LIB 870 Practicum Handbook: A Guide for Students, Faculty and Site Supervisors Library Science Graduate Program

Graduate School Media Librarian Program
College of Education
Eastern Kentucky University
Each student pursuing the Library Science degree is required to complete **LIB 870: P-12 School Media Library Practicum**.

This handbook offers direction for those taking and supervising the Practicum.

**LIB 870 Practicum Components**

Practicum experiences at two (2) levels are required to meet the program practicum requirement. One (1) elementary and (1) middle or high school experience is required. Some hours can also be completed through public library and/or library-based Professional Development (PD). See under **Fulfilling Practicum Hours** below.

A Web version of this handbook is available at the library school website, [http://libraryscience.eku.edu/](http://libraryscience.eku.edu/) under LIB 870 Clinical Practicum (Student Forms and Resources).

**The Nature of the Practicum**

A practicum is an opportunity to gain professional experience in a school library, information center, and/or media center.

If you are **working under a provisional TC-29 (Emergency School Media Librarian Certification)**, you can complete one (1) of your practicums in the library of the school where you work, if approved by the EKU University Placement Office, though you will have to make at least two (2) site visits to other school libraries of the same level. However, you will have to have an approved Site Supervisor supervising you and overseeing your practicum hours (this arrangement must be approved in advance by the EKU course professor). Your second practicum experience must be outside of your school library setting.

**Fulfilling Practicum Hours—**

Practicums for the Library Science program are taken for three (3) hours of graduate credit. The student is required to complete a minimum of 100 clock hours, consisting of (3) possible practicum scenarios.

- **Scenario One**—50 hours at an elementary and 50 hours at a middle or high school practicum setting experience (**100 total hours**).
- **Scenario Two**—40 hours at an elementary and 40 hours at a middle or high school practicum setting experience along with a maximum of **20 hours being completed at a public library and/or library-based PD/Conference hours** OR split between library-based PD/Conference hours and public library hours (**100 total hours**).

—½ of those site hours (e.g., 25/50 hours,) at each level, can be administrative in nature (non- student contact hours). However, at least ½ of those hours at each level (e.g. 25 hours) require the library open for student service access/availability (student contact hours).

—Practicum hours can be scheduled throughout the semester term in which it is taken, in conjunction with approval by the Site Supervisor.
--Practicum hours are to be set in advance with the Site Supervisor’s permission.

--Hours may be completed on a full-time or on a part-time basis throughout the semester, depending on prior arrangements with the cooperating library.

--The student is required to keep, record and submit a log of practicum hours on Taskstream Field Placement site (see: https://www.taskstream.com/pub/) and to complete the Graduate Clinical Experience Verification form.

--The student is required to create a Practicum e-Portfolio with Livebinder (see below)

--The student is required to complete multiple library-based projects, see course Major Projects and Key Assessments site for more information.

--Students are responsible for suggesting/citing possible Practicum Placements. Students requiring and/or needing placement assistance can contact Ms. Laura Weitkamp (laura.weitkamp@eku.edu) in the Teacher Education Services Office.

--There is no remuneration for the practicum experience for the student and/or Site Supervisor.

**LIB 870 Practicum Site**

A practicum is to be completed at two levels (elementary and a middle or high school setting). All practicum sites must be pre-approved by the EKU Placement Office prior to beginning a site practicum.

Students can complete both practicum experiences (e.g. elementary, middle/high) within their school district (though you can also go outside your district if you choose). Students can complete one (1) practicums experience within their own school, if the site is pre-approved by the Teacher Education Services Office.

Practicum students can schedule practicum "hours" as opposed to having to complete full "days." Each setting (Elementary, Middle/high) requires 40-50 site-based clinical experience hours to equal 3 credit hours. (100 on-site clinical hours—40-50 at each school-based library site, with up to 20 hours from public library and/or PD hours = 3 credit hours of credit)

An important purpose of the practicum is gaining experience in a different type of setting and providing an environment for new learning.

**Arranging the LIB 870 Practicum**

A student may request to be enrolled in LIB 870 only after completion of all other library coursework (LIB 800, LIB 801, LIB 802, LIB 805, LIB 821). You must also complete the Graduate Programs Override Request form, found under IMPORTANT LINKS on the EKU College of Education Online Program Information site on Blackboard. Ideally, the practicum should take place in the last three-six hours of the student’s academic program.
• Students must consult their faculty practicum advisor to discuss the possibility of arranging a practicum.
• The student usually makes the initial contact with the on-site supervisor, after the school site has been pre-approved by the Teacher Education Services Office.
• School Library Practicum Application form (http://tes.eku.edu/student-forms-and-resources) must be completed and submitted to the Teacher Education Services Office. Students must submit this form before they can be registered (http://tes.eku.edu/student-forms-and-resources).
• The student should complete the practicum application form and discuss in advance with the Teacher Education Services Office officer potential practicum sites.
• The faculty practicum advisor may be a faculty member other than the student’s academic advisor.

LIB 870 Practicum Deadlines

Students must submit a completed School Library Practicum Application form for approval to the Teacher Education Services Office and their faculty practicum advisor for practicum placement by the following deadlines:

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Spring</th>
<th>Fall</th>
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<tbody>
<tr>
<td>School Library Practicum Application form and other required materials</td>
<td>November 17</td>
<td>May 17</td>
</tr>
</tbody>
</table>

*Submission of: School Library Practicum Application form and other required materials dates.

Deadlines during the practicum process are stated in individual steps below. Students should confirm specific dates with their faculty practicum advisor. The deadlines for the final copies of reports/documents are especially important if the practicum is completed during the student’s graduating term.

Steps for Students: A Summary

Step 1: Consult with a faculty practicum advisor during the semester before the practicum experience is to take place. The faculty practicum advisor is usually a student’s academic advisor but may be another faculty member the student chooses based on expertise needed for the practicum.
Students MAY NOT contact particular sites before they meet with their faculty practicum advisor (interview and discuss the objectives for their practicum and the intended schedule of hours) and should not make a commitment until the site is approved by the Placement Office. Begin the process of selecting a practicum site by reviewing the database list on the Practicum website or ask your faculty practicum advisor for suggestions.

**Step 2:** Submit a School Library Practicum Application form to the Teacher Education Services Office once a practicum site is identified (see Practicum Deadlines). Use fillable PDF form available at the EKU Library Science Website (http://tes.eku.edu/student-forms-and-resources)

**Step 3:** The Teacher Education Services Office and the faculty practicum advisor approves the practicum request. Teacher Education Services Office will register students for the practicum. Students CANNOT register themselves for the practicum. Once students are registered for the culminating experience, students may start supervised library work at the practicum site. Don’t forget to keep a daily work log! Submit the completed School Library Practicum Application form to the faculty practicum advisor by completion of the first 10 hours of the practicum. Use fillable PDF form available at the EKU Library Science Website.

**Step 4:** By the completion of 1/2 on-site hours (per level), report to your faculty practicum advisor regarding practicum progress in writing or via email.

**Step 5:** After finishing the required on-site hours, ask the on-site practicum Site Supervisor to complete the Final Site Supervisor Evaluation (For Supervisors) form (http://tes.eku.edu/final-site-supervisor-evaluation). This evaluation form should be sent directly to the faculty practicum advisor by the on-Site Supervisor. An electronic form will be made available: http://tes.eku.edu/final-site-supervisor-evaluation

Students should complete and submit the Practicum Experience Evaluation form (For Students) online (http://tes.eku.edu/site-supervisor-information) includes a copy for review.

**Step 6:** At the completion of the practicum, complete and submit an electronic portfolio. Electronic portfolio development resources are available on the EKU Library Science website or consult with your faculty practicum advisor for e-portfolio requirements. E-portfolio and completion of all required hours and assignments required to receive a final grade.

**Notes:**

The deadline for final submission of the e-portfolio is two weeks before the end of the semester. Practicum advisors may set draft submission deadlines prior to final submissions. Students who cannot meet the deadline maybe given an incomplete (I) grade. Students must notify the advisor that an “I” grade is needed. A student cannot graduate until all “I” grades are cleared. (Summer practicums not guaranteed and/or provided)
**Required components of an electronic portfolio**

Site information, semester, faculty practicum advisor and on-site supervisor names, area study Practicum objectives: as established via the Revised Professional Growth Plan (R-PGP)  
Note: Students completed R-PGP will also be based on nationally published AASL and ISTE Standards/competencies. Daily work log: a daily listing of major activities, meetings, assignments, etc., with comments on skills practiced and knowledge acquired both during the on-site and off-site hours. These entries will be useful in evaluating the learning objectives at the end of the practicum. Do not enter minute-by-minute breakdowns. Do give estimates of major time blocks needed to complete the tasks. Do give samples of at least six (6) work activities.  
Do include a copy of the schedule of days and times worked, established at the beginning of the practicum. Daily log should follow the sample template included in Appendix A.

Assessment of learning experience: an assessment of the achievement of the learning objectives that were set for the practicum. This statement should answer the following questions:

- Which objectives were achieved?
- Which skill areas need additional development?
- Which objectives were not attempted because of time or other constraints during the practicum?
- What is the overall assessment of the practicum experience?
- What connections could you make between the practicum experience and coursework experience?
- What did you learn about yourself in terms of preparing to enter the profession?
- What surprised you about the work you performed and the environment in which you worked?
- What would you recommend to other students considering a practicum in this setting?

Practicum Evaluation (For Supervisors) form-- An electronic form will be made available and sent to the site supervisors from the Taskstream Officer.

**LIB 870 Practicum Grading**

Credit for LIB 870 is awarded on a Satisfactory/Unsatisfactory (S/U) grading basis. A grade of Incomplete (I) may be awarded if the student and the student’s faculty practicum advisor agree that additional time beyond the semester of enrollment is required for successful completion of the practicum. It is the student’s responsibility to make such request prior to the electronic portfolio submission deadline.

A final grade will be recorded only when the electronic portfolio is submitted, the student evaluation of practicum experience is completed and returned to the faculty practicum advisor, and the practicum evaluation form has been returned by the on-site practicum supervisor. Please follow the practicum procedures for intermediate deadlines and the final submission deadline to make sure that all paperwork is submitted on time.

**Tips for a Successful LIB 870 Practicum Experience**

- Prepare for the initial interview:
- Think about your learning goals and possible opportunities for applying what you have learned during your coursework
- Advice on on-site conduct:
- Be flexible (to a point)
- Dress and act professionally
- Show that you are eager to learn and not afraid to ask questions
- Take initiative and strive to become independent
- Work on clear communication
- Be responsible and dependable
- Act as if the practicum is your first job
- Be social, able to work with others (not just supervisors), and able to work with difficult users

### Top Benefits of Practicums

<table>
<thead>
<tr>
<th>For the Practicum Site Supervisor</th>
<th>For the Student</th>
<th>For the Graduate School</th>
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<tbody>
<tr>
<td>1. The library/information center completes valuable projects.</td>
<td>1. Work collaboratively with professionals in the field.</td>
<td>1. Test theory and principles in the “real” world.</td>
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<td>2. The library/information center connects with School of Library and Information Science.</td>
<td>2. Engage in hands-on problem solving.</td>
<td>2. Provide employers with students who have the most up-to-date skills.</td>
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<td>3. The library/information center receives new professionals and information into the profession.</td>
<td>3. Expand their scope of knowledge through the application of theory, principles, practice and values necessary for the provision of service.</td>
<td>3. Create relationships with practicing professional librarians.</td>
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<td>4. The library/information center expands their network</td>
<td>4. Build confidence.</td>
<td>4. Offer hands-on field experience to career-changing students.</td>
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</tbody>
</table>
5. Fosters development of library and information professionals who will assume an assertive role in providing services in the field.

5. Share practical experience at job interviews and garner new employment.

5. Assess overall relevancy of curriculum.

**LIB 870 Site Supervisor Responsibilities**

- Prospective Site Supervisors complete and submit a Site Supervisor Application form: [http://tes.eku.edu/site-supervisor-application](http://tes.eku.edu/site-supervisor-application)

- Site Supervisors interview prospective practicum candidates regarding goals/objectives and possible schedule for completion of practicum hours.

- A Site Supervisor must have 3+ years of experience as a certified school media librarian, with at least a Masters degree in School Media Librarian, Library Media Specialist, MLIS/MLS or equivalent degree.

- Site Supervisors cover Practicum topics (Appendix A) with students and complete the Student Evaluation form (sent by the COE) on practicum candidates.
## Appendix A: Suggested Practicum Topics to Discuss with Students/Site Supervisors

<table>
<thead>
<tr>
<th>School Library Practicum (Topic areas to discuss/review)</th>
<th>Covered/Discussed in Practicum (Place an X in the box below by those areas)</th>
<th>Code I (Introduction), P (Practice), M (Mastery)</th>
<th>Initial of Site Supervisor/date covered</th>
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<tbody>
<tr>
<td><strong>I. Program Administration</strong></td>
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<tr>
<td>A. Organization, administration, and evaluation of the library media center</td>
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<tr>
<td>B. Shared decision making, mission and philosophy statements, goals and objectives for services and programs, short- and long-range planning</td>
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<td>C. Methods for assessing needs, evidence-based assessment modes</td>
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<td>D. Promoting library services, resources, and programs</td>
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<td>E. Managing the library media center: budgeting, alternate means of funding, managing the library media center staff and volunteers</td>
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<td>F. Rationale for library media center policies: developing and revising policies, legal and ethical issues relating to policies</td>
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<td><strong>II. Collection Development</strong></td>
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<tr>
<td>A. Function, structure, and components of the selection policy</td>
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<tr>
<td>B. Selecting and maintaining resources: relationship between school curriculum and collection development; guidelines for deselection; using standard collection development, review, and bibliographic tools</td>
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<tr>
<td>C. Developing and maintaining a professional collection</td>
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<td>D. Selection criteria for all resources, including equipment and services, materials acquisition sources, ordering and budgeting procedures</td>
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<td>E. Descriptive and subject cataloging, related tools, and electronic cataloging data</td>
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<tr>
<td>F. Purpose and format of MARC records</td>
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<td>G. Physical arrangement of resources</td>
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<td>H. Loan, renewal, and reserve</td>
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## III. Information Access and Delivery

| A. Knowledge of print, nonprint, and electronic resources and their uses |
| B. Knowledge of current and emerging technologies: jargon, equipment, the electronic community |
| C. Knowledge of information retrieval processes, search strategies, and evaluative criteria |
| D. Information resource sharing: interlibrary loan, networks, school/public library cooperation |
| E. Equal access to resources, programs, and services for all learners |

### F. Scheduling

### G. Library media center environment

### H. Legal and ethical issues related to information use: copyright, plagiarism, intellectual property, confidentiality, acceptable use

### I. Bibliographic citation

## IV. Learning and Teaching

| A. Knowledge of children’s and young adult literature: print and media awards, works of prominent authors and illustrators, literary genres |
| B. Knowledge of trends, issues, and research related to reading and information literacy |
| C. Knowledge of information literacy models and principles |
| D. Alignment of library media center program with information literacy standards; alignment of programs with school curriculum |
| E. Collaborative teaching and planning |
| F. Instructional design: characteristics of learners, predominant learning theories, elements of lesson planning, meeting the needs of diverse learners, assessment methods and tools |
| G. Theory and practice of classroom management |

## V. Professional Development,
### Leadership, and Advocacy

| A. Role and function of professional organizations related to school library media |
| B. Purposes and examples of professional development activities, role of reflective practice |
| C. Initiating and facilitating collaborative opportunities: action plans, building consensus, characteristics of the adult learner |
| D. Implications and provisions of major legislation and court cases affecting libraries and education |
| E. Codes of ethics |
| F. Advocacy |
Appendix B

LIB 870 PRACTICUM LOG Example

Ex: Jane Smith
Site: ___
Date:  August 30, 2017 (Tuesday), 8-noon:
Hours Completed: 4.00
Accumulated on-site hours completed: 4.00

Reflection: I met with XXXX, with whom I will be working on Tuesdays. He gave me an overview of his duties and demonstrated some of the software used in managing the website and its content. This included the scripting language PHP, the database management software MySQL, and the content management software Drupal. He also introduced a prototype of a website that is currently in development using said software. We discussed some of the goals of the practicum experience including hands-on learning with tools for website development.

Also, we discussed a website evaluation survey that I was in the process of developing for the library. The survey will go online next week. An analysis of survey results will be the focus of the project/paper aspect of the practicum. The information gathered from it will be presented to library staff to assist with website development.

I also met briefly with XXX from Electronic Services. I will be working with her on Wednesdays. We discussed the other goals of the practicum which focus on Electronic Services including computer class instruction and class content development.