A Guide to Successful Practicum Experience Completion

for

School Media Students

in
The School of Information Studies
Syracuse University
## Table of Contents

The Purpose of This Guide........................................................................................................... 1

The Practicum Process................................................................................................................ 2

Checklist of the School Media Practicum Process ..................................................................... 3

Roles of Individuals Involved with School Media Practicum .................................................. 4

Proposal Form for School Media Students ............................................................................... 6

School Media Learning Agreement ............................................................................................. 8

School Media Practicum Student Evaluation .......................................................................... 10

School Media Practicum Site Supervisor Evaluation ............................................................ 12
The Purpose of This Guide

The School Media Practicum Guide is designed to assist students in the School Media program in selecting and completing practicum experiences which will lead toward their certification as Library Media Specialists. The requirements detailed in this guide are those which are above and beyond the standard IST Internship stipulations, such as meeting deadlines and completing the correct paperwork, to which all IST students are held.

Students in the School Media program should understand that completing the practicum experience as discussed here is only one part of the process of certification. Following this guide will ensure the practicum experiences are completed and documented correctly, but will not guarantee certification in any way. You **must** apply for certification through the School of Information Studies by contacting Blythe Bennett, Program Manager, Library and Information Science/School Media babennet@syr.edu or call 315-443-5445. There are several other elements of certification which Blythe will discuss with you. This guide is not intended to be a complete explanation of the certification process, but only to introduce the role of the practicum experience, and how they add to the total program.
The Practicum Process

As a School Media student, you must meet New York State requirements for certification. The following requirements apply only to you, and are not required of other MSLIS students who are completing practica:

1. You must be aware of your own **level of competence**, using the Competency Checklist, developed by the Syracuse University School of Information Studies based upon New York State Teaching Standards 2011, ALA/AASL Standards for Initial Preparation of School Librarians 2010, ALA Core Competencies of Librarianship 2009, Partnership for 21st Century Skills, and ISTE Indicators for Teachers and Administrators. Complete the second checklist prior to selecting your first practicum and your third checklist prior to selecting your second practicum, to help highlight areas in which you need improvement. Use this information to help you and the Faculty Supervisor select your practicum sites and determine the types of projects and activities in which you will be involved. Make copies of your competencies for both your Faculty and Site Supervisors.

2. **You must complete 100 hours of required fieldwork before starting a practicum experience, including 15 hours minimum of working with students with special needs.**

3. By the end of your program, you must select and complete **two practicum experiences** in different Library Media Centers, at the elementary and secondary levels. You must work with a Library Media Specialist who has been certified for at least 3 years, and you may not select a site that is in the school district in which you live or work (does not apply to residents of Albany, Buffalo, NYC, Rochester, or Syracuse). A total of 120 work hours on-site must be completed for each practicum experience. For each assignment, the paperwork discussed in the Checklist on page 3, including **Proposal, School Media Learning Agreement, Student Evaluation, and Site Supervisor Evaluation** must be submitted. Each experience will be graded.

4. At each practicum site, you must use the **School Media Learning Agreement** to detail which specific competencies will be targeted by the work assignment. Determine your objectives and the methods you will use to meet these objectives on the School Media Learning Agreement.

5. Keep a detailed daily **journal** of activities in which you are involved at the site. Directions for submitting journals are detailed in the syllabus.

---

1 As of Fall 2008, students who have been continuously employed as teachers in a K-12 setting for **at least three years** may opt to complete one practicum of 120 hours. If this option is exercised, the student must complete the practicum in a setting in which they are not currently teaching (e.g. an elementary school teacher must do his/her practicum at a secondary school). Students must provide proof of qualifying teaching experience when they request to register for 972.
Checklist of the School Media Practicum Process:

- Complete the required 100 hours of fieldwork and have the FW Coordinator verify that you have finished fieldwork.
- Request Permission to Register for IST 972 from Blythe Bennett babennet@syr.edu who will set permission in MySlice for you.
- Obtain Practicum Handbook in the School Media Forum in Blackboard.
- Update Competency Checklist (CC) and upload to Blackboard (CC #2 before the first practicum; CC #3 before the second practicum).
- Select the Practicum Site and Site Supervisor. Arrange a face-to-face visit with the Site Supervisor at least one week prior to beginning at the practicum site.
- Register for IST 972 (School Media Practicum). You will be responsible for regular University tuition fees per credit hour.
- Submit the Proposal Form(s) in the appropriate section in Blackboard in the IST 972 course site.
- Submit the School Media Learning Agreement in the appropriate section in Blackboard for IST 972, along with the list of competencies that will be affected by the projects being worked on, by or before completion of 30 hours at the site.
- Contact the Faculty Supervisor to arrange a mid-point evaluation, at approximately 60 hours into the practicum. This evaluation will consist of one of the following: (1) a site visit, during which time you will be observed providing instruction to students, (2) a phone call to your site supervisor, or (3) an email to your site supervisor.
- When the practicum is completed, submit the Student Evaluation Form in the appropriate section in Blackboard for the IST 972 course.
- Ask your Site Supervisor to mail, email, or fax the Site Supervisor Evaluation Form to the Faculty Supervisor immediately following the end of your practicum.
- Submit your portfolio (in electronic format) to the Faculty Supervisor by the last week of classes the semester in which you graduate. Failure to complete or submit the portfolio at the end of your final practicum will not affect your grade but you will not be permitted to graduate until the portfolio has been received.
Roles of Individuals Involved with School Media Practicum

School Media Student
Completing a school media practicum allows students to gain experience working in a school library. During the practicum, each student must present a plan for completing a major project or series of smaller projects that demonstrate your experience and growth in mastering competencies you targeted to strengthen after evaluating your Core Competencies.

School Media practicum students from The School of Information Studies have been involved in a number of interesting and exciting activities during their practicum experiences. Here are just a few projects that students have completed:

- Collaborating with teachers on special projects
- Teaching information literacy skills to groups of students
- Collection development and organization of a professional library
- Teaching students and staff to use new technology such as a SmartBoard
- Creating a budget for a specific collection or using funds from a book fair, or other special project
- Writing a small grant for materials or services
- Developing a database or spreadsheet of resources (Internet, print, electronic, etc.) to supplement specific curricula.
- Evaluating software for purchase
- Teaching Internet classes
- Presenting book talks to students
- Guiding a group of students as they develop a Web page
- Creating a library orientation video for new students
- Developing a database of web sites to supplement the curriculum
- Adding MARC records to a district wide union catalog

Site Supervisor
Your site supervisor is the *exemplary* Library Media Specialist with whom you will work at the school or site. In order to qualify for this position, this person must be a certified Library Media Specialist working in a school or other educational environment for a minimum of three years, and must be willing to guide you and evaluate your work. The Site Supervisor’s main responsibilities are to:

- serve as a mentor
- advise you in your work
- orient you to the site
- provide you with the necessary space and supplies to work
- assist with completion of the School Media Learning Agreement and sign it
- communicate with the Faculty Practicum Advisor in reference to your work
- evaluate you upon completion of the assignment
Faculty Practicum Advisor

FALL 2012: (Dr. Barbara Stripling, 315-443-1069, 229 Hinds Hall, bstripli@syr.edu)
SPRING 2013: (Dr. Renee Franklin-Hill, 315-443-4473, 312 Hinds Hall, refrankl@syr.edu)

Dr. Stripling and Dr. Hill will observe you at your practicum site (or conduct a “virtual” observation if your site is further than 70 miles from Syracuse). She may also have suggestions as to places which would be appropriate for a School Media practicum, or may know individual Media Specialists you can contact to explore possible opportunities.

Dr. Hill also serves as the academic advisor for students in the school media program. In this capacity, she will answer your questions about the School Media program overall, and can answer questions (or direct you to appropriate sources) related to certification.

Program Manager, Library and Information Science/School Media
(Blythe Bennett, 315-443-5445, 114 Hinds Hall, babennet@syr.edu)

Blythe can:
- help you with any special circumstances or problems
- enter your fieldwork milestones for your transcript, allowing you to be eligible for 972
- grant permission in MySlice for you to register for 972
- write a letter to prospective employers to confirm that you have completed all the required coursework (if necessary)
- certify your degree with the Registrar upon graduation
- process your request for certification through the School of Education
Syracuse University
School of Information Studies

Proposal Form for School Media Students

This form is **required** to earn credit for a school media practicum experience. It must be submitted in IST 972 Blackboard. Competency Checklist 2 must be uploaded in the School Media Forum in Blackboard when the **first** practicum proposal is submitted, and Competency Checklist 3, when the **second** practicum proposal is submitted.

**STUDENT INFORMATION:**

Name: ___________________________ SU ID #: ___________________________

Current Address: ______________________________________________________

City: _______________ State: ______ Zip: _______ Phone: __________________

Email: ________________________________________________________________

How many credit hours have you completed towards your degree? ____________

Have you completed your 100 hours of required fieldwork? __________________

Semester your Practicum will begin: ☐ Fall ☐ Spring ☐ Summer Year: __________

Approximate dates of practicum: From: _______________ To: _________________

Schedule (days, hours of work): __________________________________________
(Must equal 120 hours under the supervision of your site supervisor)

Academic Advisor: ___________________ Faculty Supervisor: __________________

**PRACTICUM SITE INFORMATION:**

School Name: ___________________________ District Name: _________________

Address: __________________________________________________________________

City: ___________________ State: __________ Zip: ____________________________

___ First Practicum
___ elementary ___ secondary

___ Second Practicum
___ elementary ___ secondary
SITE SUPERVISOR INFORMATION:

Name: (Mr./Mrs./Miss/Ms./Dr.) ________________________________
Title: ______________________ Email: __________________________
Phone: _____________________ Fax: ____________________________

Additional Contact (if any): ________________________________
Title: ______________________ Email: __________________________
Phone: _____________________ Fax: ____________________________

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR
PROPOSED PROJECTS / ACTIVITIES AT THE PRACTICUM SITE:
Syracuse University  
School of Information Studies  

School Media Learning Agreement

This form is required to earn credit for a practicum. It must be submitted by or before completion of 30 hours at the practicum site.

Student and Site Supervisor must review and complete this agreement together. Submit this form to the appropriate 972 section in Blackboard. We will notify you if any parts of the Learning Agreement need to be changed. Remember to include/attach a list of planned activities and the competencies that will be addressed through these activities.

Name: ____________________________ SU ID #: ____________________________

Current Address: __________________________________________

City:___________________________ State:________ Zip:_______ Phone:__________________________

Email: ______________________________ Dates of Work Block: From: ___/___/___ To: ___/___/___

Schedule (days and hours of work at practicum): ______________________________

Semester of Registration: ___________ Course #: ___________ Number of Credits: ______

Faculty Practicum Advisor: ____________________________

Name of School hosting practicum: ____________________________________________

School Address: ____________________________________________

City:___________________________ State:________ Zip:__________________________

STUDENT:

Name: ____________________________

Work Phone:__________________________

Fax:______________________________

SITE SUPERVISOR:

Name: ____________________________

Title:______________________________

Work Phone:__________________________

Email:______________________________
STUDENT RESPONSIBILITIES:

1. To submit/attach a list of the activities you will perform at your practicum site, and list the corresponding competencies that will be affected by each activity.

2. To be present at your site during agreed upon times unless appropriate notice is given to the Site Supervisor.

3. To contact the Faculty Practicum Advisor to arrange site visit and/or other contact for midpoint evaluation (approximately 60 hours).

4. To establish familiarity with the Library Media Center (LMC) and to become knowledgeable in as many of the following areas as the particular library media center allows:
   - Teaching (information literacy skills, literature appreciation, etc.)
   - Daily LMC operation
   - LMC services
   - The LMC collection (including non-print, reference, periodicals, etc.)
   - Selection criteria, policies and procedures
   - Organization and retrieval systems
   - LMC staffing patterns and relationships
   - Budget and record keeping
   - The school’s structure and the nature of the student population
   - The school’s faculty
   - School and district policies which pertain to the LMC
   - District materials production center
   - Professional organizations (i.e. Central NY Media Specialists, School Library Media Section of the New York Library Association, others)

SITE SUPERVISOR RESPONSIBILITIES:

1. To act as a mentor who will help the student develop exemplary skills as a school librarian.

2. To provide opportunities for the student to become familiar with the LMC as outlined above.

3. To provide opportunities for the student to complete the activities listed under “specific competencies” on the enclosed list from the student.

4. To provide instruction in the competency areas and activities listed under “specific competencies.”

5. To provide Syracuse University with an evaluation of the student’s performance, attitudes and abilities, as per University guidelines.

SPECIFIC COMPETENCIES:

The student will be specifically involved in improving competencies by completing the activities indicated on the accompanying list.

☐ By completing and submitting this form, I (student) am aware of my responsibilities and will abide by them and the agreement written above.

☐ By completing and submitting this form, I (site supervisor) am aware of my responsibilities and will abide by them and the agreement written above.
This form is due upon completion of your practicum experience. While your answers will not affect your grade, the evaluation form must be submitted before you will receive a grade. Please use additional pages if necessary. Submit to IST 972 in Blackboard.

Name: ___________________________ SU ID #: ___________________________

distance Learning: □ Yes □ No

current Address: ___________________________

City: ____________ State: _____ Zip: ______ Phone: ___________________________

Academic Advisor: __________________ Faculty Practicum Advisor: __________________

School Name: ___________________________

Address: ___________________________

City: ____________ State: _____ Zip: ______ Phone: ___________________________

Dates of work block: From: _____ / / _____ To: _____ / / _____

Supervisor Name: _______________ Title: __________________ E-mail: _____________

• Brief description of project/activities:

• Did your work assignment meet your expectations? (No 1 2 3 4 5 6 7 Surpassed them) Please explain:

• Did you feel your time was well spent? (No 1 2 3 4 5 6 7 Very well spent) Please explain:

• Did you receive enough direction and feedback from your Site Supervisor? (No 1 2 3 4 5 6 7 More than enough) Please explain:

• Did you receive enough direction and feedback from your Faculty Practicum Advisor? (No 1 2 3 4 5 6 7 More than enough) Please explain:
• In total, what is your assessment of your practicum experience? (Useless 1 2 3 4 5 6 7 Extremely Valuable) Please explain:

• To what degree were you able to apply your classroom knowledge to your practicum experience? (None 1 2 3 4 5 6 7 High) List classes that were helpful:

• In your opinion, what was the most outstanding part of the experience?

• In your opinion, what was the least valuable part of the experience?

• Please list any honors/special recognition you received during the practicum experience:

• How did you obtain knowledge of/access to your practicum site? (Career Fair, Career Services at Schine, personal contacts/networking, alum, direct contact with school, other online resource, iSchool faculty, staff, etc.)

☐ Please check this box if we have your permission to share the contents of this evaluation with your site supervisor.

THANK YOU!
School Media Practicum Site Supervisor Evaluation

Student Name:_________________________________________________________

Semester of Practicum:________________________________________________

School Name:________________________________________________________

Site Supervisor Name:_________________________________________________

To the Site Supervisor:

Please write an evaluation as you would for a new professional in your organization. Consider any of the following criteria: student’s ability to analyze problems, grasp essentials and reach sound conclusions, ingenuity, enthusiasm, curiosity, persistence, ability to work on a professional level, trustworthiness, reliability in following instructions, attitude, ability to think creatively, ability to meet standards and deadlines, quality of work, ability to learn from errors and take criticism, ability to express him or herself, emotional balance, and tact. Use additional pages if desired.
Please circle the number that best assesses the student’s skills and abilities:

<table>
<thead>
<tr>
<th>Ability</th>
<th>Poor</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work with staff</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Ability to work with students</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Ability to assume responsibility</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Ability to work independently</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Ability to work as a team member</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Ability to communicate in writing</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Ability to communicate orally</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Ability to teach effectively</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Ability to work with technical matters</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Ability to assess a problem, plan to solve it,</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>and follow through with plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If your school had a vacancy or you knew of one, would you recommend this student for consideration?

If no, why not?

Do you have any suggestions for improving the School of Information Studies School Media Practicum?

Would you be willing to host another School of Information Studies practicum student in the future?  
Y / N ________  
(If yes, please give us your contact information)

Was the content of this evaluation discussed with the student?  
Y / N ________  

_____________________________  
Signature  
_____________________________  
Title  
_____________________________  
Date

Thank you for participating in our program and helping to prepare a student for success as a School Library Media Specialist.

**IST Staff Use:**  
Date Received: ________  
Student DB: ________  
Copy sent to FS: ________  
Initial: ________