THE UNIVERSITY OF TEXAS AT AUSTIN

SCHOOL OF INFORMATION

**Student School Librarian Practicum Evaluation**

*To Be Completed by the School Librarian*

Thank you for agreeing to help with the school library practicum this semester. We ask that, as a field 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. 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. The student may or may not ask that it be provided to prospective employers. The faculty supervisor 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 most of them 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.

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**Student Librarian Practicum Evaluation: School Librarian**

**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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROFESSIONAL APTITUDES AND POTENTIAL** | **1** | **2** | **3** | **4** | **5** | **NA** |
|  |  |  |  |  |  |  |
| **Application of basic library skills** |  |  |  |  |  |  |
| Selection of materials |  |  |  |  |  |  |
| Reference |  |  |  |  |  |  |
| Circulation routines |  |  |  |  |  |  |
| **Application of computer skills** |  |  |  |  |  |  |
| Word processing for creating documents |  |  |  |  |  |  |
| Use of technology |  |  |  |  |  |  |
| Ability to create and use computer graphics |  |  |  |  |  |  |
| Ability to create and use multimedia products |  |  |  |  |  |  |
| Application of appropriate teaching techniques |  |  |  |  |  |  |
| Effective utilization of electronic and print materials |  |  |  |  |  |  |
| Evidence of management skills |  |  |  |  |  |  |
| Ability to maintain the established climate and atmosphere |  |  |  |  |  |  |
| Ability to organize and follow through assigned tasks |  |  |  |  |  |  |
| Evidence of skill in promotion and use of materials |  |  |  |  |  |  |
| Evidence of good interpersonal skills with pupils & teachers |  |  |  |  |  |  |
| Demonstration of ability to plan & coordinate appropriate information  literacy instruction. |  |  |  |  |  |  |
| Potential for professional growth |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **PERSONAL QUALITIES** |  |  |  |  |  |  |
| Exhibits warmth and enthusiasm |  |  |  |  |  |  |
| Exercises good judgment and tact |  |  |  |  |  |  |
| Demonstrates initiative and creativity |  |  |  |  |  |  |
| Healthy sense of humor |  |  |  |  |  |  |
| Exhibits emotional and physical stamina |  |  |  |  |  |  |
| Reacts well to suggestions for improvement |  |  |  |  |  |  |
| Well-groomed and appropriately dressed |  |  |  |  |  |  |
| Punctual and in attendance as scheduled |  |  |  |  |  |  |
| Assertive when necessary |  |  |  |  |  |  |
| Demonstrates strong oral & written communication skills |  |  |  |  |  |  |

**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:**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Student Librarian Signature of Field Supervisor**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signature of UT iSchool Field Supervisor**