



The University of Texas at Austin
School of Information

School of Information

1616 Guadalupe Suite #5.202
Austin, Texas 78701

Phone: 512-471-3821 Fax: 512-471-3971

E-Mail: info@ischool.utexas.edu Web: www.ischool.utexas.edu

School Librarian Certificate Handbook

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

Rev. 09/9/2019

Table of Contents

Overview	2
iSchool Enrollment Procedures	Error! Bookmark not defined.
Coursework	Error! Bookmark not defined.
Additional requirements and considerations	5
Practicum requirements	6
TExES Exam.....	8
SLC Application	8

Overview

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 must be received by the deadline specified for the iSchool Master's Program:

SEMESTER	DEADLINE
Summer	February 1 st

Application link [here](#).

Students NOT Holding a Master's Degree

- Hold a teaching certificate from the Texas Education Agency or other State's teacher certificate agency.
- Have, and provide evidence of, two 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

- Hold a teaching certificate from the Texas Education Agency or another state's teacher certificate agency.
- Have, and provide evidence of, two 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
6. Standard VI: Learner-Centered Information Science and Librarianship.

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)

- School Library Management 1: Literacy and Administration (9am – 12pm)
- Information seeking and inquiry for K-12 (1pm – 4 pm) May be substituted for another approved course.

Fall 1

- School Library Management II: Teaching and learning

Spring

- Materials for Children and YA

Fall 2

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

Alternative schedule (increased cost)

Summer session (June-July)

- School Library Management 1: Literacy and Administration (9am – 12pm)

Fall 1

- School Library Management II: Teaching and learning

Spring

- Materials for Children and YA

Summer session (June-July)

- Information seeking and inquiry for K-12 (1pm – 4 pm) May be substituted for another approved course.

Fall 2

- INF 388R Practicum in School Libraries (160 hours: 80 hours in an elementary library, 80 hours in a middle school or high school library). The practicum may be completed 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).

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/

INF 388R Practicum Requirements

Practicum Prerequisites:

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

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

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

Students seeking SLC in the state of Texas are not eligible for Practicum waivers.

Each practicum student must complete 160 on-site clock hours for the practicum. The student will work with her/his Site Supervisor to develop a specific work schedule with hours indicated for the entire practicum duration. While the practicum student may conduct projects during the practicum hours, the hours cannot be replaced by an off-site project. All 160 hours of the SLC practicum must be completed within two semesters—fall and spring in that order. Only practicum hours scheduled between UT Austin's official first-class day and last class day may be counted toward the 160-hour requirement.

Practicum students seeking Texas SLC are required to complete 160 clock hours on site to comply with the Texas SBEC requirements. Practicum students who are not Librarians of Record (see below) must work at least two different school library settings at different levels (elementary, and secondary—middle or high school). Students who choose to complete SLC practicum in two consecutive semesters (fall and spring in that order) will conduct their practicum one site setting each semester. Summer practicums will not be considered. The practicum student must be enrolled in the required practicum course (INF 388R) with a certified school librarian employed by the iSchool serving as practicum Field Supervisor and a

certified school librarian serving as the Site Supervisor. In most cases, the Site Supervisor is the "Librarian of Record" at each approved site library. The Site Supervisor will oversee the practicum student'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 the three (at least) 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.

Although the practicum student 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 students working outside their own school districts may wish to consider acquiring professional liability insurance.

Librarians of Record

Practicum students seeking Texas School Librarian Certification who are under current contract with a school district as "Librarian of Record" (LOR) may fulfill the practicum requirement, including all 160 hours, at their own school library during their regular work hours. The practicum student must be 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 students seeking Texas School Librarian Certification.

Librarians of Record who are on a probationary certificate (not an emergency certificate) must be supported through the entire contract year. Please speak with the School Librarian Certification Coordinator for additional information.

A Practicum is successful when the practicum student meets academic expectations in completing all required activities and submitting all required documentation, and the Field Supervisor and the Site Supervisor agree to recommend to the Educator Preparation Program (EPP) that the practicum candidate should be recommended for a professional certificate.

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

TEXES Certification Exam

Students 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.