

## **LIS 676 Section 201 School Media Practicum**

**Instructor:** Kathy Mansfield  
**Office Address:** Canvas  
**Email:** Kathy.Mansfield@uky.edu  
**Office Phone:** 502-417-0364  
**Office hours:** In Canvas by appointment  
**Virtual Office hours:** In Canvas by appointment  
**Preferred method of contact:** Email: Kathy.Mansfield@uky.edu  
I usually respond to questions within 2 business days.

### **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.

### **Prerequisites**

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

### **Student Learning Outcomes**

After completing this course, the student will be able to:

1. Demonstrate target levels of performance of the ALA/AASL Standards for Initial Preparation of School Librarians (2010).
2. Demonstrate advanced-level performance of the Kentucky Teacher Standards

### **Required Material**

American Association of School Librarians. (2017). *National school library standards*. Chicago: ALA Editions.

### **Course Activities and Assignments**

#### 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. *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. *5 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 (2010) Standards for Initial Preparation of School Librarians which they address. *20 points*

- **Lesson Plan**—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 video record it for the university supervisor to observe and evaluate. *10 points total*
- **Lesson Analysis, Reflection, and Self-Assessment**—After teaching the lesson for which you developed a plan and created a video recording, you will self-analyze, reflect, and self-assess your planning and teaching. *20 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*
- **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 experience will affect your approach to your first job as a school media librarian? *20 points*
- **Practicum Documentation**—At the end of each practicum, gather all relevant assignments to document evidence of completion of the practicum experience. *10 points*

#### 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. *20 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 *50 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 experience 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. *25 points*

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

### **Course Grading**

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

### **Submission of 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 Canvas. 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.

### **Attendance Policy**

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 reschedule these days before the end of the scheduled practicum.

### **Excused Absences**

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, [http://www.uky.edu/Ombud/ForStudents\\_ExcusedAbsences.php](http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php)).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for 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 for making up the missed work. The professor must 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.

### **Verification of Absences**

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

### **Academic Integrity**

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

*Senate Rules 6.3.1* (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that 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.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor

or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

### **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 (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at [drc@uky.edu](mailto:drc@uky.edu). Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

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

<https://ci.uky.edu/sis/sites/default/files/policies.pdf>

## **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 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:

<http://download.uky.edu/>.

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 #: (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)

For more resources about online classes and student resources, visit

<http://www.uky.edu/ukonline/>

[The School of Information Science has a page with a comprehensive list of technology resources here: http://ci.uky.edu/sis/students/techtips](http://ci.uky.edu/sis/students/techtips)

### **Military Members and Veterans**

We recognize the complexities of being a member of the military community and also a student. If you are a member of the military or a military veteran or dependent, please inform your instructor if you are in need of special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are aware of a complication, we will work with you and put you in contact with university staff members who are trained to assist you. Please contact the Coordinator of the University of Kentucky Veterans Resource Center at (859) 257-1148 for additional assistance. Visit <http://www.uky.edu/veterans> for more available resources.