School Librarian Certificate Handbook

Rev. 08/06/2020
# Table of Contents

Overview ................................................................................................................. Error! Bookmark not defined.
iSchool Enrollment Procedures ............................................................................. Error! Bookmark not defined.
Coursework .............................................................................................................. Error! Bookmark not defined.
Additional Requirements and Notices ......................................................................... 5
Practicum Requirements and Scenarios ........................................................................ 6
TExES Exam .................................................................................................................. 12
School Librarian Certificate Application ...................................................................... 12
Practicum Content Requirements ................................................................................. 12
Practicum Evaluation Documents .................................................................................. 18
The School of Information currently offers preparation for the School Librarian Certificate developed by the State Board for Educator Certification (SBEC) for certification of public school librarians in Texas. This certificate prepares the holder for work at all levels of public education in Texas, from kindergarten through high school (K-12). Preparation for certification requires the completion of a minimum of 15 graduate credit hours. Students certified after September 1, 2002, receive the School Librarian Certificate (SLC).

**General Requirements:**

In order to apply for SLC certification students must meet the following SBEC requirements:

- Hold a master’s degree from an accredited institution of higher education
- Successfully complete a certification program
- Successfully complete the School Librarian’s TExES (Texas Examination of Educator Standards)
- Have two years of classroom teaching experience from a public or accredited private school

**iSchool Enrollment Procedures**

All application credentials for school librarian certificate seekers, including non-degree seekers, must be received by the deadline specified for the iSchool Master’s Program:

<table>
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<tr>
<th>SEMESTER</th>
<th>DEADLINE</th>
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<td>Summer</td>
<td>February 1st</td>
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Application link here. [https://www.ischool.utexas.edu/programs/admissions](https://www.ischool.utexas.edu/programs/admissions)

**Students NOT Holding a Master’s Degree must:**

- Hold a teaching certificate from the Texas Education Agency or other State’s teacher certificate agency.
- Have, and provide evidence of, two full years of classroom teaching experience in a public or accredited private school. Applicant’s service record from Texas Education Agency or other State’s teacher certificate agency is required.
Follow general procedures for admissions to the School of Information Master’s Program and complete all required courses for the MSIS degree.

Successfully complete the School Librarian Certificate specialization, which requires a minimum of fifteen (15) hours in iSchool courses related to school librarianship (see below), including INF 388R Practicum in School Libraries, as determined by the student and the student’s individual advisor.

Students Holding Prior Master’s Degree must:

- Hold a teaching certificate from the Texas Education Agency or another state’s teacher certificate agency.
- Have, and provide evidence of, two full years of classroom teaching experience in a public or accredited private school. Applicant’s service record from Texas Education Agency or other State’s teacher certificate agency is required.
- Still follow general procedures for admissions to the School of Information Master’s Program. Select “Non-Degree Seeker” in the degree status field on the GIAC application.
- Complete a minimum of fifteen (15) graduate courses at the School of Information centered on school librarianship (see below). This includes the INF 388R Practicum in School Libraries.

Coursework

To satisfy SBEC certification assessment requirements, students must meet six standards, as described in the Texas Administrative Code:

1. Standard I: Learner-Centered Teaching and Learning
2. Standard II: Learner-Centered Library Program Leadership and Management
3. Standard III: Learner-Centered Technology and Information Access
4. Standard IV: Learner-Centered Library Environment
5. Standard V: Learner-Centered Connections to the Community

Students taking a minimum of fifteen (15) graduate hours at the School of Information, including INF 388R Practicum in School Libraries, will be prepared to demonstrate competencies in these six standards.
Required courses and sequence for the Standard School Librarian Certificate

Summer session 1 (June-July)
  o School Library Management 1: Literacy and Administration (9am – 12pm)
  o Information seeking and inquiry for K-12 (1pm – 4 pm) May be substituted for another approved course. Approval by program coordinator required prior to enrollment.

Fall 1
  o School Library Management II: Teaching and learning

Spring
  o Materials for Children and YA

Fall 2
  o INF 388R Practicum in School Libraries (160 hours: 80 hours in a public school elementary library, 80 hours in a public middle school or public high school library). The practicum may be completed in one semester or over two semesters—fall and spring.

Alternative schedule (increased cost)

Summer session (June-July)
  o School Library Management 1: Literacy and Administration (9am – 12pm)

Fall 1
  o School Library Management II: Teaching and learning

Spring
  o Materials for Children and YA

Summer session (June-July)
  o Information seeking and inquiry for K-12 (1pm – 4 pm) May be substituted for another approved course. Approval by program coordinator required prior to enrollment.

Fall 2
  o INF 388R Practicum in School Libraries (160 hours: 80 hours in a public elementary school library, 80 hours in a public middle school or public high school library). The practicum may be completed in one semester or over two semesters—fall and spring.

Required Core Course for the School of Information MSIS Degree

INF 380E Perspectives on Information

Additional Requirements & Notices
Required purchase of *AASL National Standards* document upon admission to program:

**Deadline: May 15.** The courses School Library Management 1 (Summer session) and School Library Management II (Fall session) require as a textbook, *AASL National school library standards for learners, school librarians, and school libraries*, published by the American Association of School Librarians and the American Library Association. The book retails for $199. If you are a member of ALA, the cost reduces to $99. By joining the Texas Library Association and the American Library Association as a student (about $45—a joint membership program), you get a significant savings for membership to the two organizations, as well as a significant savings for the standards book. There are many benefits to membership in these premier professional organizations. As soon as you are admitted into the program, you should join and order the book so that it arrives by *June 1*. Join ALA and TLA (joint student membership program). The National Standards publication is a **required textbook** for the two School Library Management courses; joining the two associations is not. However, you get a significant savings on the book by joining. **Order the National Standards.**

**Educator Preparation Program hours required by TEA:**

The Texas Education Agency requires that courses for a professional degree equal 200 clock hours. The four required courses for the School Librarian Certificate equal 172 hours. An additional 26 hours is required outside of the coursework. TEA requires that professional educator programs include instruction in educator code of ethics, standards, dyslexia, mental health, substance abuse, youth suicide, dyslexia, in addition to regular content. In addition to course sessions, be prepared to attend short online sessions throughout the long semesters. These will be announced at the beginning of each semester so that students can make arrangements to attend these required sessions.

All certificate seekers must attend 200 clock hours of instruction. No matter the reason, missed classes, tardies, and early exits must be made up. Students will have additional writing assignments to ensure that he or she has acquired the missed content. Students will be well advised to attend all classes, arrive on time and stay for the duration of the class.

**Criminal History Evaluation Advanced Notice**

School districts require criminal background clearance before anyone works in their schools. All students accepted into a certification program are required to complete a criminal history evaluation for the district in which they are placed. Criminal history evaluations may require completing district forms, online applications, and in some cases, fingerprinting.
It is important to know that even certain misdemeanors can prevent students from participating in the fieldwork required by their program. Furthermore, they can prevent the State from approving certification.

For general guidelines used in determining eligibility, please visit the Educator Investigations page on the Texas Education Agency’s (TEA) website. [https://tea.texas.gov/index2.aspx?id=5816&menu_id=846&menu_id2=794](https://tea.texas.gov/index2.aspx?id=5816&menu_id=846&menu_id2=794)

For questions about state eligibility, TEA can provide a preliminary criminal history evaluation (PCHE) for a non-refundable fee of $50. Use the following link to access the PCHE request form. [https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/](https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/)

**INF 388R Practicum Requirements and Scenarios**

**Practicum Prerequisites**

Prior to enrolling in the SLC Practicum (INF 388R), certificate candidates must meet these prerequisites:

All non-teacher candidates (school librarian certificate) must complete 200 clock hours of coursework & training that is standards-based per 19 TAC 228.35(c). With few exceptions, candidates must complete the four required courses before placement in INF 388R (Practicum in School Libraries).

Successful completion of at least 12 credit hours from required courses, including the four school librarian courses:

- INF 387 School Library Management I: Literacy and Administration
- INF 382L Inquiry and Information Seeking in K-12 (may be substituted for another approved course)
- INF 387.06 School Library Management II: Teaching and Learning
- INF 382G Materials for Children and YA

**Practicum requirements**

Candidates seeking the School Librarian Certificate in the state of Texas are not eligible for Practicum waivers.

No summer practicums will be considered. No exceptions.

Each practicum candidate must complete 160 on-site clock hours for the practicum, 80 in a public elementary school library and 80 in a public middle or public high school library. The candidate will work with her/his/their Site Supervisors to develop a specific work schedule with hours indicated for the entire practicum duration. There are specific duties that the Educational
Preparation Program will require, as well as those prescribed by the site supervisors. See the School Librarian Certificate Practicum Handbook for details. While the practicum candidate may conduct projects during the practicum hours, the hours cannot be replaced by an off-site project.

Practicum candidates seeking a Texas School Librarian Certificate are required to complete 160 clock hours on site to comply with the Texas State Board for Educator Certification (SBEC) requirements. Practicum candidates who are not Librarians of Record (see below) must work in at least two different school library settings at different levels (80 hours in a public elementary school, and 80 hours in a public middle school or public high school. The practicum is usually completed in one semester. However, for candidates with teaching jobs or other commitments, candidates may choose to complete the practicum in two consecutive semesters (fall and spring, usually in that order) and will conduct their practicum in one site each semester. *Summer practicums will not be considered.*

The practicum candidate must be enrolled in the required practicum course with a certified school librarian employed by the iSchool serving as practicum Field Supervisor and certified school librarians serving as the Site Supervisors at the public elementary and secondary school. In most cases, the Site Supervisor is the "Librarian of Record" at each approved site library. The Site Supervisor must take the required online Site Supervisor training prior to the arrival of the practicum candidate. The Site Supervisor will oversee the practicum candidate’s experience at their library and complete an Interim and Final Evaluation to assess the Practicum Candidate’s performance for INF 388R.

The Field Supervisor conducts at least three 45-minute TEA required observations (totaling a minimum of 135 minutes in duration) throughout the practicum, each including a pre- and post-conference with the practicum candidate. In some cases, additional observations will be requested by the Site Supervisor and the Field Supervisor.

Although the practicum candidate may request specific campus locations or Site Supervisors, the final placement decision will be made at the school district level and approved by the iSchool’s School Librarian Certificate Coordinator. Practicum candidates working outside their own school districts may wish to consider acquiring professional liability insurance.

It is also important to note that per 19 TAC 228.35(e)(8)(D) A practicum is successful when the field supervisor and the site supervisor recommend to the Educational Preparation Program that the candidate should be recommended for a standard certificate. If either the field supervisor or site supervisor does not recommend that the candidate should be recommended for a standard certificate, the person who does not recommend the candidate must provide documentation supporting the lack of recommendation to the candidate and either the field supervisor or site supervisor. *19 TAC 228.35(e)(8)(D)*

The requirements for School Librarian standard cert. are found in *19 TAC 239.60.*

Librarians of Record (on an Intern or Probationary Certificate)
Practicum candidates seeking Texas School Librarian Certification who are under current contract with a school district as "Librarian of Record" may fulfill the practicum requirement,
including all 160 hours, at their own school library during their regular work hours, documenting only those 160 hours that contribute directly to teaching and learning. If the candidate is employed in a private school, that school must be accredited by TEA. The practicum candidate must be on an intern certificate or probationary certificate and enrolled in the required practicum course (INF 388R) with a certified school librarian employed by UT Austin, serving as the practicum Field Supervisor and a certified school librarian serving as the Site Supervisor. The Field Supervisor will conduct the three 45-minute observations mandated by TEA for all practicum candidates seeking Texas School Librarian Certification. See the scenarios below for specific requirements for intern and probationary certificates.

It is important to note that if a candidate is on a semester-long practicum on an intern or probationary certificate, the expectation is that the candidate will be standard certified at the end of the semester or year. In the case of the intern certificate, that means that they must pass the certification exam for school librarians (150). In both, they must also have a master’s degree conferred and two creditable years of experience for the standard to issue.

The EPP can recommend an additional practicum under a probationary (P) certificate only. The reason is because a candidate is only allowed one intern certificate without a passed exam. They are allowed two Probationary certificate extensions. The reasons for the additional Probationary certificate are referenced in 19 TAC 228.35(e)(8)(C)(ii)(I-II).

The applicable Intern and Probationary certificate requirements for non-teachers are found in:

- Intern cert 19 TAC 230.36(e)(1-3)
- Probationary cert 19 TAC 230.37(e)(3)

Effective September 1, 2017, to meet the subject matter requirements for issuance of the probationary certificate in a certification class other than classroom teacher, the individual must pass the appropriate content pedagogy examination(s) for that certificate.

Practicum Scenarios

The practicum options for all candidates are further elaborated in the scenarios below:

Scenario 1: Non-degree seeking School Librarian Certificate Candidates in practicum over the course of one semester and not on an Intern or Probationary certificate (not a Librarian of Record at a public school):

- Candidate completes 160 clock hour practicum in 1 semester per 19 TAC 228.35(e)(8)(A-B)
  - 80 hours in a public elementary school and 80 hours in a public middle or high school
- Candidate must register for INF 388R (Practicum in School Libraries). They do not need to attend Capstone classes, keep an ePorfolio, or present a poster.
- Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the semester-long practicum by the Field Supervisor.
Scenario 2: Degree-seeking (MSIS) School Librarian Certificate Candidates in practicum over the course of one semester and not on an Intern or Probationary certificate (not a Librarian of Record at a public school):

- Candidate completes 160 clock hour practicum in 1 semester per 19 TAC 228.35(e)(8)(A-B)
  - 80 hours in a public elementary school and 80 hours in a public middle or high school
- In the last semester of the MSIS program, the candidate must register for INF 388R Practicum in School Libraries, and attend the Capstone classes, complete the required ePortfolio, and present at the poster session.
- Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the semester-long practicum by the Field Supervisor.

Scenario 3: Non-degree seeking School Librarian Certificate Candidates in practicum over two semesters (year-long) and not on an Intern or Probationary certificate (not a Librarian of Record at a public school):

- Candidate completes 160 clock hour practicum over two semesters (fall and spring in that order) per 19 TAC 228.35(e)(8)(A-B)
  - 80 hours in a public elementary school and 80 hours in a public middle or high school--one in each semester
- Candidate must register for INF 188T to begin their practicum in the fall semester and register for INF 388R (Practicum in School Libraries) in the spring semester. They do not need to attend Capstone classes, keep an ePortfolio, or present a poster.
- Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the year-long practicum by the field supervisor.

Scenario 4: Degree-seeking (MSIS) School Librarian Certificate Candidates in practicum over two semesters (year-long) and not on an Intern or Probationary certificate (not a Librarian of Record at a public school):

- Candidate completes 160 clock hour practicum over two semesters (fall and spring in that order) per 19 TAC 228.35(e)(8)(A-B)
  - 80 hours in a public elementary school and 80 hours in a public middle or high school--one in each semester
- In the fall semester of their last year in the MSIS program, the candidate must register for INF 188T to begin their practicum (if they are not taking any other classes), and register for INF 388R (Practicum in School Libraries) in the spring semester. They must attend the Capstone classes, complete the ePortfolio, and present at the poster session during the last semester of their Master's program.
- Candidates may begin the practicum in the spring semester and complete it the following fall semester, if that is their final semester in the MSIS program. The same classes and requirements above apply.
- Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the year-long practicum by the field supervisor.
Scenarios for Candidates on an Intern Certificate

Scenario 1: Non-degree seeking School Librarian Certificate Candidates in practicum over the course of one semester and on an Intern certificate (Librarian of Record):
- Candidate completes 160 clock hour practicum in 1 semester per 19 TAC 228.35(e)(8)(A-B)
- Candidate must register for INF 388R (Practicum in School Libraries). They do not need to attend Capstone classes, keep an ePortfolio, or present a poster.
- Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the semester-long practicum by the field supervisor. For the Intern cert requirements in TAC reference 19 TAC 228.35(e)(8)(C)(i).

Scenario 2: Degree-seeking (MSIS) School Librarian Certificate Candidates in practicum over the course of one semester and on an Intern certificate (Librarian of Record):
- Candidate completes 160 clock hour practicum in 1 semester per 19 TAC 228.35(e)(8)(A-B)
- In the last semester of the MSIS program, the candidate must register for INF 388R Practicum in School Libraries, attend the Capstone classes, complete the required ePortfolio, and present at the poster session.
- Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the semester-long practicum by the field supervisor. For the Intern cert requirements in TAC reference 19 TAC 228.35(e)(8)(C)(i).

Scenario 3: Non-degree seeking School Librarian Certificate Candidates in practicum over two semesters (year-long) and on an Intern certificate (Librarian of Record):
- Candidate completes 160 clock hour practicum over two semesters per 19 TAC 228.35(e)(8)(A-B)
- The candidate must register for INF 188T to begin their practicum (if they are not taking any other classes), and register for INF 388R (Practicum in School Libraries) in the spring semester. They do not need to attend Capstone classes, keep an ePortfolio, or present a poster.
- Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the yearlong practicum by the field supervisor. For the Intern cert requirements in TAC reference 19 TAC 228.35(e)(8)(C)(i).

Scenario 4: Degree-seeking (MSIS) School Librarian Certificate Candidates in practicum over two semesters (yearlong) and on an Intern certificate (Librarian of Record):
- Candidate completes 160 clock hour practicum over two semesters per 19 TAC 228.35(e)(8)(A-B)
- In the fall semester of their last year in the MSIS program, the candidate must register for INF 188T to begin their practicum (if they are not taking any other classes), and register for INF 388R (Practicum in School Libraries) in the spring semester. They must attend the Capstone classes, complete the ePortfolio, and present at the poster session during the last semester of their Master’s program.
• Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the yearlong practicum by the field supervisor. For the Intern cert requirements in TAC reference 19 TAC 228.35(e)(8)(C)(i).

• If the candidate is not finished with the MSIS program at the end of the intern certificate period, they must take, and pass, the TExES School Librarian Certificate exam (150) and be placed on a probationary certificate for the following year.

Scenarios for Candidates on a Probationary Certificate

Scenario 1: Non-degree seeking School Librarian Certificate Candidates in practicum over the course of one semester and on a probationary certificate (a rare scenario):
• Candidate completes 160 clock hour practicum in 1 semester per 19 TAC 228.35(e)(8)(A-B)
• Candidate must register for INF 388R (Practicum in School Libraries). They do not need to attend Capstone classes, keep an ePortfolio, or present a poster.
• Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the semester-long practicum by the field supervisor. For the Probationary cert requirements in TAC reference 19 TAC 228.35(e)(8)(C)(i).

Scenario 2: Degree-seeking (MSIS) School Librarian Certificate Candidates in practicum over the course of one semester and on a probationary certificate:
• Candidate completes 160 clock hour practicum in 1 semester per 19 TAC 228.35(e)(8)(A-B)
• In the last semester of the MSIS program, the candidate must register for INF 388R Practical in School Libraries, and attend the Capstone classes, complete the required ePortfolio, and present at the poster session.
• Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the semester-long practicum by the field supervisor. For the Probationary cert requirements in TAC reference 19 TAC 228.35(e)(8)(C)(i).

Scenario 3: Non-degree seeking School Librarian Certificate Candidates in practicum over two semesters (yearlong) and on a probationary certificate (a rare scenario):
• Candidate completes 160 clock hour practicum over 2 semesters per 19 TAC 228.35(e)(8)(A-B)
• The candidate must register for INF 188T to begin their practicum (if they are not taking any other classes), and register for INF 388R (Practicum in School Libraries) in the spring semester. They do not need to attend Capstone classes, keep an ePortfolio, or present a poster.
• Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the year-long practicum by the field supervisor. For the Probationary cert requirements in TAC reference 19 TAC 228.35(e)(8)(C)(i).
Scenario 4: Degree seeking (MSIS) School Librarian Certificate Candidates in practicum over two semesters (yearlong) and on a probationary certificate:

- Candidate completes 160 clock hour practicum over 2 semesters per 19 TAC 228.35(e)(8)(A-B)
- In the fall semester of their last year in the MSIS program, the candidate must register for INF 188T to begin their practicum (if they are not taking any other classes), and register for INF 388R (Practicum in School Libraries) in the spring semester. They must attend the Capstone classes, complete the ePortfolio, and present at the poster session during the last semester of their Master’s program.
- Candidate is field supervised during the practicum per 19 TAC 228.35(h)(1-3), has a first contact within the first quarter of the assignment and is observed in the first, second, and final third of the year-long practicum by the field supervisor. For the Probationary cert requirements in TAC reference 19 TAC 228.35(e)(8)(C)(i).

For more information about the practicum, see the School Librarian Certificate Practicum Handbook.

**TExES Certification Exam**

Candidates seeking certification must pass a “TExES,” Texas Examination of Educator Standards, School Librarian (150) examination mandated by the Texas State Board for Educator Certification (SBEC) prior to making application for a certificate.

**Test Dates**

For current test dates, visit the Texas Education Agency (TEA).

**SLC Application**

Students must submit the application for certification via their TEA account. Questions concerning certification may be directed to:

*Shannon Hewgley, Certification Officer*
*The University of Texas at Austin*
*College of Education, Student Division*
*1912 Speedway Stop D5001*
*Sanchez Building, Room 216*
*Austin, TX 78712*
*512.471.1511*
*shewgley@austin.utexas.edu*
After a review of the application and determination that the application meets all certification requirements, the School Library Certificate Coordinator in the School of Information will recommend to the State Board for Educator Certification (SBEC) through the Teacher Certification Office in the College of Education that the student be issued the appropriate certificate. The Board mails the certificate directly to the student.

Practicum Content Requirements

Ongoing Requirements:

*Skills instruction*: Teach at least six whole-group skills lessons (three at each school), preferably having collaborated with a classroom teacher and the school librarian. If no collaboration is possible, plan with the school librarian to teach skills lessons, such as research skills or bibliographic instruction, to classes when visiting the library. Consult with the site or field supervisor for ideas as needed. Complete lesson plans, using the iSchool's lesson plan template, are required. Submit the plans via email to the site supervisor, field supervisor, and program coordinator two days before you will deliver the instruction. Implement any changes that the supervisors or coordinator suggest. Read aloud/story time sessions do not count toward this requirement.

*Read aloud sessions*: Present at least 6 read aloud sessions while at the elementary school. Prepare lesson plans for each story time.

*Faculty professional development*: Plan, promote, and present one faculty professional development workshop at each library. This can be offered during lunch, before or after school, or during a grade level chair or department meeting. Plan a 15-20 minute session on a skill such as using Wakelet or Flipgrid, use of eBooks in the classroom, use of cartoon creators in the curriculum, etc. Consult with the school librarian for ideas and appropriate and desirable technology for the school.

*Lesson Plans*: Submit complete lesson plans for all interactions with classes, including story time/read aloud and skills instruction. Due two days prior to instruction. Email the lesson plans to the field supervisor, the site supervisor, and the program coordinator. Implement any changes that they suggest.

*Project*: With the school librarian, identify a project that you can work on throughout the semester and conclude by the last day of the practicum. This project should benefit the school library, such as creating a small maker space, weeding the science section and updating the science collection based on replacing weeded titles and supporting the TEKS, developing a series of book displays and activities to support various holidays or other topics.
Log your hours and experiences: You need to keep a log of your hours in the Google Drive provided by the Program Coordinator. The site supervisor and field supervisor will have access to this drive. Keep a journal of your daily experiences. This can be a bullet journal or a narrative.

Note: Practicum students who are on an intern or probationary certificate may only log hours that are in direct contact with teachers and students and directly affect teaching and learning. No program administrative work may be counted (such as webpage updating, ordering materials, processing or shelving books, etc). If you are unsure about what to log, contact your field supervisor or program coordinator.

School Library Practicum Pacing Suggestions

Orientation

- Meet the principal, secretary, office staff, counselors, teachers, curriculum coordinators, and volunteers. Become familiar with the working relationship between the librarian and each position.
- Tour the school and the library.
- Learn the operational routines of the school, including but not limited to:
  - Special services and programs offered at the school
  - Student movement around the school
  - Lunch schedules
  - Behavior expectations and discipline policies
  - Student and teacher hours of operation
  - Overview of student’s day
- Become familiar with the district and school’s policies and acceptable use on:
  - Internet
  - Copyright.
- Become familiar with the district and school’s:
  - TEKS
  - Grade level special projects
  - Curriculum guides
  - Web pages
  - Testing schedules
- Become familiar with the school’s media production equipment and location, such as:
  - Teacher work room/production room
  - Copier
• Laminator
• Die Cuts
• Computer graphics packages available
• Digital design software available
• Educational productions
• Closed circuit television

• Become familiar with the physical layout of the library and storage areas.
• Become familiar with the furniture and policies for keeping in its designated position. (Is the user required return everything to its original place or does the librarian do that?)
• Become familiar with the district and library’s policy manuals and web sites.
• Learn the policy for audio-visual equipment. If not in the library, what department is in charge.

• Become familiar with library personnel and volunteers:
  o Library aides
  o Clerks
  o Student assistants
  o Library club volunteers
  o Adult volunteers

• Locate and review all collections:
  o Everybody
  o Fiction
  o Non-fiction
  o Professional
  o Parent
  o Reference
  o Periodical
  o Audio-Visual
  o Electronic Resources

• Become familiar with basic routines of the school library.
  o Circulation policies and processes
  o Scheduling (classes, circulation, research, story time)
  o Scheduling (fixed, flexible, or mix)
  o Book repair supplies and equipment
  o Processing supplies
  o Records and statistics
Regularly run reports
- Catalog, both individual school and OPAC

Become familiar with the librarian’s procedures for:
- Budgets
- Selection and ordering of materials
- Interlibrary Loans
- Ordering supplies
- Bindery options

Discuss what role the librarian plays in the orientation of faculty at the beginning of the year.

Discuss beginning-of-school procedures
Discuss end-of-school procedures
Discuss Inventory
Become familiar with the librarian evaluation instrument used by the district.
Observe the librarian in formal and informal teaching settings.
Observe the librarian in all library activities.

Planning

Identify teachers with whom you can collaborate in providing print and online resources. These teachers can be in any subject area.

Identify skills instructions to be provided and begin planning collaborative lessons with teachers.

Plan at least three experiences in sharing literature and motivating students to read. This can be done by:
- Book Talks
- Read aloud
- Storytelling

Discuss with librarian detailed plans for the three activities/lessons the student librarian will lead/present.

Discuss the project assignment with supervising librarian.
Discuss preparing a bulletin board and/or display in the library or main hallway.

Participation

Work with students in choosing appropriate materials for research and reference work.
Work with the circulation procedures.
- Checking in and out
- Shelving
- Shelf-reading
- Overdue reports
- Identify books that need repairing. Repair those books.
- Prepare bulletin board or display.
- Read reviews, preview materials, examine materials for which the librarian has selection responsibility.
- Receive materials from Central Processing Center, if applicable.
- Prepare materials for Interlibrary Loan. Receive materials returned from Interlibrary Loan.
- Work with the librarian on ordering process.
  - Prepare order
  - Follow through with bookkeeper
  - Receive order
  - Catalog as necessary
  - Processing order to be shelf-ready
- Provide informal instruction in skills.
- Take complete responsibility for the school library for periods of time with the librarian is not there.
- Visit two other school libraries in the district.
- Provide three formal skills instructions that will be evaluated by the iSchool Field Supervisor.
- Prepare Project Poster Abstract and review with site supervisor and field supervisor.
- Have a final, summative conference with site supervisor.
Thank you for agreeing to help with the school library practicum this semester. We ask that, as a site supervisor, 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).

The school library practicum is a formal academic course that requires 160 hours of on-site work at two campuses—elementary and middle or high school. We ask that you provide activities that offer the student a wide array of experiences that enhance professional development. The site supervisor works in cooperation with a field supervisor who is employed by 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 site supervisor is expected to help in the final evaluation of the student. The evaluation is placed in the student’s permanent file. The student may or may not ask that it be provided to prospective employers. The faculty instructor for the course assigns the final grades (credit or no credit).

All students who participate in the school library practicum are post-baccalaureate students, and are enrolled in the Master’s program in Information Studies at the School of Information, or already hold a Master’s degree.

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.
THE UNIVERSITY OF TEXAS AT AUSTIN
SCHOOL OF INFORMATION

Student Librarian Practicum Evaluation: Site Supervisor

Student: ________________________________ Assignment: ________________________________

Field Supervisor: __________________________ Date: __________________________

Total Hours of Practicum: __________________________ Dates: from _______ to _______

Using a scale of 1 to 5, with 5 being the highest, place a check in the column which best describes your evaluation of the student librarian's work. Where you have no basis for evaluation, place a check in the NA ("not appropriate") column.

<table>
<thead>
<tr>
<th>PROFESSIONAL APTITUDES AND POTENTIAL</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>NA</th>
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</thead>
<tbody>
<tr>
<td>Application of basic library skills</td>
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<tr>
<td>Selection of materials</td>
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<tr>
<td>Reference</td>
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<td>Circulation routines</td>
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<tr>
<td>Application of computer skills</td>
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<tr>
<td>Creating documents</td>
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<tr>
<td>Use of technology</td>
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<tr>
<td>Ability to create and use computer graphics</td>
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<tr>
<td>Ability to create and use multimedia products</td>
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<tr>
<td>Application of appropriate teaching techniques</td>
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<tr>
<td>Effective utilization of electronic and print materials</td>
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<tr>
<td>Evidence of management skills</td>
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<tr>
<td>Ability to maintain the established climate and atmosphere</td>
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<tr>
<td>Ability to organize and follow through assigned tasks</td>
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<tr>
<td>Evidence of skill in promotion and use of materials</td>
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<tr>
<td>Evidence of good interpersonal skills with pupils &amp; teachers</td>
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<td>Demonstration of ability to plan &amp; coordinate appropriate information literacy instruction.</td>
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<td>Potential for professional growth</td>
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</table>

<table>
<thead>
<tr>
<th>PERSONAL QUALITIES</th>
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<tbody>
<tr>
<td>Exhibits warmth and enthusiasm</td>
</tr>
<tr>
<td>Exercises good judgment and tact</td>
</tr>
<tr>
<td>Demonstrates initiative and creativity</td>
</tr>
<tr>
<td>Healthy sense of humor</td>
</tr>
<tr>
<td>Exhibits emotional and physical stamina</td>
</tr>
<tr>
<td>Reacts well to suggestions for improvement</td>
</tr>
<tr>
<td>Well-groomed and appropriately dressed</td>
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<tr>
<td>Punctual and in attendance as scheduled</td>
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<tr>
<td>Assertive when necessary</td>
</tr>
<tr>
<td>Demonstrates strong oral &amp; written communication skills</td>
</tr>
</tbody>
</table>
ESTIMATE OF STUDENT AS PROSPECTIVE INFORMATION SPECIALIST

Check appropriate statement in each column:

[ ] _______ Ability to operate independently [ ] _______ Recommend highly
[ ] _______ Ability to operate best under supervision [ ] _______ Recommend with assurance
[ ] _______ Ability to operate best with close supervision [ ] _______ Recommend with reservation

STATEMENT OF STRENGTHS AND AREAS FOR GROWTH:

Skills instruction:

Reading aloud (as applicable):

Staff development workshop offered to faculty:

Other:

This statement may be made a part of this student's file.

________________________________________  ______________________________
Signature of Student Librarian                  Signature of Site Supervisor

________________________________________  ______________________________
Date Signature of UT iSchool Field Supervisor
Practicum observation #1 for:

Observation 1 (45 minutes) The *first observation* should occur within the *first third* of the practicum time frame. The focus will be to ascertain the quality and variety of opportunities in which the candidate has engaged.

<table>
<thead>
<tr>
<th>Site Supervisor:</th>
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<tbody>
<tr>
<td>Job Title:</td>
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<tr>
<td>Email:</td>
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<tr>
<td>Phone:</td>
<td></td>
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<tr>
<td>School District:</td>
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<tr>
<td>Semester Start Date:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Observation:</th>
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<tbody>
<tr>
<td>Start time:</td>
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<tr>
<td>End time:</td>
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<tr>
<td>Site Library Name:</td>
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<td>Address:</td>
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<tr>
<td>Phone:</td>
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</table>

Within 1 week of the Observation, please send this completed Observation form via email attachment to the following four (4) names:

<table>
<thead>
<tr>
<th>1. School Librarian Candidate:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Site Supervisor:</td>
<td>Email:</td>
</tr>
<tr>
<td>3. Principal:</td>
<td>Email:</td>
</tr>
<tr>
<td>4. UT Program coordinator:</td>
<td>Email:</td>
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<tr>
<td></td>
<td>Phone:</td>
</tr>
</tbody>
</table>

Note: Site Supervisors are encouraged to contact the Field Supervisor for assistance.

Was the Site Supervisor present at the Observation?  Yes / No

Duties/tasks candidate has observed at site (submitted by candidate):

Duties, lessons, and read aloud sessions candidate has performed at site (submitted by candidate):

Duties, lessons, and read aloud sessions candidate will perform or present at site (submitted by candidate):
Pre-observation conference

Date:

Time:

Format: (Zoom, phone, in-person)

Notes:

Observation

Date:

Start time: ____________ End time: ____________

Format: (Zoom, phone, in-person)

Type of presentation (circle one):  
Skills lesson  Read aloud  Staff development session

Notes:

Post-observation conference

Date:

Time:

Format: (Zoom, phone, in-person)

Notes:

Areas of reinforcement:

Areas of refinement:
Practicum observation #2 for:

Observation 2 (45 minutes) The second observation should occur within the middle of the practicum time frame. The focus will be to ascertain the quality and variety of opportunities in which the candidate has engaged.

<table>
<thead>
<tr>
<th>Site Supervisor:</th>
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<tbody>
<tr>
<td>Job Title:</td>
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<td>Phone:</td>
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<tr>
<td>School District:</td>
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<tr>
<td>Semester Start Date:</td>
<td></td>
</tr>
</tbody>
</table>

Date of Observation:  
Start time:  
End time:  
Site Library Name:  
Address:  
Phone:  

Within 1 week of the Observation, please send this completed Observation form via email attachment to the following four (4) names:

1. School Librarian Candidate: Email:  
2. Site Supervisor: Email:  
3. Principal: Email:  
4. UT Program coordinator: Email:  

Note: Site Supervisors are encouraged to contact the Field Supervisor for assistance.

Was the Site Supervisor present at the Observation? Yes / No

Duties/tasks candidate has observed at site (submitted by candidate):

Duties, lessons, and read aloud sessions candidate has performed at site (submitted by candidate):

Duties, lessons, and read aloud sessions candidate will perform or present at site (submitted by candidate):
Pre-observation conference

Date:
Time:
Format: (Zoom, phone, in-person)
Notes:

Observation

Date:
Start time: ____________ End time: ___________
Format: (Zoom, phone, in-person)
Type of presentation (circle one): Skills lesson Read aloud Staff development session
Notes:

Post-observation conference

Date:
Time:
Format: (Zoom, phone, in-person)
Notes:

Areas of reinforcement:

Areas of refinement:
Practicum observation #3 for:

Observation 3 (45 minutes) The *third observation* should occur toward the *end* of the practicum time frame. The focus will be to ascertain the quality and variety of opportunities in which the candidate has engaged.

<table>
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<th>Site Supervisor:</th>
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<tbody>
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<td>Semester Start Date:</td>
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</tbody>
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Within 1 week of the Observation, please send this completed Observation form via email attachment to the following four (4) names:

1. School Librarian Candidate: Email:  
2. Site Supervisor: Email:  
3. Principal: Email:  
4. UT Program coordinator: Email: Phone:  

Note: Site Supervisors are encouraged to contact the Field Supervisor for assistance.

Was the Site Supervisor present at the Observation? Yes / No

Duties/tasks candidate has observed at site (submitted by candidate):

Duties, lessons, and read aloud sessions candidate has performed at site (submitted by candidate):

Duties, lessons, and read aloud sessions candidate will perform or present at site (submitted by candidate):
Pre-observation conference

Date:

Time:

Format: (Zoom, phone, in-person)

Notes:

Observation

Date:

Start time: ____________ End time: ____________

Format: (Zoom, phone, in-person)

Type of presentation (circle one):  Skills lesson  Read aloud  Staff development session

Notes:

Post-observation conference

Date:

Time:

Format: (Zoom, phone, in-person)

Notes:

Areas of reinforcement:

Areas of refinement: