

COURSE SYLLABUS

DEPARTMENT: Early Childhood and Elementary Education

COURSE NUMBER: LIB 621 CREDIT HOURS: 3

I. TITLE: Library Practicum: Capstone Experience

II. CATALOG DESCRIPTION:

Observation and supervised practice work in an assigned media center upon the completion of required course work. Students are assigned to an approved school library media center, under the supervision of a certified school media specialist as well as a university coordinator, where they must spend a minimum of 150 clock hours “on the job” to earn a total of three hours of semester credit. **Prerequisites:** EDU 626 Integrating Information Technology, LIB 620 Library Administration, LIB 630 Classification and Cataloging and LIB 640 Information Sources and Services.

III. PURPOSE:

The purpose of this class is to provide the student with opportunities to demonstrate teaching skills and behaviors and the administration of library media services in authentic classroom and library settings.

IV. COURSE OBJECTIVES:

Class activities will focus on the attainment of the course objectives listed below. These objectives are understood to be reflective of, but not limited to, those behaviors advocated by the Kentucky Education Reform Act (KERA) guidelines. Curriculum connections will be made with KERA Initiatives: Kentucky Learner Goals and Academic Expectations, Program of Studies, and Core Content. The Kentucky Education Professional Standards Board (EPSB) Themes of diversity, assessment, literacy, and gap achievement are addressed in the course as potential topics for discussion with the supervising library media specialist and practical experience in developing relevant activities, both administrative and instructional. In the same way, the additional themes regarding technology and leadership are central issues that are integrated throughout the course. The Code of Ethics is discussed in various connections as appropriate with the supervising library media specialist.

Following each objective, and enclosed in parentheses, are numbers that reference the Kentucky Experienced Teacher Standards (ETS) and the NCATE/American Library Association (ALA) Program Standards addressed by that objective.

Upon completion of the course, the student will be able to:

- A.** Describe the library media center as a coordinating and a service agency to complement, enrich and expand the school curriculum. [KY Standards 1, 2, 6, 8-10; ALA Standards 3-4]
- B.** Perform tasks in the area of acquisitions, collection management and inventory control. [KY Standards 1, 2, 4, 8, 10; ALA Standards 1-4]

- C. Perform minor maintenance tasks on media materials (print and non-print) and equipment. [KY Standards 3, 10; ALA Standards 4]
- D. Collaborate with classroom teachers in the development and organization of individualized, group and class projects using media center materials and equipment. [KY Standards 1-10; ALA Standards 1-4]
- E. Teach the application of research skills to students and faculty. [KY Standards 3, 6, 8, 10; ALA Standards 1-3]
- F. Identify sources of networking, resource sharing, and libraries to meet and extend informational needs of users. [KY Standards 1-10; ALA Standards 1, 4]
- G. Respond to information requests in a professional manner that encourages further inquiry. [KY Standards 2, 3, 5, 6, 8, 10; ALA Standards 1, 2]
- H. Perform reference, selection, administrative and cataloging functions developed in prerequisite courses (and prior experience, where appropriate). [KY Standards 2, 10, ALA Standards 1, 4]
- I. Discuss ability levels, interests, information needs and behavior patterns of students. [KY Standards 1-8; ALA Standards 2-4]
- J. Promote and publicize programming and services of the library media center. [KY Standards 1, 2, 8, 10; ALA Standard 1-4].
- K. Explain the relationships among systems within the library media center and the center's relationship to the entire school program and to the community. [KY Standards 1, 2, 8, 10; ALA Standard 1-4].
- L. Interact with administrative personnel at the building level. [KY Standard 8; ALA Standard 3].
- M. Function effectively as a school library media specialist working at the grade levels on which the practicum focused. [KY Standards 1-10; ALA Standards 1-4].
- N. Discuss the leadership roles of teachers and library media specialists after observation of and participation in building and district level meetings. [KY Standards 1, 8; ALA Standard 3].
- O. Observe activities and processes in curriculum committee meetings. [KY Standards 1, 8; ALA Standard 3]

V. CONTENT OUTLINE:

A. Interactions with Teacher

1. Design teaching unit
2. Integrate information literacy skills
3. Prepare bibliographies
4. Retrieve, assemble and organize enrichment materials
5. Provide current awareness services
6. Design and produce instructional materials
7. Design and implement in-service activities

B. Interactions with students

1. Provide reference services
2. Guide students with Reading/listening/viewing
3. Teach library/research skills activities
4. Help students produce instructional materials

C. Promotional Activities

1. Design bulletin boards
2. Give book talks

3. Submit articles to student/school newspaper
4. Study the student and teacher handbooks
5. Organize special library-oriented activities: National Book Week, Children's Literature Festival, etc.

D. Collection Management—Print/Non-Print

1. Selection
2. Acquisition
3. Collection evaluation/mapping
4. Weeding
5. Processing of materials
6. Minor repair and cleaning of equipment
7. Minor repairs of books, periodicals, non-book media, etc.

E. Administrative functions

1. Create reports
2. Design budgets
3. Use statistics/documented observations to justify needs
4. Create short- and long-range plans
5. Design facilities
6. Supervise volunteer/clerical/student staff

F. Professional Activities

1. Read professional library periodicals
2. Attend faculty meetings
3. Attend district and state meetings
4. Plan and carry out professional development

VI. INSTRUCTIONAL ACTIVITIES:

Instructional activities will include all activities, projects and services as outlined by the supervising library media specialist.

VII. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:

The course consists of a minimum of 150 clock hours of clinical experiences in an assigned media center.

VIII. RESOURCES:

Students will be able to use resources available at the practicum site and others as assigned by the coordinator and the supervising library media specialist.

IX. GRADING PROCEDURES:

A grade is assigned after the practicum coordinator and field supervisor discuss the Students will complete a minimum number of required activities from the "Practicum Competency Checklist." The checklist is also available as part of the electronic portfolio.

Students will be required to keep a daily log of their activities. The log will be attached to the online portfolio after the practicum is completed and become the focus of a final interview with the coordinator.

X. ATTENDANCE POLICY:

This course adheres to the policy published in the current *Murray State University Graduate Bulletin*.

Students are assigned to an approved school library media center where they must spend a minimum of 150 clock hours “on the job” to earn three hours of credit. Of these, at least 50 hours must involve contact with media center users during the service hours of the center.

XI. ACADEMIC HONESTY POLICY:

This course adheres to the policy published in the current *Murray State University Graduate Bulletin*.

XII. TEXT AND REFERENCES:

As assigned by the field supervisor or by the practicum coordinator, according to individual needs.

XIII. PREREQUISITES:

EDU 626 Integrating Information Technology, LIB 620 Library Administration, LIB 630 Classification and Cataloging and LIB 640 Information Sources and Services.

XIV. STATEMENT OF AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY:

Murray State University does not discriminate on the basis of race, color, national origin, sex, religion, marital status, age, or disability in employment, admission, or the provision of services, educational programs and activities, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities. For information regarding nondiscrimination policies contact the Office of Equal Opportunity, 270-809-3155.