL&IT instructor via email and phone about the candidate’s progress including strengths and weaknesses.

At the end of the practicum:

• Help the candidate to reflect on the practicum experience and set professional goals

• Complete the Mentor Evaluation Form and submit it to the University instructor and to the candidate

• Complete the Mentor Survey and share your evaluation of the practicum with the university instructor for improving Mansfield University's practicum program. The survey will be sent to you at the end of the semester via email.

Important Links

Brief Descriptions of the SL&IT courses
Faculty Biographies
SL&IT Lib Guides
W9 form (Mentor Remuneration) - According to the policy established by Mansfield’s Education Department, mentors will receive a remuneration of $55.00 for providing services for students involved in the Practicum. Mentors must submit a W9 form to Mansfield University - Jill Scott, Retan, Mansfield University Mansfield, Pa 16933.

Mentor Survey (This survey will be sent to you via email at the end of the semester)

Supporting Documents (see below)

• ALA/AASL Standards for Initial Preparation Programs for School Library Media Specialists 2010
• Competency Cover Letter and Competency Checklist to be completed by the candidate
• Action Plan (Based on the ALA/AASL Standards) to be collaboratively completed by the mentor and student
• Log
• Mentor Evaluation Form