Fall 2007: Seminar meets 9 Saturdays, 9:00 to 11:40 a.m., starting August 25, 2007.

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Office: POST 315
Office hours: Wednesdays and Fridays, 2 to 4 p.m. and by appointment.

Course Description

The purpose of the practicum is to provide fieldwork experience in a selected library/information center depending on the student’s interests and career goals. Through observation and practice, the student will be able to apply skills, concepts, and theories learned in the classroom. This course ideally should be taken near the end of the professional program of study. It is required for students seeking school library licensure and an elective for others. The course may be repeated once for an additional three credits in another semester with the instructor’s and advisor’s consents.

Recommendation: Generally recommended as a course to take in the last semester of work. Ideally, it should be taken concurrently with either LIS 684 (Administration of School Library Media Centers) or LIS 686 (Information Literacy and Learning Resources).

Program Learning Objectives

This course addresses the following objectives of the LIS Program enabling students to

- Demonstrate their understanding of the history, philosophy, principles, policies and ethics of library and information science and technology
- Apply basic competencies and knowledge that are essential for providing, managing, and designing information services in a variety of information environments
- Demonstrate theoretical understanding of and basic competencies in storage, retrieval, dissemination, utilization and evaluation of information sources
- Demonstrate an understanding of the principles of administration applicable in libraries, archives and information centers
- Demonstrate basic competencies required for instructional program development in particular information environments
- Demonstrate an understanding of research techniques and methods of applying new knowledge as it becomes available
- Demonstrate the professional attitudes and interpersonal and interdisciplinary skills needed to communicate and collaborate with colleagues and information users
- Demonstrate an understanding of the above goals within the perspective of prevailing and emerging technologies

In addition, faculty incorporate their research findings in the courses they teach.
Professional Expectations

All students in the Program are expected to become familiar with and adhere to the Professional Expectations posted at http://www.hawaii.edu/slis/students/profexp.html

Course Learning Objectives

The student will be able to:

• articulate the philosophy, goals, and objectives of the library/information center

• analyze the activities and programs of the library/information center in relation to the objectives of both the library/information center and the larger organization of which it is a contributing and supportive unit

• gain experience with a range of professional activities in the following areas—
  • instruction/reference services/programming
  • consultation/planning
  • program advocacy/community outreach
  • collection development and management
  • technology for management and patron/student use
  • financial management/administrative tasks
  • personnel recruitment, training, supervision
  • facility management
  • professional development

• assess and evaluate a library media center based on *Information Power* principles and guidelines that are reflected in the Hawaii Department of Education’s *Libraries for Excellence (LiFE)*

• synthesize and apply skills, concepts, and theories so that competencies gained can be used in an entry-level professional position

The student will provide evidence of having achieved the above objectives through:

• participation in on-site activities and UH seminar discussions and tasks
• reflective entries in journals
• documentation in portfolios
• assessment of a library media center based on the *LiFE* guidelines

Required Textbooks


Teaching Philosophy

Inquiry-driven learning is most effectively achieved when the instructor creates various opportunities for interactive study, application of theory to actual practice, and reflective thinking about lessons learned. In my courses, I use some of the following strategies:

• hands-on experiences at practicum libraries
• seminar discussions with opportunities for synthesis and evaluation
• collaborative problem-solving sessions
• guest resource speakers/field trips
• self-reflection logs
• portfolios of accomplishments

Research Methods

The following research methods are incorporated in assignments: critical incident analysis and instructional design analysis.

Course Approval Procedures

1. Student completes an information profile form for the coordinator and informally discusses preferences and past work experiences with the coordinator.

2. Coordinator makes assignments and informs students by e-mail.

3. Student arranges a visit with cooperating librarian.

4. Student prepares a rough draft of the practicum proposal and discusses the draft with the coordinator and the cooperating librarian.

5. Student revises draft to incorporate suggestions made by both the cooperating librarian and the coordinator.

6. Student prepares a final proposal and submits 2 copies to the coordinator.
   [Note: Coordinator signs both copies, retains one copy and returns the other to the student. Student should then have the cooperating librarian sign his or her copy and duplicate it for the cooperating librarian.]

Assignments and Grading

Students are graded Credit/No credit. To receive credit, the student must complete all the course requirements below in a timely manner. Students should be aware that the mere completion of the hours of fieldwork does not assure they will receive credit. Credit is only awarded to those who in the professional judgment of the coordinator and cooperating librarian have successfully achieved their objectives and performed at a satisfactory level while fulfilling the agreed upon practicum hours, assignments, and activities.

Students are required to:
1. develop a proposal for the practicum experience.

2. complete a minimum of 120 hours under the supervision of a professional librarian. Students are strongly encouraged to invest more than 120 hours pending agreement from the cooperating librarian.

3. maintain an electronic journal of the practicum and seminar experience.

4. share informal oral progress reports at the seminars.

5. prepare a portfolio of the practicum experience and a brief oral presentation on highlights of the practicum.

6. present a brief oral reflection of the semester's experience at the last seminar.
7. organize a procedural manual for future reference.

8. attend and actively participate in all seminars.
   [Note: Neighbor island students, who are doing regular practica, must attend at least 4 of the seminar sessions. Two of these sessions must be the first and last seminar sessions on the course schedule. Neighbor island students, who are doing on-the-job practica, will substitute attendance at the 5 seminars required for LIS 680.]

**Technology Requirements**

The following are basic requirements for this course:
- access to personal computer with word processing software and web browser
- ability to do basic word processing
- access to and ability to use the Internet
- access to and use of e-mail using UH email accounts
Practicum Expectations

The practicum is a team effort. A student enrolled in the course has a right to expect the cooperating librarian and the coordinator to provide a valuable learning experience. The cooperating librarian and the coordinator, in turn, expect the student to responsibly and proactively shape his/her learning experience.

<table>
<thead>
<tr>
<th>Student’s expectations</th>
<th>Practicum coordinator’s expectations</th>
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<tbody>
<tr>
<td><strong>Cooperating librarian:</strong></td>
<td><strong>Practicum coordinator:</strong></td>
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<tr>
<td>• introduction to the library/information center, its goals, objectives, history, patrons’ needs, administration, services, collections, selection policies, programs, facilities, routines, and procedures.</td>
<td>• guidance and instruction in writing a proposal.</td>
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<td>• exposure to and hands-on experience in performing entry level professional tasks.</td>
<td>• support and constructive suggestions throughout the practicum.</td>
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<td>• instruction and mentoring.</td>
<td>• planning and facilitation of class seminars.</td>
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<td>• communication and feedback on observations and hands-on experiences.</td>
<td>• evaluation of the student’s proposal, field experience, and portfolio.</td>
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<td>• appropriate work habits and deportment including adherence to school’s dress code.</td>
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<tr>
<td>• flexibility, initiative, and resourcefulness.</td>
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<td>• eagerness to learn and a sense of humor.</td>
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<td><strong>Student:</strong></td>
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<td>• performance of the objectives stated in the proposal at a satisfactory level of competence.</td>
<td>• coordination concerning the student’s goals and objectives as stated in the proposal.</td>
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<tr>
<td>• communication and feedback on observations and hands-on experiences.</td>
<td>• availability for site, phone, and email conferences.</td>
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<tr>
<td>• appropriate work habits and deportment including adherence to school’s dress code.</td>
<td>• coordination of at least one site visit to discuss the student’s progress with the coordinator and student.</td>
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<td><strong>Student:</strong></td>
<td><strong>Cooperating librarian:</strong></td>
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<tr>
<td>• open, honest communication.</td>
<td>• coordination with the administration to obtain approval for participation in the practicum program.</td>
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<tr>
<td>• thoughtful analysis of practicum experiences.</td>
<td>• coordination with other members of the staff to enable the student to achieve his/her objectives at a satisfactory level of competence.</td>
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<tr>
<td>• all course requirements met at a satisfactory level of performance.</td>
<td>• discussion with the practicum coordinator concerning problems encountered during the practicum.</td>
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<tr>
<td>• positive, constructive attitude toward the practicum experience.</td>
<td>• time set aside for meeting with the student and coordinator on student’s progress.</td>
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**Note**

Students, who are taking the practicum as on-the-job librarians, will be expected to meet the same course objectives, however, the assignments will be modified to fit their situations.
Guidelines For Assignments

Practicum Proposal

The proposal is due at the 2nd seminar. The intent of the proposal is to give you an opportunity to describe the specific tasks and activities you wish to engage in during your practicum. Your proposal should include:

1. Cover signature sheet (sample on next page).

2. Information about yourself: name, address, phone at work and home, list of courses completed, and list of current courses.

3. Information about your library: name of cooperating librarian, name and address of library, phone number, library hours.

4. Purpose of practicum: short paragraph of your personal reasons for doing a practicum.

5. Objectives you hope to achieve during your practicum.

6. Checklist of activities/tasks you hope to complete in order to meet your objectives; organize this under the following 9 areas:
   - instruction/programming/reference services
   - consultation/planning
   - program advocacy/community outreach
   - collection development and access
   - technology for management and patrons
   - financial management/administrative matters
   - personnel recruitment, training, supervision
   - facility management
   - professional development

7. Evaluation: method you plan to use in assessing how successfully you met your objectives. For example, you may use a 5-point scale like the one below:
   - 1- no opportunity to achieve this objective
   - 2 - minimal opportunity
   - 3 - satisfactory opportunity
   - 4 - more than satisfactory opportunity
   - 5 - excellent, maximum opportunity

8. Work schedule: indicate dates, days of the week and hours you plan to work. A minimum time block of three consecutive hours is required. Most cooperating school librarians also strongly advise that you put in a whole day at least once a week. If you must change your visitation schedule due to emergencies during the semester, please inform your cooperating librarian immediately.
A Proposal for a Practicum in Librarianship

at

(Name of Library/Information Center)

By

(Name of Student)

Approved by:

____________________________________
Name(s) Cooperating Librarian(s)

____________________________________
Violet H. Harada, Coordinator
Final Portfolio

The portfolio is due at the last seminar. **Organizing a portfolio is a thoughtful activity that invites you to consider your achievements and to reflect on your progress.** The writing should be clear and succinct. Use the first person rather than the third person in your narrative.

**IMPORTANT:** Turn in one complete portfolio. This will be returned to you after the practicum coordinator has read it. Also turn in a second copy that includes your title page and all of Part 1. This copy will be placed in your LIS student folder.

The portfolio should include:

1. Title page.
2. Resume.
   - Introductory paragraph: stating where and with whom you did your practicum and the number of hours you completed.
   - Objectives of your practicum and how well you feel you met each of them; include your evaluation ratings for each one.
   - Checklist of tasks accomplished; explanation for any tasks that were not achieved.
   - Reflective section (3 to 5 pages): identify the most valuable things you feel you learned from the practicum; how different courses taken at LIS as well as the seminar helped you in your work; how past personal experiences also affected your practicum work. Provide specific examples in all cases.
   - Philosophy of librarianship (2 to 3 pages): articulate your personal philosophy of librarianship based on your observation and participation as well as your past experiences; create your own vision/mission statement for a library/information center.
4. Part 2: Achievements. This section includes the various seminar assignments listed below:
   - Completed rubric for evaluation of a library media center based on LiFE guidelines.
   - Lesson plans—two lesson plans with assessment data are minimally required. The coordinator will provide more specific lesson guidelines in one of the seminars.
   - Purchase recommendation list—include at least 10 items. Each entry should include full bibliographic citation, price, and a 2 to 3-sentence statement of why the item might be a good purchase selection. A webliography may be substituted for this particular assignment.
   - Facility assessment—I will provide you with an assessment form to use for this assignment.
   - Advocacy project—we will discuss possibilities in our seminar.

Note: In addition to the above assignments, you are strongly encouraged to include up to 3 artifacts of your most notable achievements this semester. This is the creative portion of your portfolio. You get to select and display your best efforts! **Include an introductory page for each artifact that explains what it is and justify why you feel this is a noteworthy example of your accomplishments.**

Possibilities: additional lessons or a unit plan, story hour plan, reading list, pathfinder, evaluation instrument, promotional material, videotape of you conducting a story hour or a lesson, photo layout of a display you created.
Final Oral Report

The oral reports will be presented at the last seminar. This is a chance to share insights you have gained as a result of your practicum experience. The focus should be on your professional growth, not a description of the library or librarian(s) with whom you worked. Please keep the following in mind as you prepare for it:

1. Be brief (approximately 10 minutes).
2. Organize your presentation around the following key questions:
   - What professional skills and attitudes did I experience and value most? Explain.
   - What have I discovered about my own professional strengths that will help me as a school librarian?
   - What other a-ha insights did I gain and why are they important to me?
3. Incorporate visuals into your presentation (e.g., handouts, slides, photos, student products).

Reflection E-Logs

Reflection e-logs are to be turned in every other week based on a schedule that will distributed at the second seminar. They must be posted by Thursday midnight. Adjustments will be made for students doing a modified practicum.

In your logs, you have an opportunity to describe and analyze your practicum experiences. The entries also provide me with an opportunity to converse with you on an individual basis. Because the logs are considered a critical learning tool and a means of communication between instructor and student, they must be turned in on a timely basis.

For each log entry, select an event or activity that you felt contributed to your learning, i.e. what we call a critical incident. Incorporate your thoughts on the following questions:
   - What exactly happened?
   - What are the implications for your own practice?

I expect detailed, thoughtful entries (at least 500 words) that provide rich descriptions of the events selected and your personal reflection about the significance of the event and how this experience contributes to your understanding about the professional role of the school library media specialist.

Log entries will be scored as follows:

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<th>Points</th>
<th>Description</th>
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<tr>
<td>10 pts</td>
<td>Turned in on time. Exceptional log that (1) focuses on one event or activity, (2) fully describes the event, and (3) provides in-depth commentary about how the incident influenced your thinking about an aspect of the profession.</td>
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<tr>
<td>9 pts</td>
<td>Turned in on time. Log focuses on one event or activity but is more descriptive than it is reflective about how the incident influenced your thinking.</td>
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<tr>
<td>8 pts</td>
<td>Turned in on time. Log tends to summarize more than one event or activity and tends to be rather shallow in terms of reflection.</td>
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Tardy logs will have one point deducted for every day that they are late. CRITICAL: LOGS ARE IMPORTANT. TWO TARDY LOGS MIGHT RESULT IN FAILING THE PRACTICUM.
Procedures Manual

This is a binder of information that you should be assembling throughout the semester. The objective is to have you leave the course with practical, "how-to" information kept in an organized, functional manner. You will have an opportunity to share your manual with your colleagues; however, you will not be turning it in.

Possible areas to include:

- Library utilization: hours, schedule, calendar for year, circulation policies, procedures, and evaluation measures.

- Management: procedures for budget planning, ordering, inventory control, lost and overdue materials, processing, collection maintenance, personnel recruitment, training, supervision, evaluation measures.

- Planning: samples of short-term and long-term plans for improvement.

- Materials selection: policies, procedures.

- Technology applications: samples of plan and forms for using technology in library management and instruction.

- Instruction: conceptual frameworks, lesson plan formats, teacher-librarian planning forms.

- Instruction/reference services/programming: procedures, sample units/programs, assessment/evaluation measures.

- Marketing/advocacy/community outreach: samples of publicity and promotions, assessment/evaluation measures.

- Facility planning: assessment measures.

- Personnel: job descriptions, recruitment announcements, training materials for clerical or volunteer staff, evaluation forms.

- Other: library mission/goals, opening/closing of school year guidelines.