

# **Library Practicum Handbook**

**College of Education and  
Human Services**



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# General Information

## Description

The practicum course will deal with a broad range of activities and representative issues in school and classroom leadership. The primary purpose of the course is to provide educational leadership students with an opportunity to apply the theoretical concepts studied in the prerequisite courses to actual day-to-day administration of a school library media center.

## Course Format

This course will require a great deal of student interaction through class dialogue, e-mail communication, class readings and on-site visits. Students will participate in action research and practical application in the field, where most of their practicum work will be conducted.

The Education Leadership Practicum is considered a culminating experience, and thus, it is best to complete it after all 902 Initial Level Instructional Library Media Specialist (formerly 901) courses have been taken. The practicum may be completed during the last semester of coursework, but students will be expected to be knowledgeable of all facets of the library media profession during their placement.

## Roles And Standards

**The job responsibilities of Library Media Specialists (LMS) include four distinct roles:**

### *Information Specialist*

As an information specialist, the LMS provides expertise in acquiring and evaluating information resources in all formats; in bringing an awareness of information issues to teachers, administrators, and students; and in modeling strategies for locating, accessing, and evaluating information within and beyond the library media center.

### *Teacher*

As a teacher, the LMS works with students and teachers to analyze learning and information needs, to locate and use resources that will meet those needs, and to understand and communicate the information the resources provide. Essentially, the LMS is teaching students how to use the library media center and its resources.

### *Instructional Partner*

As an instructional partner, the LMS joins with teachers to identify links with curricular content, learning outcomes, student information needs, and information resources. The LMS takes a leadership role in developing policies, practices, and curricula that help students develop information literacy skills.

### *Program Administrator*

As a program administrator, the LMS guides and directs all the activities related to the library media program. The LMS is an advocate for the library media program, and is proficient in the management of staff, budgets, equipment, and facilities.

## **ALA/AASL NCATE Standards:**

The following standards will be used to establish and assess practicum objectives based on the roles listed above. Students should begin to develop their objectives based on these standards. A full explanation of them and the criteria for assessing fulfillment of them will be distributed at the first seminar meeting.

### *Standard 1: Use of Information and Ideas*

- 1-A. Efficient and Ethical Information-Seeking Behavior
- 1-B. Literacy and Reading
- 1-C. Access to Information
- 1-D. Stimulating Learning Environment

### *Standard 2: Teaching and Learning*

- 2-A. Knowledge of Learners and Learning
- 2-B. Effective and Knowledgeable Teacher
- 2-C. Information Literacy Curriculum

### *Standard 3: Collaboration and Leadership*

- 3-A. Connection with the Library Community
- 3-B. Instructional Partner
- 3-C. Educational Leader

### *Standard 4: Program Administration*

- 4-A. Managing Information Resources: Selecting, Organizing, Using
- 4-B. Managing Program Resources: Human, Financial, Physical
- 4-C. Comprehensive and Collaborative Strategic Planning and Assessment

## **Responsibilities**

### **The Practicum Student:**

Each student will be working with two or more cooperating Library Media Specialists (LMS) during the practicum. It is the responsibility of the student to directly contact the potential local supervisor to obtain permission to do the practicum with him or her. After receiving the names of the local supervisor(s), the UW-Oshkosh professor will contact them with further information.

The practicum student agrees to perform in a professional manner, carrying out the roles and responsibilities agreed to by themselves, their professor and local supervisor. The student develops practicum objectives in cooperation with the local supervisor and university professor, and works to fulfill them during the semester of the practicum experience.

### **The Local Supervisor:**

The local supervisor, who must be a licensed practicing library/media specialist, assumes the role of direct supervisor for the practicum student in all matters directly concerned with the practicum.

As the direct supervisor, the local supervisor should provide instructions and tasks for the student, help

to develop and approve the written objectives of the practicum, provide feedback and constructive criticism of actions of the practicum student, and treat the student as a fellow library/media specialist. It is imperative that the local supervisor delegate appropriate responsibilities to the practicum student and provide the student with sufficient independent authority to accomplish those responsibilities. Collaboration is key to the success of the future library media specialist so a special focus will be made to spend time working with other teachers to develop and implement collaborative projects and units.

The local supervisor decides if the student's performance is satisfactory, or, in the case of unsatisfactory performance, assists the university professor in clarifying problems and seeking solutions. He or she decides when the practicum objectives have been accomplished and provides the professor with a decision as to whether the practicum student's performance has been acceptable. When the practicum is finished, the local supervisor will be asked to complete an evaluation of the student's performance.

**The University Professor:** The UW-Oshkosh professor is responsible for designing the practicum and directing student activities in a manner that will maximize the student's practical experience. The professor assists in the development of the practicum students' objectives and approves them. The university professor approves both the practicum student site and the local supervisor(s), and subsequently coordinates, clarifies and intervenes as necessary.

At any point in the practicum sequence, the university professor is available to assist the practicum student or the local supervisor in solving problems, resolving differences, justifying actions or arranging practicum activities.

During the span of the practicum, the professor conducts face-to-face, telephone and virtual conferences with the practicum student and the local supervisor to monitor the progress and assess the success of the practicum experience.

The professor conducts practicum student seminars and the Exit Conference, and is responsible for the final grade of the practicum student.

**The Local School District:** The school district serving as the host site for the practicum experience has no specific responsibilities to the practicum student, and, if the practicum student is a full-time teacher in the school system is not required or requested to grant the teacher release time to complete the practicum, but this is encouraged as appropriate.

## Requirements

### Time Requirements

The current UW-Oshkosh 902 Initial Level Instructional Library Media Specialist (formerly 901) certification program requires three credits of practicum. To fulfill requirements for this K-12 license, students must log two hundred hours of practical experience, with one hundred of these hours at the elementary level, and one hundred at the secondary level. Of the total 200 hours, 120 hours may be completed within the

district where the candidate is employed. The remaining 80 hours must be completed in other district(s). This gives students a broader view of the profession, and the opportunity to see other library media programs. The student accounts for clock hours of activity by maintaining an electronic log to show progress toward this time requirement and to document its completion. This log is submitted several times during the practicum experience. See Appendix A. Ways in which these hours may be accumulated will be discussed at the first practicum class meeting.

## **Credit**

Three semester credit hours are required. Normal deadlines for registration and payment of fees, according to UW-Oshkosh policies, must be met.

## **Written Objectives**

Each practicum student must develop, in coordination with the local supervisor and university professor, a series of objectives which together become a plan or contract for the practicum experience. At least one objective must be developed for each of the thirteen ALA/AASL NCATE standards:

### *Standard 1: Use of Information and Ideas*

- 1-A. Efficient and Ethical Information-Seeking Behavior – Model and teach legal and ethical practices in the use of information resources
- 1-B. Literacy and Reading – Demonstrate knowledge of current and historical reading materials for children and young adults, and implement the integration of literature in the curriculum
- 1-C. Access to Information - Ensure physical and intellectual access to information for the entire school community. Become aware or assist in the development of circulation systems and cataloging procedures.
- 1-D. Stimulating Learning Environment – Maintain an attractive, positive educational climate in a technology-rich library media center.

### *Standard 2: Teaching and Learning*

- 2-A. Knowledge of Learners and Learning – Assess learner needs and instructional methods and prepare information skills lessons.
- 2-B. Effective and Knowledgeable Teacher – Implement information skills instruction in partnership with teachers and other educators
- 2-C. Information Literacy Curriculum – Review and help to implement an integrated information skills curriculum, including the incorporation of technology and other non-print resources

### *Standard 3: Collaboration and Leadership*

- 3-A. Connection with the Library Community - Attend district library media specialist meetings, faculty meetings, and team meetings to better understand the curriculum Attend the Wisconsin Educational Media Association Spring Conference and/or other professional meetings
- 3-B. Instructional Partner – Participate in curriculum planning with teachers to help them integrate technology and information skills into their classes.
- 3-C. Educational Leader - Serve on, or lead, a school or district committee This may be a technology planning committee, curriculum committee, or any other group planning or revising district policies and

procedures.

#### *Standard 4: Program Administration*

- 4-A. Managing Information Resources: Selecting, Organizing, Using – Select, analyze and evaluate print, non-print and electronic resources to ensure a balanced library collection. Participate in the scheduling of the computer lab and/or library media center.
- 4-B. Managing Program Resources: Human, Financial, Physical – Participate in budget planning and/or grant writing. Supervise library aides, volunteers or student assistants, and simulate or write actual evaluation of their performance
- 4-C. Comprehensive and Collaborative Strategic Planning and Assessment – Become knowledgeable or update of district selection, weeding, Internet and challenged materials policies. Participate in assessment of the current library media program and long or short range planning for its future success.

Additional objectives, beyond the minimum of one, should be developed for any area that the local supervisor or the UW-Oshkosh professor feels should be emphasized.

### **Group Seminars**

One face-to-face meeting of practicum candidates will be held on the UW-Oshkosh campus. Thereafter, students will participate in online class discussions.

### **Individual Conferences/Visitation S**

Individual conferences between the practicum student and local supervisor, practicum student and UW-Oshkosh professor, or among all three persons, are needed to insure appropriate feedback to the practicum student and clarify tasks and expectations. All of these, with the exception of the Exit Conference, are informal and require no special advance preparation by the practicum student.

### **Exit Conference**

The Exit Conference is a formal conference between the practicum student and the university professor that is scheduled after the student notifies the professor that all objectives on the student's Practicum Agreement Form have been accomplished. It may be held at the practicum site or on the UW-Oshkosh campus.

The practicum student is required to show successful completion of all goals agreed to in the original contract. The purpose of the Exit Conference is to document the completion of the practicum, and to identify any areas in which the student should pursue additional preparation prior to seeking a library/media position.

### **Practicum Student Record S And Documents**

The practicum student must complete 1) a Practicum Student Information Form, 2) an electronic Time Log, 3) an Administrative Practicum Agreement Form containing a complete list of the written objectives for each placement, and 4) an electronic portfolio containing items verifying the completion of each of the objectives and a reflective narrative on each of the standards.

1. **Time Log:** An electronic time log is required of the student documenting 200 practicum hours (100

at the elementary level, 100 at the secondary level). Only 120 hours may be completed in the student's home district.

2. **Information Form:** Prior to registering for practicum, the practicum student must fill out an information form that identifies the local supervisor(s), along with contact instructions for both the practicum student and the local supervisor(s).
3. **Practicum Agreement Form:** The practicum student should begin to draft the written objectives, aligned to the AASL standards, for the practicum prior to beginning the practicum. The practicum student, in coordination with the local and university supervisors, may add to or modify the objectives after the practicum has begun. At the initial site conference with the university professor and local supervisor, the practicum student will produce written documentation of the objectives and corresponding activities.

After the Agreement Form is signed by the local supervisor and the UW-Oshkosh professor, it becomes an informal contract for completion of the practicum and the student may begin collecting hours. This practicum plan may need amendments and revisions to reflect changing conditions at the practicum site or additional skill building for the practicum student. Such changes can occur either between the practicum student and the local supervisor or the practicum student and the university professor, and should be noted on the completed Agreement Form.

4. **Practicum Portfolio:** The record of progress in completing objectives is maintained through the use of an electronic portfolio subdivided to represent the ALA/AASL NCATE standards for which objectives must be developed. As the practicum student performs actions to carry out each objective, personal notes, copies of documents, minutes, forms or other material that will verify the activities are uploaded in the appropriate section of the portfolio. A short reflection on each of the standards is also required as part of the portfolio experience. The completed portfolio remains with the student as a convenient source of reference information for future library media positions. The portfolio should reflect items and examples not merely to verify the completion of the objectives, but also items of interest and value to the practicum student. The web address of the portfolio is submitted to the university supervisor for evaluation.

## Evaluation Of Practicum Student Performance

### Successful Completion

In general, the practicum is considered to be successfully completed when 1) the time log reflects that the minimum clock hour requirements have been achieved, 2) when the written objectives have been accomplished, and 3) when both the local supervisor and the UW-Oshkosh professor believe the practicum student has successfully completed the practicum sequence. Note that the time log is only one completion criterion and that the written objectives also must be successfully accomplished.

### Objective Accomplishment

The written objectives, which have been developed with the cooperation of the local supervisor and approved by him or her as evidenced by his/her signature on the Practicum Agreement Form, should be phrased so that successful completion is evident. The local supervisor is the primary judge of objective attainment, with the UW-Oshkosh professor intervening only if the practicum student and the local supervisor hold differing opinions. The local supervisor certifies his/her belief that all objectives have been

attained through a second signature on the Agreement Form.

### **Final Grade**

Students must exhibit the appropriate skills, knowledge and dispositions to successfully complete the practicum experience. The UW-Oshkosh professor will weigh the difficulty and challenge in the objectives, the timeliness and quality of objectives accomplished and other factors such as professional ability, relationships with local faculty and staff, and communication capabilities in determining the final letter grade for the practicum sequence.

The UW-Oshkosh professor, in conference with the local supervisor(s), will determine a final grade for the practicum. The grade of "incomplete" will be entered when the professor feels insufficient progress has been made, or when uncontrollable factors have interfered with the practicum. By UW-Oshkosh policy, students receiving a grade of incomplete have one semester to complete requirements for a letter grade. A grade of "incomplete" will remain on the student's record until the practicum objectives have been met. If they have not been met by the end of the next semester, the grade will change to "F," and the practicum must be repeated.

# Appendix A

## Sample Time Log

Name of Student:

Code for Degree of Responsibility Column:

AR = Assisting Role

FR = Full Responsibility

O = Observer

M = Member

Date	Time	Activity	Degree of Responsibility	Standard #	Critique of Activity	Self-Assessment	Location

# **Appendix B**

## **Practicum Student Information Sheet**

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

List free periods or best time to call \_\_\_\_\_

Home Mailing Address:

School Mailing Address:

### **Elementary Level:**

Person you plan to have as local supervisor: \_\_\_\_\_

School at which you plan to practicum student: \_\_\_\_\_

School address: \_\_\_\_\_

School phone number of local supervisor: \_\_\_\_\_

E-mail address of local supervisor: \_\_\_\_\_

### **Secondary Level:**

Person you plan to have as local supervisor: \_\_\_\_\_

School at which you plan to practicum student: \_\_\_\_\_

School address: \_\_\_\_\_

School phone number of local supervisor: \_\_\_\_\_

E-mail address of local supervisor: \_\_\_\_\_

(Note on the back any special circumstances of which the University Supervisor should be aware.)

# Appendix C

## Practicum Agreement Form

Name of Student: \_\_\_\_\_

Period of Practicum: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Practicum School: \_\_\_\_\_

Local School Supervisor: \_\_\_\_\_

*Objectives to be completed (based on State Standards. These tasks must have the approval of the Local School Supervisor, the University Supervisor, and the Practicum Student. (Attach a separate list of objectives.)*

Approval of Practicum Objectives	Completion of Practicum Objectives
<p>I agree to fulfill the objectives on the attached sheet.</p> <p>Signature of Practicum Student</p>	<p>I certify that I have completed all the objectives for this Practicum Agreement.</p> <p>Signature of Practicum Student</p>
<p>I agree to be the Local School Supervisor for the Student and to the objectives on the attached sheet.</p> <p>Signature of Local School Supervisor</p> <p>Date</p>	<p>Completion of Practicum Objectives all completed satisfactorily? " yes " no</p> <p>Signature of Local School Supervisor</p> <p>Date</p>
<p>I agree that I have read and approved the objectives on the attached sheet.</p> <p>Signature of University Supervisor</p> <p>Date</p>	<p>Log completed satisfactorily? " yes " no</p> <p>Objectives all completed satisfactorily? " yes " no</p> <p>Practicum Portfolio approved? " yes " no</p> <p>Signature of University Supervisor</p> <p>Date</p>