



THE UNIVERSITY OF TEXAS AT AUSTIN

SCHOOL OF  
information

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# Standard School Librarian Certificate Handbook

Preparation for the SSLC developed by the State Board for  
Educator Certification

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## Overview

The School of Information currently offers preparation for the Standard 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 12 graduate credit hours. Students certified after September 1, 2002, receive the Standard School Librarian Certificate (SSLC).

### General Requirements:

In order to apply for SSLC 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 must be received by the deadlines specified for the iSchool Master's Program:

SEMESTER	DEADLINE
Fall	December 1 <sup>st</sup>
Spring	September 1 <sup>st</sup>

## Students NOT Holding a Master's Degree

- Follow [general procedures](#) for admissions to the [School of Information Master's Program](#) and complete all required courses for the MSIS degree.
- Successfully complete an [Endorsement of Specialization](#), which requires a minimum of twelve (12) hours in iSchool courses related to school librarianship, including INF 388R Practicum in School Libraries, as determined by the student and the student's individual advisor.

## Students Holding Prior Master's Degree

- 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 Certificate of Advanced Study as preparation for the SSLC and complete a minimum of twelve (12) graduate courses at the School of Information centered on school librarianship. This includes the INF 388R Practicum in School Libraries. Coursework must be completed within six (6) years of certification.
- Additional [Important Information Concerning Non-Degree Students](#)

# 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
6. Standard VI: Learner-Centered Information Science and Librarianship.

Students taking a minimum of twelve (12) 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 for the School of Information MSIS Degree

The faculty has deemed the following courses necessary to meet the expectations for School of Information master's degree:

- INF 380C: Information in Social and Cultural Context
- INF 380E: Perspectives on Information
- INF 397C: Understanding Research
- INF 388R: Practicum in School Libraries (Note: meets iSchool MSIS degree Capstone requirement)
- INF 181E: Electronic Portfolio (to be completed concurrently with INF 388R)

## Suggested Electives for Students Seeking the SSLC:

The following courses help students develop competencies required by SBEC for the Standard School Librarian Certificate. The list is a suggested sequence for those seeking to study all possible school librarian courses, but no one program fits all needs. In concert with their individual advisors, students should plan a sequence from available courses across the curriculum that suits their educational needs.

- INF 382D: Introduction to Information Resources and Services - OR - INF 382L: Information Resources and Services in the Popular Library
- INF 382E: Materials for Children
- INF 382F: Materials for Young Adults
- INF 382G.1: Visual Resources for Youth
- INF 382S: Library Instruction and Information Literacy
- INF 384C: Organizing Information
- INF 384D: Collection Management
- INF 385H: Digital Media Design - OR - INF 382G: Electronic Resources For Youth
- INF 385M: Database Management
- INF 385T: Information Ethics
- INF 387C: Managing Information Organizations
- INF 388C: School Media Management
- INF 388D: Planning and Management of Programs for Children and Youth
- INF 385S: Digital Libraries

# School Library Practicum - INF 388R

This practicum is required for students seeking Standard School Librarian Certification in the State of Texas and involves assignment to a school library under supervision of qualified personnel. Participants will not ordinarily receive compensation, and the course is only offered credit/no credit. Only one of the following may be counted: INF 388Q, INF 388R, INF 388S. You must have consent of the school library practicum coordinator to enroll in this option.

**Approval.** The process of planning and getting approval for your capstone takes considerable time, effort, planning, coordination, and securing of signatures. The PEP and school library practicum require the signatures of the field supervisor and the approval of the course instructor for INF 388L/INF 388R.

**Assignment to a Library.** Because we must work within the activities of school districts and their administrative staffs, students under this option generally do not know their library assignment until the beginning of the semester in which you do your work. We will notify you of your assignment as soon as possible. Afterwards, you must make the initial contact with the librarian to begin your work.

**Getting Credit for Your School Library Practicum.** To receive credit for INF 388R, and thus for your school library practicum, you must complete the following items listed here. See the PEP course section for their descriptions.

- Class attendance. If you miss class without negotiating your absence in advance with the INF 388R instructor, you risk not getting credit for your PEP. One class session typically features advice for professional presentation of self; another often provides technical information for the construction of your e-portfolio. Check your syllabus for the schedule and content of class meetings.
- Completion of periodic updates as specified by your instructor (e.g., biweekly status updates, project reflections via a course blog, or learning journal entries). Completed evaluation by your library supervisor (form included here and online).
- Submission of poster abstract and, unless you are working at a distance, in-person participation in semester-ending poster session (for description, see separate section).

## TEXES Exam

Students seeking certification must pass a “TEXES” 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 \(TEA\)](https://tea.texas.gov)

# SSLC Application

Students must submit a certification application with an application fee to:

*Jazminne Bailey*  
*Certification Officer/Asst Academic Advisor*  
*The University of Texas at Austin*  
*College of Education, Student Division*  
*1912 Speedway Stop D5001*  
*Sanchez Building, Room 216*  
*Austin, TX 78712*  
*512.471.3223*  
[jbailey@austin.utexas.edu](mailto:jbailey@austin.utexas.edu)

The application form is available in the Teacher Certification Office. After a review of the application and determination that the application meets all certification requirements, administrators in the School of Information (Dr. Carla Criner, Assistant Dean; Dr. Barbara Immroth, Professor; and Dr. Philip Doty, Associate Dean) 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.

## Deficiency Plan

### **What is a Deficiency Plan?**

A deficiency plan is an agreement between a student, an employing school district in Texas, and the Texas Board of Educator Certification which allows the student to assume a professional position for a limited time period as a school librarian before they have completed an official program of study leading to school library certification. The deficiency plan outlines exactly what courses must be taken as well as other requirements which must be met in order for the student to be fully certified as a school librarian in Texas. Certification under a deficiency plan is good for a limited time period, generally two (2) years, but circumstances vary. A school district must file a deficiency plan with the state in order to hire someone who is not certified as a librarian.

A minimum of twelve (12) hours of course work must be taken at the School of Information before we will approve certification applications based on deficiency plan requirements.

### **Employment by a School District**

Deficiency plans are requested by the employing school districts (generally conveyed by the student). The School of Information develops plans only for students who have been offered employment under deficiency plan conditions.

## **Apply for a Deficiency Plan**

All certification matters at the University of Texas at Austin are centralized through:

*Jazminne Bailey*  
*Certification Officer/Asst Academic Advisor*  
*The University of Texas at Austin*  
*College of Education, Student Division*  
*1912 Speedway Stop D5001*  
*Sanchez Building, Room 216*  
*Austin, TX 78712*  
*512.471.3223*  
[jbailey@austin.utexas.edu](mailto:jbailey@austin.utexas.edu)

Application for a deficiency plan must begin in the Teacher Certification Office. Application(s) forms are available there as well as general instructions as to how to proceed with the application. Each student must submit official transcripts of all courses taken as well as other supporting documentation. When the application is complete, the student returns the application to the Teacher Certification Office. It is then forwarded to the School of Information, where the record is evaluated and a deficiency plan developed with the student's individual advisor to prepare the student for certification.

The following is a list of documents you must provide when applying for a deficiency plan under the Standard School Librarian Certificate:

- Record of all college work including graduate work
- Transcript must note that you hold a valid bachelor's degree. If you already hold a master's degree this also must be noted on your transcript
- Record of any and all teaching certificates held (including out-of-state certificates)
- Official statement of classroom teaching experience (e.g., a work record from employing school districts)
- If appropriate, a record of having passed the state mandated exam for the Standard School Librarian Certification must be submitted.

## **The Completed Deficiency Plan**

Once an administrator at the School of Information signs the deficiency plan developed by the student and the student's individual advisor, the School returns it to the College of Education Teacher Certification Office, which finalizes the plan and sends an official copy to the employing school district and the student.

## **Student Responsibility**

Students have the responsibility to begin the application process and to ensure that all their records are complete and on file in the employing school district.

## **Substitution for the Required Capstone Course INF 388R Practicum in School Libraries**

Please note that if the applicant plans to substitute a professional level one-year appointment as a school librarian in place of INF 388R Practicum in School Libraries, the student must submit a copy of an official employment record indicating this appointment. This record must be included in the official application. The application for certification cannot be approved without this document. No other course work will substitute for the Capstone requirement.