
SCHOOL LIBRARY CERTIFICATION PROGRAM

University of Pittsburgh
Library and Information Science Program

LIS 2922 - PRACTICUM IN SCHOOL LIBRARY MEDIA PROGRAMS

Practicum Checklist of Competencies and Learning Activities: Endorsement Option Students (25 days)

(Based on Guidelines for the State Approval of Certification Programs and the Certification of Professional Educators for the Public Schools of Pennsylvania, Library Science, K-12. Pennsylvania Department of Education, 2001)

Name _____ Term _____

School _____

Day 1: Orientation to School and Library		
<u>Date Completed</u>	<u>Time on Task</u>	
		1. In advance, review school district and school Web sites and printed publications (e.g., newsletters, curriculum guides).
		2. Meet Cooperating Teacher Librarian.
		3. Meet principal. Name _____
		4. Meet building teachers.
		5. Tour building.
		6. Observe and learn school policies and procedures for teachers and students (e.g., student behavior, teacher dress and attendance, contract day, parking, additional duties).
		7. Tour library media center; meet staff.
		8. Arrange to visit public library and meet appropriate staff.

Day 2: "Shadow" Cooperating Teacher Librarian

Date Completed	Time on Task	
		1. Observe and "shadow" the Cooperating Teacher Librarian in all tasks during day and discuss with CTL.
		2. Evaluate the scope of the library media center collection, including its access to electronic resources.
		3. Learn and observe library media center policies and procedures (e.g., student behavior, fines, circulation, scheduling of classes, teachers accompanying classes).

Day 3: Observations of Classroom Teaching

Date Completed	Time on Task	
		<p>1. Visit at least four classes of different teachers in a variety of grade levels/subjects to observe varying teaching styles, classroom management, techniques, and learning environments. Prepare with teacher so that you are aware of lesson plan and teacher objectives.</p> <p>Class 1 Subject/Grade Level _____</p> <p>Class 2 Subject/Grade Level _____</p> <p>Class 3 Subject/Grade Level _____</p> <p>Class 4 Subject/Grade Level _____</p> <p>Use attached Classroom Observation Form</p>

Days 4 & 5: "Shadow" Librarians at Two Other School Levels

Date Completed	Time on Task	
		<p>Observe in the library/media centers at other school levels in the district or educational agency and "shadow" the librarian (e.g., if primary practicum experience is high school, observe at middle and elementary levels). Note especially student behavior, types of activities, traffic flow, collaboration with teachers.</p> <p>School 1 _____ Librarian _____</p> <p>School 2 _____ Librarian _____</p> <p>Use attached School Library Observation Form</p>

- I. **Demonstrate Knowledge of Fundamental Concepts of Library Science Used in Teaching K-12 Students**
- II. **Demonstrate Knowledge and Competencies in Fostering Student Learning Through Multiple Instructional Methodologies**

Manage and Administer the Library Media Center			
<u>Date Completed</u>	<u>Time on Task</u>		<u>Competency Areas</u>
		1. Identify and study the mission statement of the library, the school, and the district or educational agency.	I.D.1, I.D.5
		2. Analyze the library facilities, floor plan, and how the space is utilized for teaching and management.	I.D.3, II.B.5
		3. Become aware of administrative duties of the library media specialist, especially planning, budgeting, report writing, committee responsibilities, supervisory responsibilities, and program evaluation.	I.D.3, II.C
		4. Assist the librarian as much as possible with administrative responsibilities.	I.D.3
		5. Learn the responsibilities of each staff member, including volunteers, student workers, and staff assistants.	I.D.3, I.D.4
		6. Assist in the training of staff, volunteers, or student workers.	I.D.4
		7. Learn how the principal evaluates the performance of teachers and librarians and what methods/forms are used.	III.B
		8. Become familiar with the materials budget, federal funds received, grant funding, deadlines, and business office procedures.	I.D.2, I.D.3, I.D.5, I.D.6
		9. Examine the budget of the library and how it is allocated.	I.D.2, I.D.3

Manage Media Center Resources and Collections			
<u>Date Completed</u>	<u>Time on Task</u>		<u>Competency Areas</u>
		1. Learn and apply the procedures of selection and acquiring materials.	I.C.4, I.D.2
		2. Examine the materials selection policy and the collection development policy.	I.C.4, I.D.5
		3. Learn selection sources used in this library.	I.C.4
		4. Use these selection sources to assist in the selection of new materials that support the curriculum.	I.C.4
		5. Re-evaluate (weed) specific section of the current collection and participate in decisions to replace materials. Area weeded:	I.C.4
		6. Assist in the acquisition of materials. Select materials in a specific subject from selection sources. Subject area:	I.B.2, I.C.4

		7. Learn about jobbers and vendors used to purchase, lease, or license materials and equipment and how orders are placed and received.	I.B.2
		8. Identify which cataloging and classification system the library uses.	I.C.6
		9. Catalog materials in several formats (e.g., MARC record, if automated) using cataloging procedures of the school.	I.B.3, I.C.4, I.C.6, I.C.7
		10. Depending on whether there is an OPAC or card catalog, enter MARC records or file cards and check the filing of others.	I.B.3, I.C.4, I.C.6, I.C.7
		11. Process new materials to be added to the collection.	I.C.4
		12. Mend materials that need repair.	I.C.4
		13. Use ACCESS Pennsylvania for Interlibrary Loan (ILL).	I.B.3
		14. Learn about the circulation system and the circulation procedures for all automated types of materials and equipment.	I.B.3
		15. Assist in the circulation of all types of materials and equipment.	I.B.3

**Collaborate with Teachers/
Teach Information Literacy Skills to Students**

Date Completed	Time on Task		Competency Areas
		1. Assist students and faculty members with reference questions and assignments.	I.A.2
		2. Using the cooperation and coordination models, work with a teacher or group of teachers on a specific assignment.	I.A.1, II.A, II.C
		3. Using the <i>AASL Collaboration Model</i> , collaborate with at least one teacher or group of teachers on a unit of study or a multi-disciplinary curriculum.	I.A.1, II.A, II.C
		4. Observe the CTL teaching information skills to students and/or faculty.	I.E.3
		5. Develop several lesson plans, including student learning objectives, outcomes, and assessment. Teach at least two lessons to students on an information literacy skill.	I.A.1, I.A.3, I.E.2, II.A, II.B.3, II.D
		5. Work with librarian and teacher(s) to help students meet PA Academic Standards. Identify Standard Areas:	II.A
		6. Work with students and teachers to help them become socially responsible about copyright and intellectual property issues.	I.C.5, II.B.1

Manage the Instructional Environment/Interact with Students

Date Completed	Time on Task		Competency Areas
		1. Be responsible for student behavior in the library/media center.	I.A.4, II.B.1, II.B.4
		2. Begin to learn the names of students who frequent the library.	II.B.2
		3. Work one-on-one with students in some capacity.	II.B.2

		4. Discuss with CTL methods of communicating with parents/guardians.	III.D
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Promote Information Literacy			
<u>Date Completed</u>	<u>Time on Task</u>		<u>Competency Areas</u>
		1. Work with individual students to encourage reading.	I.C.1, I.C.2, I.C.3, I.E.1, I.E.2
		2. Work with teachers to encourage student reading.	I.C.1, I.C.2, I.C.3, I.E.1, I.E.2
		3. Prepare and present a book/media talk for a specific class working with the teacher.	I.C.3, I.E.1
		4. Prepare and tell and/or read a story to a class.	I.C.3, I.E.1
		5. Prepare a list of resources on a subject for teachers and students including electronic resources and Web sites.	I.A.3, I.B.4, I.E.2, I.E.3, II.D
		6. Identify and study policies and procedures that the library uses in regards to copyright protection.	I.C.5
		7. Plan a program of interest to students in the center.	I.C.1, I.C.2, I.C.3, I.D.3, I.E.1, I.E.2, I.E.3, II.A, II.B
		8. Marketing: Prepare a bulletin board or display.	I.C.1, I.C.2, I.C.3, I.D.7, I.E.1, II.E
		9. Conduct a reading inventory or needs assessment survey with a small group of students.	II.E
		10. Market one service to teachers.	I.C.1, I.C.2, I.D.7
		11. Market one service to students.	II.E

Utilize Information Technologies in Management, Administration, and Instructional Programs

<u>Date Completed</u>	<u>Time on Task</u>		<u>Competency Areas</u>
		1. Identify the Information Technology Plan for the school and the library, and meet the staff responsible for technology in the building.	I.B.1
		2. Understand the basics of the library's computer network.	I.B.4
		3. Use computing equipment, software, networking, and all computer services available.	I.B.1
		4. Operate all production and display equipment (e.g., overhead projector, LCD display/computer, video/DVD).	I.B.1
		5. Teach faculty members and/or students to use computing and production equipment.	I.B.1, I.C.1, I.C.2, I.E.2

Promote Information Literacy through Technology and Program Services

<u>Date Completed</u>	<u>Time on Task</u>		<u>Competency Areas</u>
		1. Help teachers and students use Internet resources.	I.A.2, I.E.2, I.E.3
		2. Teach faculty members and/or students to use computing and production equipment.	I.B.1, I.C.1, I.C.2, I.E.2
		3. Teach faculty members and/or students to use electronic resources.	I.E.3

III. Demonstrate Knowledge and Competencies that Foster Professionalism in School and Community Settings

Demonstrate Knowledge and Competencies That Foster Professionalism			
Date Completed	Time on Task		Competency Areas
		1. Identify and browse any professional publications subscribed to by the CTL.	III.A
		2. Discuss examples of teacher/librarian ethical behavior with CTL.	III.B
		3. Attend a faculty, departmental, curriculum, and/or district or educational agency meeting and/or an in-service meeting.	I.C.1, I.C.2, I.D.1, I.D.5, III.C
		4. Attend at least one community event that involves the school, or a school event that includes the community.	I.D.7, III.C, III.D
		5. Attend at least one professional meeting of a professional association.	III.A, III.C
		6. Discuss career plans and professional development with the Cooperating Teacher Librarian.	III.A

Please list any other Educational Experiences you had or Competencies you developed:

Cooperating Teacher Librarian Signature _____

Date: _____

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