**UT School of Information**

**INF 388R: Practicum in School Libraries**

**Overview of Supervising Librarian Duties**

Thank you for agreeing to help with the practicum this semester. As a field supervisor we ask that you be responsible for providing professional level experiences for students who are seeking the Standard School Librarian Certificate from the Texas State Board of Educator Certification (SBEC).

This is a formal academic course that requires 100 hours of on-site work. We ask that you provide activities that offer the student a wide array of experiences that enhance professional development. The field supervisor works in cooperation with a faculty supervisor who is a member of the faculty of the School of Information at the University of Texas at Austin (iSchool). The School (iSchool) provides a manual with suggestions for learning activities and supervision. In addition to day-to-day supervision, the field supervisor is expected to help in the final evaluation of the student. The evaluation is placed in the student’s permanent file. They may or may not ask that it be provided to prospective employers. Final grades (credit or no credit) are assigned by the faculty supervisor.

All students who participate in this program are post-baccalaureate students, most of whom are enrolled in the Master’s Program in Information Studies at the School of Information.

If you have not received the practicum manuals and other support materials please let me know as soon as possible. I also would like to have your email address, as well as phone numbers, address of your school, and a work phone number where we can reach you if needed.