

**University of Kentucky**  
**School of Library & Information Science (SLIS)**

**LIS 644 Administration of School Media Centers**  
**Spring 2015**

**Instructor**

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**Office Hours**

- Mondays and Wednesdays 8:30-10:30am  
or by appointment
- Please contact via email to schedule an  
appointment

**Class Information**

- Online via Blackboard

**COURSE INFORMATION**

**Course Description**

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. Prerequisite: LIS 644, valid Kentucky Teaching Certificate or Statement of Eligibility, and consent of instructor.

**Course Overview**

Students in the school library media certification program will complete two practicum experiences of 10 days each (elementary and secondary). Each practicum will carry one (1) semester hour of credit. One (1) additional semester hour is associated with the certification portfolio. Kentucky Teacher Standards (Kentucky Educational Professional Standards Board, 2008) and American Library Association/American Association of School Librarians (2010) Standards for Initial Preparation of School Librarians will guide activities during the practicum and the creation of the certification portfolio.

**Practica**

For each practicum experience, the 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 in-person or virtual visit to the school library media site during each practicum. During that visit I will observe the practicum student teaching or co-teaching a lesson or working with students or teachers in a learning and teaching context. I will also meet briefly with the practicum student and with the cooperating librarian. The cooperating library media specialist will complete an evaluation of the practicum student.

## **Certification Portfolio**

All school media library certification students will compile a portfolio to document proficiency with Kentucky's Teacher Standards and the AASL Standards for School Media Librarians. Portfolio entries should reflect key knowledge and skills acquired throughout the program. These artifact entries come from a variety of sources and may include 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.

## **STUDENT EVALUATION**

The following are written assignments which must be completed during the practicum. The practicum student and the cooperating school media librarian should plan a variety of experiences that will meet the particular needs of both the student and the school site.

### **Student Assessments**

#### **Each Practicum Experience\***

- Practicum Schedule—In collaboration with the cooperating school librarian, you will create a schedule with a list of dates and beginning and ending times of your planned practicum experience. Additionally, you will identify preferred times and dates for the lesson observation by the University Supervisor. *5 points*
- Practicum Goals—Review the ALA/AASL Standards [http://www.ala.org/aasl/sites/ala.org/aasl/files/content/aasleducation/schoollibrary/2010\\_standards\\_with\\_rubrics\\_and\\_statements\\_1-31-11.pdf](http://www.ala.org/aasl/sites/ala.org/aasl/files/content/aasleducation/schoollibrary/2010_standards_with_rubrics_and_statements_1-31-11.pdf). Identify a minimum of three elements upon which you would like to focus during your practicum experience. In collaboration with your cooperating school librarian, plan activities to support your competency with those elements. *10 points*
- Daily logs and reflections— You will keep a brief log of your daily activities listing what you do each day during your practicum and your reactions to those activities. Additionally, you will connect daily activities to the ALA/AASL Standards for Initial Preparation of School Librarians which they address. *10 points*
- Practicum Reflection—At the end of each practicum, reflect upon your experiences discussing what you learned and what you have yet to learn. For example, consider the following questions: How did your experiences relate to principles, concepts, and best practices of librarianship and school librarianship that you learned about in your courses? 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? *15 points*
- Lesson Plan and Observation—Under the guidance of the cooperating school librarian at the practicum site, you will design a lesson for teaching or co-teaching students or teachers (i.e. professional development). You will then teach the lesson, and the university supervisor and the cooperating librarian will observe the lesson and evaluate it. *20 points total*

- Lesson Self-Assessment—After teaching the lesson for which you developed a plan and were observed, you will self-assess your planning and teaching. *10 points*
- Practicum Experience Self-Evaluation—At the conclusion of each practicum experience, you will complete a self-evaluation of your performance during the practicum experience. *10 points*
- Formative Development Plan OR Professional Development Plan *20 points*
  - Formative Development Plan—at the conclusion of the first practicum experience, you will discuss your growth as a result of the experience and formulate a plan for building on your strengths as a teacher and librarian and addressing any limitations during the second practicum experience. For example, consider the following questions: were there any experiences during your initial practicum experience that were especially meaningful that you would like to build upon during the second experience? Are there any teacher standards or ALA/AASL Standards that you feel you need to focus on during the upcoming experience?
  - Professional Development Plan—at the conclusion of your second practicum experience, you will create a personal professional development plan. Evaluate your present strengths and weaknesses in relation to the Kentucky Teacher Standards and ALA/AASL Standards. 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, names and approximate dates of conferences, etc. You should include this plan in your portfolio.

\*Please note that successful completion of all assignments is required to qualify for certification.

## **Student Assessments**

### **Certification Portfolio\***

- Standards Matrix—To ensure that your portfolio addresses each of the KY Teacher Standards and each of the ALA/AASL Standards, you will create a matrix that connects the artifacts with the respective standards addressed. *5 points*
- Philosophy of Professional Practice Statement—you will craft a statement to articulate your philosophy of effective school library practice. *15 points*
- Artifact entries—You will select up to eight artifacts to demonstrate proficiency in each of the KY Teacher Standards and each of the ALA/AASL Standards. Each artifact should include the context for which the entry was created and a rationale for inclusion. *70 points*
- Professional Development Plan—you will create a personal professional development plan. Evaluate your present strengths and weaknesses in relation to the Kentucky Teacher Standards and ALA/AASL Standards. 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, names and approximate dates of conferences, etc. You may submit the

same Professional Development Plan created at the conclusion of the practicum, or you may modify it. *10 points*

\*Please note that successful completion of all assignments is required to qualify for certification.

### **Grading Scale**

|                   |                                    |
|-------------------|------------------------------------|
| 90-100 points =   | <b>A (Exceptional Achievement)</b> |
| 80-89 points =    | <b>B (High Achievement)</b>        |
| 70-79 points =    | <b>C (Average Achievement)</b>     |
| Below 70 points = | <b>E (Failing)</b>                 |

### **Attendance**

If a practicum student misses any scheduled days of the practicum because of illness or some other emergency, the practicum student must notify both the University of Kentucky practicum supervisor and the cooperating librarian, and make-up these days before the end of the scheduled practicum.

### **Submission of Course Assignments**

All written assignments are expected to conform to basic standards for scholarly writing. This course will use APA formatting and style for every assignment.

You will be submitting all assignments through OTIS and Blackboard. Please do NOT email assignments.

Assignment due dates are provided in the course calendar. **Assignments, activities, discussions and/or quizzes should be submitted before midnight of the due date. Assignments submitted after the posted due date will receive an automatic 20% point reduction for each day the assignment is overdue.**

## **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.

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. If you need more immediate assistance, please contact UKIT.

**Information Technology Customer Service Center (UKIT)**

<http://www.uky.edu/UKIT/>; 859-218-4357

## **Library Services**

### **Distance Learning 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](mailto:dllservice@email.uky.edu)
- DL Interlibrary Loan Service:  
[http://www.uky.edu/Libraries/libpage.php?lweb\\_id=253&llib\\_id=16](http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16)

## **GENERAL COURSE POLICIES**

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:

<http://ci.uky.edu/lis/sites/default/files/policies.pdf>