LIS 676: SCHOOL LIBRARY MEDIA PRACTICUM
UNIVERSITY OF KENTUCKY SCHOOL OF LIBRARY AND INFORMATION SCIENCE

INSTRUCTOR
Dr. Melissa P. Johnston
Phone: 859-257-4117
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Office: 350 The Little Library Building
Office Hours: Wednesday 8:00am – Noon, or by appointment
Virtual Office Hours: Wednesday 8:00am – Noon, or by appointment

*Office hours are a way for us to chat about the course, your concerns, questions you have, jobs you’re interested in, or anything else that’s on your mind. If the above times don’t work for you, please let me know so we can find an alternative in-person or virtual meeting time.*

REQUIRED TEXT
Empowering Learners: Guidelines for School Library Media Programs (2009)
I requested that the bookstore order this, but it is available from ALA for purchase as well: [http://www.alastore.ala.org/detail.aspx?id=2682](http://www.alastore.ala.org/detail.aspx?id=2682)

COURSE DESCRIPTION
This course is designed to provide supervised experience at the elementary and secondary levels in school library media centers. Required for students seeking certification as a school library media specialist in Kentucky. Experiences will be under the joint supervision of college faculty and cooperating school library media specialist. Prereq: LIS 644, valid Kentucky Teaching Certificate or Statement of Eligibility, and consent of instructor.

COURSE OVERVIEW
Students in the school media certification program will complete two practicums of 10 days each (elementary and secondary). Each practicum will carry one (1) semester hour of credit. One (1) additional semester hour is given for the completion of the portfolio.

Each student will be supervised by a cooperating school library media specialist, who must have been a certified school library media specialist (SLMS) for three years and must have two years of experience in his/her present position. I will serve as the university supervisor and will make one visit to the school library media site during each practicum. During that visit I will want to see you teaching a lesson or working with the students in some fashion. I will also want to meet briefly with you and with the cooperating SLMS. The cooperating library media specialist will complete an evaluation of the practicum student.

For each practicum, you will need to complete a packet of information for the Office of Field Service in the University of Kentucky College of Education. I will provide you with these materials and directions for completion. Your cooperating librarians will receive official notification of their
assignment from the Office of Field Service. In addition, I will contact each cooperating LMS by email.

ATTENDANCE
If you miss any days of your practicum because of illness or some other emergency, you must make-up these days during your scheduled practicum days.

COURSE REQUIREMENTS
The following are written assignments, which must be completed during your practicum. You should review the suggested activities for your practicum that both you and your cooperating LMS will receive. You and your cooperating SLMS should use these suggestions to plan a variety of experienced that will meet your particular needs.

• ASSIGNED READINGS
Please see the Blackboard site Weekly Folders for the assigned readings for the practicum. These are required for students doing the elementary and the secondary practicum.

If you are just doing portfolio you do not have to do the assigned readings, but I would suggest it to prepare you for taking the Praxis and for preparing for practice.

• DISCUSSION BOARD POSTINGS
Please see the Blackboard site Weekly Folders for the assigned Discussion Board Postings for the practicum and expectations.

• These are required for students doing the elementary and the secondary practicum.
• If you are doing your second practicum this semester you are to respond to one post of your classmates by the deadline in which you share your experiences, thoughts, or reflections on their posting.
• If you are just doing portfolio you do not have to do the Discussion Board Postings, but I would suggest you follow some of the discussion to prepare you for taking the Praxis and for preparing for practice.

• DAILY LOG AND REFLECTIVE JOURNAL
As a requirement for both elementary and secondary practicums you are to keep a practicum log of all activities that you participate in everyday during your practicum hours as well as reflections on these experiences. You will need to submit the log and reflections before you will receive a practicum grade. There are also a LMC management piece and Collaborative teaching piece that will need to be included. Please see the Blackboard site folder that contains the specifics that are to be included in your reflective daily journal. See the Course Documents folder for a list of suggested activities.

Keep a brief log of your daily activities listing what you do each day during your practicum. At the end of the week (or daily) reflect upon your experiences in a journal. For example, consider the following questions: How do you feel about your experiences? What went well? What would you do differently next time? What have you discovered about children in this school community? What did you learn about the role of the school media librarian? What problems did you observe
or experience? How do you think your experiences will affect your approach to your first job as a school media librarian?

Since this is a personal journal in which you may be commenting on interactions with students, teachers, and your cooperating librarian, you should keep your journals on your personal computer. Please keep your journal in electronic format as a word doc. Then you may email it to me upon the completion of your practicum days.

• **FORMATIVE SELF-EVALUATION OF THE PRACTICUM**
  This is for those students completing their **FIRST** practicum. During and immediately after your first practicum placement you will evaluate your learning and performance using the Student Formative Evaluation Form. You should submit the completed form to Dr. Johnston by email for your SLIS folder. The document is in the Course Documents folder.

• **LESSON PLAN PROJECT**
  You will submit a lesson plan to me as a Word doc through email before the time I observe you teaching a lesson to students in the library media center.

**ELEMENTARY PRACTICUM**
As a part of your elementary practicum experience it is required that you teach at least one lesson to students. You will need to work with your supervising LMS and a classroom teacher to develop a lesson that demonstrates your understanding of integrating AASL Standards for the 21st Century Learner into the curricular areas. Your observation during the elementary practicum should be scheduled with Dr. Johnston ahead of time so that she can observe you teaching the lesson.

You will submit a written lesson plan **before or on the day of your observation** that includes:
- AASL Standards for the 21st Century Learner you will be addressing
- KY or Common Core Standards you will be addressing
- Notes the planning that took place between you and the teacher before the lesson
- Lesson resources
- Lesson procedure
- Possible accommodations that may be needed based on students
- Assessments

After the observation and lesson instruction you will need to reflect on the lesson for a journal entry
- Reflection on the lesson planning, the lesson itself
- What worked, what did not?
- Adaptations for next time - what would you change and why

You must also complete the Lesson Reflection form, which is in the Course Documents folder.
I will complete an observation evaluation of the lesson and email it to you after for to you to review, sign, and send back to me. You may sign, scan, and email back to me or you may mail me a hard copy.

*Note there is also a lesson plan template in the Course Library Resource Folder---Lesson Plan Resources that you may want to use.
SECONDARY PRACTICUM
I recognize in the secondary practicum experience it is sometime harder to schedule an instructional lesson to be observed. Yet instruction at the middle and high levels is still an important element, therefore you will need to work with your supervising LMS and a classroom teacher to develop a lesson that demonstrates your understanding of integrating AASL Standards for the 21st Century Learner into the curricular areas. Your observation during the secondary practicum should be scheduled with Dr. Johnston ahead of time so that she can observe you teaching the lesson.

You will submit a lesson plan through email before the day of your observation that includes:
- AASL Standards for the 21st Century Learner you will be addressing
- KY or Common Core Standards you will be addressing
- Notes the planning that took place between you and the teacher before the lesson
- Lesson resources
- Lesson procedure
- Possible accommodations that may be needed based on students
- Assessments

After the observation and lesson instruction you will need to reflect on the lesson for a journal entry
- Reflection on the lesson planning, the lesson itself
- What worked, what did not?
- Adaptations for next time - what would you change and why

You must also complete the Lesson Reflection form, which is in the Course Documents folder. I will complete an observation evaluation of the lesson and email it to you after for to you to review, sign, and send back to me. You may sign, scan, and email back to me or you may mail me a hard copy.

*Note there is also a lesson plan template in the Course Library Resource Folder---Lesson Plan Resources that you may want to use.

• PERSONAL PROFESSIONAL DEVELOPMENT PLAN
At the end of your first practicum experience, write a personal professional development plan. Evaluate your present strengths and weaknesses. What continuing education experiences do you feel you need? How will you go about gaining the professional development experiences you need? Be very specific, noting titles of journals, professional organizations you will join, names and approximate dates of conferences, etc. You should include this plan in your portfolio. If you have already completed this project for your first practicum/portfolio then you will be exempt from this assignment this semester or you may update it to reflect your growth.

• PORTFOLIO
This is ONLY for those students completing the portfolio requirement this semester.
Portfolio documents should reflect key knowledge and skills acquired throughout the program. These documents come from a variety of sources and may include entries collected during course work as well as professional development opportunities. Portfolios are finalized during the practicum and reviewed at the conclusion of the candidate’s practicum experience. The portfolios are evaluated during the midpoint and final assessments, and must include required entries that document Kentucky’s Teacher Standards and the AASL Guidelines for School Media Librarians - see the Portfolio Assignment Folder on Bb. Copies of the Standards can be obtained from the faculty member who is responsible for the practicum or from the Kentucky Education Professional Standards Board, [http://www.kyepsb.net](http://www.kyepsb.net).

Please see the LIS 676 Blackboard site for details on the portfolio and the rubric that will be used to evaluate it.

All school library program portfolios will now be submitted in electronic format. As I explore options for this you are encouraged to select a method you like – some options people chose last semester are documents saved to CD or flashdrive, and some chose to do an online portfolio. Whichever method you choose you will need to submit a cd/flashdrive to me to be placed in your student folder. Your portfolios are due the Friday of the last week of class (April 27). You will need to mail or send those to me by UPS at my office address. They will need to arrive no later than April 27, but of course I will be happy to receive them earlier.

Resources for both the practicum and the portfolio will be found on the Blackboard site for the course. These resources include all the documents needed for the assignments, useful webpages, and directions for the various activities.

**STUDENT EVALUATION**

This course is highly individualized and structured as such. There are certain requirements that all practicum students must meet – see below. Your practicum must be scheduled ahead of time with the coordination of the instructor and supervising school library media specialist. Each student is responsible for developing their plan and communicating it to Dr. Johnston ahead of time.

If you are enrolled only in the Portfolio portion of the practicum then the requirements are also listed below for that credit. ALL requirements are on the LIS 676 Blackboard site.

Please see below for whichever portion of the Practicum credit you are registered for:

**PRACTICUM**

- Participation in Blackboard Discussion Postings 5%
- Daily Reflective Journal 30%
- Lesson Plan & Observation 30%
- Supervising SLMS Evaluation 30%
- Professional Development Plan 5%

ALL requirements for the above are on the LIS 676 Blackboard site.

**PORTFOLIO**

- Portfolio 100% (see rubric on the Blackboard Site)
COMMUNICATION
You may communicate with me via Blackboard, e-mail or phone. E-mail will elicit the timeliest response. While I am generally available on the weekends and will always respond as quickly as I can, please do not wait until the day before an assignment is due (or the day it is due) to ask questions. It is the student’s responsibility to make sure that all course communications are accessible. E-mails sent from within Blackboard will be delivered to the e-mail address stored in Blackboard. Your UK e-mail address is the default. To change your default e-mail address, follow the Course Tools link from the course navigation bar to edit your Personal Information.

WRITING EXPECTATIONS
The use of proper English is expected at all times. This includes discussion posts and journal entries, if applicable. Writing and citation guides will be provided in the course materials in Blackboard. APA (6th edition) formatting is required for citations. Writing Resources can be found on the Blackboard site in the Writing Tools folder.

UNIVERSITY POLICIES
ACADEMIC INTEGRITY
According to Senate Regulation 6.3.1: “All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.” For specific information regarding the University’s code and regulations on plagiarism and cheating, visit: http://www.uky.edu/StudentAffairs/Code/ http://www.uky.edu/StudentAffairs/Code/part2.html http://www.uky.edu/Ombud/Plagiarism.pdf : “Plagiarism: What is it?”

EXCUSED ABSENCES
Summarized from Senate Regulation 5.2.4.2: A student shall not be penalized for an excused absence. The following are defined as excused absences:

• Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family.
• The death of a member of the student's household (permanent or campus) or immediate family.
• Trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, including club sports registered with the university as well as varsity sports. Prior notification is required.
• Major religious holidays. Prior notification is required.
• Any other circumstances which the Instructor of Record finds reasonable cause for absence.

Students missing any graded work due to an excused absence bear the responsibility of informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The Instructor of Record shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

GRADING SCALE

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>90% – 100%</td>
<td>A</td>
</tr>
<tr>
<td>80% – 89%</td>
<td>B</td>
</tr>
<tr>
<td>70% – 79%</td>
<td>C</td>
</tr>
<tr>
<td>0% – 69%</td>
<td>E</td>
</tr>
</tbody>
</table>

- A (Exceptional)
- B (High)
- C (Average)
- D (Failing)
Excused absences' effect on grading: Summarized from Senate Regulation 5.2.4.2: If attendance is required by the class policies elaborated in the syllabus or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a "W", and the Instructor of Record may require the student to petition for a "W" or take an "I" in the course. If a student has an excused absence on a day when a quiz is given, the instructor may not deny permission for a makeup exam and simply calculate the student's grade on the basis of the remaining requirements.

INCOMPLETES
Student requests for an Incomplete (an I grade) will be considered within University guidelines and only in extreme circumstances. See section 5.1.3.2 [http://www.uky.edu/StudentAffairs/Code/part2.html](http://www.uky.edu/StudentAffairs/Code/part2.html).

ACADEMIC ACCOMMODATIONS DUE TO DISABILITY
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

INTEGRATION OF SYLLABUS WITH UK EDUCATOR PREPARATION UNIT THEMES
This course will address the four themes of the conceptual framework for the UK professional education unit: research, reflection, learning, and leading. Students will be given the opportunity to review, analyze, discuss, and apply research from diverse perspectives in education, including professional scholarship and practitioner inquiry, in order to reflect on their own practices as they study, observe, and practice in P-12 school and university classrooms. Reflection will also be integrated into students' learning opportunities through the production of written essays and analyses of observation and teaching experiences to help students take advantage of the analytical and problem-solving skills that comprise critical professional reflection on one's own teaching. This course emphasizes the commitment of the professional education unit to assure that its graduates move into their professional lives equipped for lifelong learning as educators who will be active in leading colleagues in their schools, districts, and professional organizations. The ultimate goal in addressing these four themes is to produce teacher leaders who work together to improve student learning among diverse populations and improve education in Kentucky and beyond.

INTEGRATION OF THE SYLLABUS WITH THE THEMES OF DIVERSITY, ASSESSMENT, AND TECHNOLOGY
All UK professional education programs address and affirm the value of diversity in education, the use of technology to support all aspects of instructional programming, and the importance of attaining high levels of skill in assessing the outcomes of instruction. This course will provide students an opportunity to demonstrate attention to these themes and reflect on the mechanisms that this course has provided to demonstrate improved skills in these areas.

TECHNOLOGY INFORMATION & RESOURCES
Distance Learning Students (for the purpose of this online course, this means all students) are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities.
For both Windows and Mac users, Mozilla Firefox 3.6.17 is browser/version currently recommended by UK’s Blackboard administrators.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students: https://iweb.uky.edu/MSDownload/.

As your instructor, I am your first go-to person for technology problems. Please e-mail me at melissa.johnston@uky.edu for the timeliest response. I will generally respond within a few hours, but longer wait times are possible. If you need more immediate assistance, please contact TASC or UKIT.

Teaching and Learning Services Center (TASC)
http://www.uky.edu/TASC/; 859-257-8272

Information Technology Customer Service Center (UKIT)
http://www.uky.edu/UKIT/; 859-257-1300.

Information on Distance Learning Library Services http://www.uky.edu/Libraries/DLLS

• Carla Cantagallo, DL Librarian
• Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
• Email: dllservice@email.uky.edu
• DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lib_id=16