COURSE SYLLABUS

DEPARTMENT: Early Childhood and Elementary Education

COURSE NUMBER: LIB 621 CREDIT HOURS: 1-3

I. TITLE: Library Practicum

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 141 clock hours “on the job” to earn a total of three hours of semester credit. Students under 16 KAR 2:130, Kentucky’s Recruitment plan for the position of school media librarian, are required to enroll for 1 semester hour credit at the beginning of their program and complete LIB 629, EDU 626, LIB 630, and LIB 640 prior to the last 2 semester hours credit at the end of their program.

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:

Each of these objectives has been associated with the corresponding Kentucky Experienced Teacher Standards and ALA/AASL/NCATE Program Standards

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. Reference services
   2. Reading/listening/viewing guidance
   3. 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. 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. State report
   2. Budget design
   3. Use statistics/document observations to justify needs
   4. Short- and long-range planning
   5. Facilities design
   6. Supervision of 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 141 clock hours of clinical experiences in an assigned media center.

VIII. RESOURCES:
   All resources available at the practicum site and 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 competencies of the student. The grading scale will be:

   91-100% = A  81-90% = B  71-80% = C  61-70% = D  0-60% = F

   Students will complete a minimum number of required activities from the “Practicum Competency Checklist.”

   Students keep daily log of activities and assemble an “Idea File.” The log and file are presented to the practicum coordinator after the practicum is completed, and become the focus for a final interview with the coordinator.

   The student will complete an evaluation form which is also submitted to the practicum coordinator.

   Before the practicum begins, a “Practicum Competency Checklist” will be sent to the field supervisor. The checklist is also to be completed and returned to the department soon after the practicum is over.
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 141 clock hours “on the job” to earn three hours of credit. Of this, at least 50 hours must involve contact with media center users during the service hours of the center.

Students who are beginning the program under 16 KAR 2:130, Kentucky’s Recruitment plan for the position of school media librarian, are enrolled for 1 semester hour credit at the beginning of their program, and must complete 1/3 (or 47 hours) of the specified 141 hours. These students in the Recruitment Plan will end their program with 2 semester hours credit which requires 2/3 (or 93 hours) of the specified 141 hours.

The practicum for 3 semester hours must be completed within one full 16 week semester. The specific dates must be set in consultation with the school supervisor and the university supervisor prior to the beginning of the practicum. The practicum for 1 semester hour credit must follow the requirements of the Professional Standards Board for the Recruitment Plan. The Recruitment Plan requires five consecutive days (1 week) of practicum experience during the first four weeks of the school term.

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:

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

For students who are beginning the program under 16 KAR 2:130, Kentucky’s Recruitment plan for the position of school media librarian, are enrolled in LIB 621 Library Practicum for 1 semester hour credit at the beginning of their program, and are therefore expected to complete the above prerequisites before enrolling for the last 2 semester hours of the practicum.