

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 125 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 Faculty Advisor