REQUIRED TEXT

*Empowering Learners: Guidelines for School Library Media Programs* (2009)
The bookstore may have this in stock, but it is available from ALA for purchase as well:
http://www.ala.org/aasl/publications-journals/books-products

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 school/media librarians in Kentucky. Experiences will be under the joint supervision of college faculty and cooperating media librarians. 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.

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. Dr. Maria Cahill 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.

Each student will be supervised by a cooperating librarian, who must have been a certified school library media specialist 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. The distance from my home (Louisville, KY) to the site of the practicum will determine if the visit will be face-to-face or if the student will need to tape the lesson and send to me. In general, more than one hour of travel will necessitate a taping of the lesson and a follow-up email discussion.
If the visit is on-site, I will also want to meet briefly with you and with the cooperating librarian. The cooperating library media specialist will complete an evaluation of the practicum student.

**ATTENDANCE**

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

**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 LMS should use these suggestions to plan a variety of experiences that will meet your particular needs. You can obtain this list in Blackboard under “course documents”, then “practicum documents”.

- **DAILY LOG AND REFLECTIVE JOURNAL**

As a requirement for the practicum 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 in your journal. (More information available on Blackboard.)

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 at home. Your log/journal will be filed on the OTIS program.

This journal and log are due within one week after completion of the practicum and is to filed on the OTISonline.org program. Directions to set up an OTIS account are on Blackboard.

- **FORMATIVE SELF-EVALUATION OF THE FIRST PRACTICUM**

The assignment is different for the first and second 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 your OTIS account.

This form is due within one week after completion of the practicum.

- **LESSON PLAN PROJECT and LESSON REFLECTION**

You will submit a written lesson plan to me 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 into the curricular areas. Your observation during the elementary practicum should be scheduled with Susan Melcher 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 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

*Note there is also a lesson plan template under Course Documents for Practicum, found under Assignments.

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, available on blackboard.

SECONDARY PRACTICUM

I recognize in the secondary practicum experience it is sometime harder to schedule an instructional lesson to be observed. While I would still encourage teaching a lesson if possible there are other possible alternatives. Please discuss what you are planning ahead of time with Susan Melcher and these will be considered on a student-by-student basis for approval.

Observation should be scheduled at a time when I can observe you directly interacting with students. Some options are:

- Conducting a whole group instructional lesson
- Working with a small group of students on some task such as research
- Working one-on-one with students on some task
- Planning with a teacher for instructional unit or programming
- Conducting a program in which you are working with students and students directly benefit - such as developing an author visit, working with a teacher to plan a program to encourage reading or research, developing programming for a special event such as Teen Reading Week
Whichever option you choose you will need to have approved ahead of time by Susan Melcher, have a formal written description/plan, and a reflective entry in your journal. I will still expect a written lesson/project plan **before or on the day of your observation** that includes:

- AASL standards 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

*Note there is also a lesson plan template under Course Documents for Practicum, found under Assignments.

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.

### PERSONAL PROFESSIONAL DEVELOPMENT PLAN

At the end of your whole 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 submit this plan to the OTIS online program and include this plan in your portfolio.

**This plan is due within one week after completion of the practicum.**

### COOPERATING SLMS EVALUATION

The practicum evaluation form that your coordinating LMS will use to evaluate your practicum is available in Bb under course Documents for Practicum. The cooperating LMS should review the completed evaluation form with you at the conclusion of your practicum. Both of you need to sign the form and then the cooperating LMS will load it to OTIS online. It is suggested that both review the document halfway through the practicum in order to make plans for the remainder of the practicum time.

### 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 must include required entries that document Kentucky’s Teacher Standards and the AASL Standards for School Media Librarians. 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.

Please see the LIS 676 Blackboard site for details on the portfolio.

Your portfolio entries are due on a staggered basis, agreed upon by the student and the instructor at the beginning of the semester. You will be using the OTIS program for filing the documents online. Information about OTISonline is available on Blackboard.

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 Susan Melcher 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

Daily Reflective Journal, Management and Collaboration Reflections 30%
Lesson Plan & Reflection Form 30%
Supervising SLMS Evaluation Form and University Supervisor Evaluation Form 30%
Professional Development Plan OR Formative Self-evaluation Form 10%

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

PORTFOLIO

Portfolio 100%

GRADING SCALE

90% – 100% = A (Exceptional) 70% – 79% = C (Average)
80% – 89% = B (High) 0% – 69% = E (Failing)
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 journal entries. 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/ and 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.

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.

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 are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access to a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.

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 susan.melcher@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 Email: dllservice@email.uky.edu
Phone Number: Local: 859 257-0500, ext. 2171; Long-distance: (800) 828-0439 (option #6)