

# Specializations and Courses of Study

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*(will appear on transcript)*
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## Individualized Program of Study

### Fall Term of Entry only.

The Library profession is constantly evolving to manage the almost daily advances in technology – as well as the increasing sophistication of library users. The Individualized specialization will give you the essential skills and theoretical knowledge necessary to succeed as an information professional in a wide variety of positions and library facilities. You'll take four core courses to gain competency in organizing, retrieving, and managing information. These courses will give a familiarity with various technologies and types of library institutions.

In addition to the core courses, your plan of study can be designed around your individual and career interests. For example, you might be considering working with a specific type of collection or patron group. Therefore, you might take elective courses in government documents, digital collections or resources and services for adults. Or, your interests may lie more toward foundational library activities such as indexing, cataloguing or digitizing. This specialization will give you the greatest career flexibility in that you would be prepared to work in institutions such as public, corporate or special libraries.

Students will take the four required courses in the MLIS degree program.

- [LIS 2000 Understanding Information](#) (should be taken in the first term)
- [LIS 2005 Organizing and Retrieving Information](#)
- [LIS 2600 Introduction to Information Technology](#)
- [LIS 2700 Managing Libraries & Information Centers in Changing Environments](#)

You should carefully consult with your advisor about the most optimal sequence of required and elective courses.

Students will take eight elective courses, designing a course of study that will best meet career goals. You may choose from a wide array of other courses including:

- [LIS 2322 Resources for Children](#)
- [LIS 2323 Resources for Young Adults](#)
- [LIS 2332 Resources and Services for Adults](#)
- [LIS 2500 Reference Resources and Services](#)
- [LIS 2537 Government Information Resources and Services](#)
- [LIS 2585 Health Consumer Resources and Services](#)
- [LIS 2635 Information Architecture](#)

- [LIS 2800 Behavioral Perspectives](#)
- [LIS 2830 Marketing and Public Relations](#)
- [LIS 2850 Libraries Role in Teaching & Learning](#)
- [LIS 2921 Field Experience](#)

## Archives, Preservation and Records Management Program of Study

Archives, Preservation and Records Management students must take the following CORE required courses:

- [LIS 2000 Understanding Information](#) is required of all students in the program. Due to sequencing requirements, Archives and Preservation students must take this course in the Fall term.
- [LIS 2220 Archives and Records Management](#)
- [LIS 2222 Archival Appraisal](#) (APRM only)
- [LIS 2223 Archival Advocacy, and Ethics](#)
- [LIS 2224 Archival Access and Representation](#) (APRM only)
- [LIS 2600 Introduction to Information Technologies](#)

Students are required to take the following courses within the specialization:

- [LIS 2215 Preservation Management](#)
- [LIS 2224 Archival Access and Representation](#)
- [LIS 2674 Preserving Digital Culture](#)

Students will take any 3 elective courses from the list below.

- [LIS 2184 Legal Issues in Information Handling: Copyright & Fair Use in the Digital Age](#)
- [LIS 2194 Information Ethics](#)
- [LIS 2225 Museum Archives](#) (as available - prereq LIS 2220)
- [LIS 2226 Moving Image Archives](#) (as available - prereq LIS 2220)
- [LIS 2227 Photographic Archives](#) (as available - prereq LIS 2220)
- [LIS 2228 International Archives](#) (as available - prereq LIS 2220)
- [LIS 2230 Records and Information Management](#)
- [LIS 2970 Community Knowledge Practices](#)
- [LIS 2901 Individual Research](#)
- [LIS 2924 Field Experience in Archives & Information Science](#)

### Required Sequencing for Courses

This sequencing of courses provides a rigorous grounding in archival, preservation, and records management theory, methodology, and practice. Each course offers a careful building on theoretical knowledge and practical applications.

*Students may start in the Fall term only.*

### Full-Time One Year Program

Fall Term	Spring Term	Summer Term
<a href="#">LIS 2000 Understanding Information</a> (required)	<a href="#">LIS 2222 Archival Appraisal</a> (required)	Select up to 4 electives from those listed above
<a href="#">LIS 2220 Archives and Records Management</a> (required)	<a href="#">LIS 2223 Archival, Advocacy and Ethics</a> (required)	<a href="#">LIS 2924 Field Experience</a> (optional)
<a href="#">LIS 2215 Preservation Management</a> (required)	<a href="#">LIS 2674 Preserving Digital Culture</a> (required)	
<a href="#">LIS 2600 Introduction to Information Technologies</a> (required)	<a href="#">LIS 2224 Archival Access and Representation</a> (required)	

### Part-time Two Year Program

Fall Term 1	Spring Term 1	Summer Term
<a href="#">LIS 2000 Understanding Information</a> (required)	<a href="#">LIS 2222 Archival Appraisal</a> (required)	Select up to 2 electives from those listed above
<a href="#">LIS 2220 Archives and Records Management</a> (required)	<a href="#">LIS 2223 Archival Advocacy and Ethics</a> (required)	<a href="#">LIS 2924 Field Experience</a> (optional)
Fall Term 2	Spring Term 2	Summer Term
<a href="#">LIS 2215 Preservation Management</a> (required)	<a href="#">LIS 2674 Preserving Digital Culture</a> (required)	Select up to 2 electives from those listed above

<a href="#">LIS 2600 Introduction to Information Technologies</a> (required)	<a href="#">LIS 2224 Archival Access and Representation</a> (required)	<a href="#">LIS 2924 Field Experience</a> (optional)
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## Digital Libraries Specialization Program of Study

*(will appear on transcript)*

**Students may enter this specialization in the Fall Term only.**

This specialization offers the knowledge and skills essential for a successful career in the digital libraries field, focusing on relevant information technologies, information-organization principles, and end-user needs.

Digital libraries represent one of the most rapidly-growing fields, and the career opportunities are increasing dramatically. The Digital Libraries Specialization will prepare future information specialists to design, develop and manage digital libraries and repositories, to work as digital-content managers, digital curators, web masters, and information architects. In this specialization, you can focus on either the systems that support digital libraries or on the digital collections – including the curation/management of such collections.

The 36-credit course of study can be completed within one year. The School of Information Sciences is ideally positioned to offer such a program of study, since the specialization draws on both the Information Science and Library and Information Science disciplines, for which the School has garnered a national reputation. This specialization is offered on-campus only.

### **Prerequisites**

Students interested in entering the Digital Libraries Specialization should have successfully completed undergraduate courses in algebra or trigonometry, introductory logic, and statistical analysis. Students may benefit from having programming experience. These courses must have been taken and successfully completed from an accredited institution of higher learning prior to matriculation.

All Digital Libraries students must take the following CORE courses in the MLIS Program:

- LIS 2000 Understanding Information
- LIS 2005 Organizing and Retrieving Information
- LIS 2700 Managing Library & Information Services

Required courses in the Digital Libraries area are:

- INFSCI 2140 Information Storage & Retrieval
- LIS 2407 Metadata
- LIS 2670 Digital Libraries

Then, students will take two courses from each of these subject areas:

### **Digital Library Resources, Services, and Management**

- LIS 2635 Information Architecture
- LIS 2674 Digital Preservation
- LIS 2184 Legal Issues in Information Handling: Copyright and Fair Use in the Digital Age
- LIS 2500 Reference Resources and Services
- LIS 2194 /INFSCI 2210 Information Ethics
- LIS 2186 /INFSCI 2220 Information Policy
- INFSCI 2300 Human Information Processing

**Digital Library Technologies/Systems**

- LIS 2690 Information Visualization
- INFSCI 2500 Data Structures
- INFSCI 2560 Web Technologies & Standards
- INFSCI 2470 Interactive System Design
- INFSCI 2710 Database Management (prereq: INFSCI 2500)

The remaining two courses can be selected from the above lists, or from the complete iSchool course offerings.



## Information Technology Program of Study

### Fall Term of Entry only.

Today, information technology influences almost every aspect of library management and services. Librarians must become proficient in using systems for a wide variety of tasks including circulation, acquisitions, cataloging, serial management, digitization, information storage and retrieval, and remote access for patrons. Given how quickly technology advances, it is critical to understand the concepts of such systems as well as how to use the current versions of software and hardware products.

The Information Technology specialization will enable graduates to assess, organize, and manage the various electronic systems that support library services. Courses will cover contemporary systems for tasks ranging from acquiring materials to managing patron records to providing reference support in online settings. Faculty will explore the theoretical underpinnings of such systems as well as provide a thorough understanding of their functions. This will prepare students to participate in the design -- and to evaluate the efficiency and effectiveness -- of future systems. The program will emphasize database design and implementation, information architecture, and information visualization. Other courses will address digital preservation and managing digital collections, of extreme importance given the prevalence of digital materials in library systems.

This specialization will prepare students for such positions as Technical Services Librarian, Systems Librarian, Digital Assets Manager, and Digital Curators. These types of positions are most often available in academic, public, and special libraries.

Students will take the four required courses in the MLIS degree program.

- [LIS 2000 Understanding Information](#) (should be taken in the first term)
- [LIS 2005 Organizing and Retrieving Information](#)
- [LIS 2600 Introduction to Information Technology](#)
- [LIS 2700 Managing Libraries & Information Centers in Changing Environments](#)

You should carefully consult with your advisor about the most optimal sequence of required and elective courses.

Students will take eight elective courses, designing a course of study that will best meet career goals. Some suggested electives include (but are not limited to):

- LIS 2407 Metadata
- LIS 2630 User Needs and Information Services
- LIS 2635 Information Architecture
- LIS 2658 Advanced Information Storage and Retrieval

- LIS 2670 Digital Libraries
- LIS 2674 Digital Preservation
- LIS 2690 Information Visualization
- LIS 2926 Field Experience Information Technologies and Digital Libraries Specializations

## Resources & Services: Children and Youth Program of Study

### Fall Term of Entry only.

For more than 100 years, library services to young people have been a focus of the degree programs offered by the iSchool. Founded in 1901 as a part of the Carnegie Library of Pittsburgh, the school was first known as the Carnegie Training School for Children's Librarians. By 1919, the School had moved to the Carnegie Institute and the name had changed to the "Carnegie Training School" to include educating other librarians. Nonetheless, the program strongly advocated children's services and continues to do so over 100 years later.

Children's and Young Adult Librarians are needed today more than ever. Young people live in a world rich in technology and media, where direct contact with an adult who knows books and loves to read is sometimes hard to come by. At the same time, we can't forget that today's children are digital natives and they interact with information, story, and the world at large in ways that their parents could hardly imagine. The iSchool acknowledges the changing landscape of children's and young adult librarianship. Without forgetting our important roots in children's literature, our school prepares information professionals who can reach out to the child of the 21st century.

### Competencies for librarians serving children and young adults in public libraries

Several library organizations have determined the core set of skills for information professionals who will work with children or young adults. At the iSchool, our curriculum is designed to provide students with those mandated skills as well as the theoretical knowledge necessary for leadership in the library profession.

[Guidelines for library services for babies and toddlers, children, and young adults.](#)

*Children's and Young Adults Section. International Federation of Library Associations and Institutions (IFLA).*

[Competencies for Librarians Serving Children in Public Libraries.](#) *Association for Library Service to Children (ALSC)*

[Competencies for Librarians Serving Young Adults.](#) *Young Adult Library Services Association (YALSA)*

### MLIS Program of Study

Students interested in working with children and young people will take the four required courses in the MLIS degree.

- [LIS 2000 Understanding Information](#)
- [LIS 2005 Organizing and Retrieving Information](#)
- [LIS 2600 Introduction to Information Technology](#)
- [LIS 2700 Managing Libraries & Information Systems & Services in Changing Environments](#)

Students will take at least four courses from this listing:

- [LIS 2322 Resources for Children](#)
- [LIS 2633 Technology in the Lives of Children and Youth](#)
- [LIS 2323 Resources for Young Adults](#)
- [LIS 2324 History of Children's Literature](#)
- [LIS 2326 Storytelling](#)
- [LIS 2335 Library Services for Early Childhood](#)

Students may select their remaining elective credits from outside the children and young adults area. Here is the list of suggested electives:

- [LIS 2332 Resources and Services for Adults](#)
- [LIS 2830 Marketing and Public Relations](#)
- [LIS 2850 The Library's Role in Teaching and Learning](#)
- [LIS 2933 Field Experience Children & Youth Resources & Services Specialization](#)

### **Field Experience (LIS 2933)**

The [Field Experience](#) is a 3-credit/150 hour program of supervised professional work. Although not required in the Children's and Young Adult Specialization, it is highly recommended for students who lack professional experience. Students must have completed a minimum of twelve credit hours in good academic standing in order to register for the Field Experience.

## Resources & Services: Health Program of Study

### Fall Term of Entry only.

The University of Pittsburgh School of Information Sciences offers this specialization for those interested in careers in Health Resources and Services. These are fast-growing professions with employment opportunities in hospitals; academic medical centers; healthcare systems; federal, state, and local government; corporations; nursing homes; and other information-resource centers. In addition to a focus on medical libraries and knowledge-based information in the clinical and research setting, some students may specialize in medical informatics or consumer and patient-health information sources and services.

The intent of this specialization is to orient prospective health-information professionals to the theory, methodology, and practice of medical information management, including but not limited to medical librarianship. (Another University of Pittsburgh program—the Department of Health Information Management in the School of Health and Rehabilitation Sciences—trains health-records administrators.) The iSchool curriculum is designed to support the concept that medical librarians and medical-information managers are team players in the integrated information environments characteristic of modern medicine. The curriculum also encourages study into the nature of health and medical information, and the traditional and the electronic means by which such information is organized, stored, and retrieved.

The School, in its Library and Information Science Program, offers the Health Resources and Services specialization as part of its 36 credit Master of Library and Information Science (MLIS) degree and the 54 credit Doctor of Philosophy degree. Students can tailor their interests and career objectives to the appropriate degree program while becoming well-equipped to work in a variety of healthcare sites in this exciting and dynamic field.

### Courses

The typical program prepares graduates of this specialization for the many entry-level professional opportunities. The MLIS degree course of study is described below; it can be tailored for the needs of post-MLIS students seeking the Doctor of Philosophy degree.

Graduate MLIS students pursue a course of study that combines the core courses in the MLIS degree program, recommended courses in the Health Sciences area, and the opportunity to take electives from one of the reputable schools of the health professions here at the University of Pittsburgh. Students are strongly encouraged to take [LIS 2935 Field Experience](#). The program can be completed in one calendar year of full-time study, or in four years of part-time study. Financial aid may be available for full-time study; some students work full-time in area healthcare facilities and pursue the degree part-time.

### CORE courses:

- [LIS 2000 Understanding Information](#)
- [LIS 2005 Organizing and Retrieving Information](#)

- [LIS 2600 Introduction to Information Technologies](#)
- [LIS 2700 Managing Libraries and Information Services and Systems in Changing Environments](#)

#### **Recommended courses**

- [LIS 2585 Health Consumer Resources and Services](#)
- [LIS 2586 Health Sciences Resources and Services](#)
- [LIS 2587 Applications in Medical Informatics](#)
- [LIS 2970 Information Sources, Services & Technology for an Aging World](#)

#### **12 credits of Electives**

- [LIS 2537 Government Information](#)
- [LIS 2545 Science & Technology Information Sources and Services](#)
- [LIS 2850 Library's Role in Teaching and Learning](#)
- [LIS 2635 Information Architecture](#)
- [LIS 2935 Field Experience Health Resources & Services Specialization](#)

The 12 credits of elective courses may include LIS 2970 Special Topics courses in the health resources area. They may also include no more than two graduate courses from the University's Schools of the Health Sciences:

- [Graduate School of Public Health](#)
- [School of Nursing](#)
- [School of Health and Rehabilitative Sciences](#)

Field experience LIS 2935 is strongly encouraged, to be taken by full-time and part-time students at the end of their program. Opportunities for field experience include work in academic, corporate, hospital, and government sites, and for those pursuing consumer-health information, public and school sites; a list of sites is available annually.

## Resources & Services: Reference Program of Study

### Fall Term of Entry only.

Reference services are central to the mission of contemporary libraries. Identifying and retrieving highly relevant information is critical to the productivity of individuals and organizations. The task is made difficult because the information environment is so large and so complex. The knowledge and skills needed to be successful in providing reference services have always been formidable; now, reference librarians must take into consideration technological advancements (such as the Internet and the World Wide Web), the exponential growth in the volume of available material, and the increasing diversity of the library's clientele. Reference work is arguably the most demanding and rewarding of librarianship's specializations.

According to ALA's Reference and User Services Association, reference staff "recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs." The Reference specialization here at the iSchool will provide students with working knowledge of a wide array of reference sources and services in areas such as government documents, social sciences, science and technology, law, health, and humanities. This course of study will enable you to analyze users' needs to determine what information is appropriate; to make useful judgments about the relevance, trustworthiness, and quality of sources; and to assess methods for delivering the desired information. Reference librarians are sought after by public, academic, special libraries.

Recent iSchool graduates have found reference library positions with:

- Carnegie Library of Pittsburgh
- Virginia Commonwealth University
- Legacy Health System
- Youngstown Public Library
- University of Pittsburgh
- Embry Riddle Aeronautical University
- Beaufort County Library
- Smithsonian Institute
- West Virginia University
- Wachtell Lipton Rosen & Katz

### CORE courses

- [LIS 2000 Understanding Information](#)
- [LIS 2005 Organizing and Retrieving Information](#)

- [LIS 2600 Introduction to Information Technology](#)
- [LIS 2700 Managing Libraries & Information Systems & Services in Changing Environments](#)

**Required courses**

- [LIS 2500 Reference Resources and Services](#)

**7 electives**

Some suggested electives include (but not limited to):

- LIS 2537 Government Information Resources and Services
- LIS 2543 Humanities Resources and Services
- LIS 2544 Social Sciences Resources and Services
- LIS 2545 Science and Technology Resources and Services
- LIS 2585 Health Consumer Resources and Services
- LIS 2586 Health Sciences Resources and Services
- LIS 2587 Applications in Medical Informatics



## School Library Certification Program of Study

### *Library Science Endorsement Option*

(For Those Students Who Hold a Valid Pennsylvania Teaching Certificate)

This option is designed for those who hold a valid PA Instructional I or Instructional II certificate in another teaching area. To have "Library Science, K-12" added to your teaching certificate, you must successfully complete the requirements of the 36-credit SLCP specialization and pass the required Praxis test for Library Media Specialist with a score established by the Pennsylvania Department of Education. You should plan on three terms of full-time study or up to four years of part-time study.

#### **Required Core Courses**

- [LIS 2000 Understanding Information](#)
- [LIS 2005 Organizing and Retrieving Information](#)
- [LIS 2600 Introduction to Information Technologies](#)
- [LIS 2774 School Library Media Center Management](#)

#### **Required Courses**

- [LIS 2322 Resources for Children](#)
- [LIS 2323 Resources for Young Adults](#)
- [LIS 2325 Curriculum Resources and Services in the School Library Media Center](#)
- [LIS 2327 Multicultural Resources and Services](#)
- [LIS 2328 Information Literacy Resources and Services](#)

#### **Elective**

- two courses

#### **Practicum Requirement**

- [LIS 2922 Practicum in School Library Media Programs](#)

Students who choose the Endorsement Option must complete a three-credit practicum (LIS 2922) near the end of their MLIS program.

The practicum experience encompasses several types of learning experiences designed to help students apply and master competencies over the fifteen-week term:

- Completion of **25 days** of concentrated teaching and management experience in an elementary or secondary school library media center under the direction of an experienced school library media specialist. *This practicum is not the equivalent of a student teacher working full time under the direction of a supervising teacher over the course of a term.*
- Participation in weekly seminars on specific topics related to teaching and providing services to students, collaboration with teachers, and program management.
- Reading and participation in weekly electronic reflections relating practicum experience to aspects of the weekly seminar topics. Pitt's Web-based Courseweb serves as the medium of communication among students and with instructor.
- Participation in a day-long field trip.

[Practicum Checklist of Competencies and Learning Activities](#) (PDF Document)

### *Library Science Intern Option*

(For Those Students Who Do Not Hold a Valid Pennsylvania Teaching Certificate)

If you do not hold a valid PA Instructional I or II teaching certificate, you should enroll in the Intern Option. Requirements of the Intern Option include:

- completion of 11 required courses from the SLCP,
- an additional 5 courses from Pitt's School of Education or another approved education program,
- and 9 credits practicum of LIS 2922 (supervised work in a school-library media center).

This option will total 57 credits of graduate study and the practicum experience. Each student's transcripts will be evaluated for any coursework in education already completed. You should consult with the SLCP Director to determine how to fulfill any remaining education courses.

To earn an Instructional I teaching certificate in "Library Science, K-12," from PDE, you must successfully complete the requirements of the 57-credit SLCP (Intern) specialization and pass the five required Praxis tests for Library Media Specialist with scores established by the Pennsylvania Department of Education.

You should plan on four terms of full-time study or up to five years of part-time study. If you begin the on-campus program in Fall or Spring Terms, you can complete the Intern Program in four terms of full-time study.

### **Course of Study**

Required CORE courses:

- [LIS 2000 Understanding Information](#)

- [LIS 2005 Organizing and Retrieving Information](#)
- [LIS 2600 Introduction to Information Technologies](#)
- [LIS 2774 School Library Management](#)

Required SLCP courses:

- [LIS 2322 Resources for Children](#)
- [LIS 2323 Resources for Young Adults](#)
- [LIS 2325 Curriculum Resources & Services in the School Library](#)
- [LIS 2327 Multicultural Resources & Services](#)
- [LIS 2328 Information Literacy Resources & Services](#)

One required Education course:

- EDUC 2000 Psychology of Learning & Development for Educators
- EDUC 2100 Education & Society
- IL 2500 Foundations of Special Education
- IL 2501 Including Students with Disabilities in Elementary Classrooms

**OR**

- IL2502 Including Students with Disabilities in Secondary Classrooms
- IL 2523 Literacy Assessment & Instruction for Children with Disabilities in Inclusive Settings
- IL 2257 Instructing English Language Learners

Practicum Requirement:

- LIS 2922 Practicum in School Library Programs (6 credits)

[Recommended schedule for full-time students](#)

[Recommended schedule for part-time students](#)

### **Practicum for Intern Option Students**

The Intern option students must complete a six-credit practicum (LIS 2922) near the end of their MLIS program.

The practicum experience encompasses several types of learning experiences designed to help students apply and master competencies over the fifteen-week term:

- Completion of **60 days** of concentrated teaching and management experience in an elementary or secondary school-library media center under the direction of an experienced school library media specialist;
- Participation in weekly seminars on specific topics related to teaching and providing services to students, collaboration with teachers, and managing the library program of services;
- Participation in three "hands-on" workshops on teaching techniques, classroom management and student behavior, and interviewing strategies;
- Reading and participation in weekly electronic reflections relating practicum experience to aspects of the weekly seminar topics. Pitt's Web-based Courseweb serves as the medium of communication among students and with instructor.

[Practicum Checklist of Competencies and Learning Activities](#) (PDF Document)

### *Supervisor of Library Science Certificate Program*

The Supervisor of Library Science Certificate can be earned through the successful completion of a graduate program offered as a specialization in the Certificate of Advanced Study (CAS) program. The School Library Supervisor Program (SLSP) is designed to prepare librarians to supervise district-level school library media programs in K-12 schools in the Commonwealth of Pennsylvania.

Candidates for the Supervisor of Library Science Certification Program have demonstrated leadership in school libraries and enter the program to update and enhance their skills in preparation for a position of additional responsibility in district-level school-library media program management.

The program is currently offered only on-campus and not in a distance-education mode. The SLSP is the only library-science-supervisor program approved by the Pennsylvania Department of Education in the Commonwealth. The SLSP is a specialization within the Certificate of Advanced Study program. It was first approved by the PDE in the early 1970s.

#### **Qualifications**

Applicants must hold a valid Pennsylvania Instructional I or II certificate in Library Science, K-12, and have five years of successful experience working as a school librarian.

Applicants must have earned a minimum grade point average (GPA) of 3.0 in a MLIS program to be admitted to the CAS program, and the students must maintain a GPA of at least 3.0 each term to continue in the program.

SLSP candidates complete a 24-credit course of study that focuses on the teaching-learning process and the management of library resources in a district-wide setting. The program includes required courses in both the Library and Information Science Program of the School of Information Sciences and the School Leadership Development specialization in the School of Education.

Upon completion of the program, graduates are recommended to the Pennsylvania Department of Education for the Library Science Supervisor certification and receive the Certificate of Advanced Study from the University of Pittsburgh School of Information Sciences.

### **When can I apply?**

SLSP applicants may be admitted to the SLSP each term (fall, spring, and summer) upon the decision of the DLIS Admissions and Review Committee. Students may pursue either full-time or part-time study to complete the 24-credit certificate. Upon admission, the student is matched with the SLSP Director as an advisor and together a plan of study is prepared which will lead to the completion of the certificate program.

### **How long do I have to complete the program?**

The faculty of the Library and Information Science Program has set a four-year statute of limitation for the completion of the Certificate of Advanced Study (CAS). This four-year statute of limitation is measured from the time of the first class taken until completion, and it is explained in print and Web-based information for both potential applicants and students. The SLSP requires the successful completion of 24 credits, which can be completed in two terms of full-time study (at 12 credits per term), or up to four years of part-time study (at one course per term).

### **The SLSP Practicum Experience**

The Practicum experience is the capstone experience of the SLSP and constitutes a total of 360 hours or approximately 48 days (@ 7.5 hours per day) of management experience in a district-level library-media program under the guidance of a Cooperating Library Supervisor. This requirement meets the PDE Supervisor of Library Science Guidelines (Single Area), which require 360 hours.

It is expected that students will complete the majority of this practicum experience over a Summer Term when they are not employed; they may, however, arrange to complete at least a portion of the Practicum during the school year depending upon schedules.

Evaluation of student performance during the Practicum is an important component in helping students measure mastery of competencies and evaluate potential for success in a supervisory position at the district level. The Cooperating Library Supervisor evaluates the student twice during the experience, once at midpoint in a formative appraisal and once at the conclusion as a summative appraisal.

The student also completes a formative and summative self-appraisal. The Cooperating Library Supervisor and the student meet in conference to review their appraisals and assess student progress. They determine if and how the student is progressing toward developing competencies. Together they prepare a plan of action for the student to work toward mastery and/or to identify any areas that may need improving or more development. The SLSP Director observes the student in the practicum setting and completes an appraisal based on that observation.

**Requirements**

To be recommended for the Library Science Supervisor certification by the University, each SLSP candidate must complete the required 21 credits of coursework identified on the "Planning Your Program" advising sheet with an overall GPA of at least 3.0, while maintaining a GPA of at least 3.0 throughout the program. For the additional three required credits, the candidate must also earn a "Satisfactory" grade in LIS 2923: Practicum in School District Library Media Center Programs.

**Program of Study**

SLSP candidates must successfully complete twenty-one credits of coursework (7 courses) and three credits of Practicum.

Students must successfully complete four courses and a Practicum in the Library and Information Science Program that build specific skills in the areas of management, information-technology deployment, action research, professionalism, and collaboration to improve student learning.

The SLSP offers students a competency-based curriculum, modeled on the PDE Supervisor of Library Science Single Guidelines (Guidelines).

<b>Course 1</b>	
<a href="#">LIS 2110 Action Research: Methods &amp; Applications</a> (Required course with an emphasis on building competencies in designing and conducting action research projects)	
<b>Course 2</b>	
<a href="#">LIS 2775 School District Library Media Center Program Management</a> (Required course of a two-course management requirement with an emphasis on building competencies in the management of resources and personnel)	
<b>Course 3</b>	

[LIS 2700 Managing Libraries & Information Systems & Services in Changing Environments](#) (Emphasis on building competencies in strategic planning and grant writing)

**OR**

[LIS 2830 Marketing and Public Relations for Libraries](#)

(Emphasis on building competencies in advocacy for school library programs and in public presentations both oral and written)

(Choose **ONE** to fulfill requirement of second management course)

**Course 4**

[LIS 2663 Technologies for Information Management](#)

(Emphasis on building competencies in advocacy for school library programs and in public presentations both oral and written)

**PRACTICUM**

[LIS 2923 Practicum in School District Library Media Programs](#)

(3 credits) Students complete a 360-hour experience in a school district under the guidance of a Cooperating Library Supervisor.

Students complete the following 3 Required Courses:

- Course 5 - ADMPS 2101: Pennsylvania School Law  
(Emphasis on building working knowledge of fundamental principles)
- Course 6 - ADMPS 2110: Curricular Development Leadership  
(Emphasis on developing competency in implementing curricular theory)
- Course 7 - ADMPS 3101: Resources Management  
(Emphasis on the means for managing institutional resources)

**Course 5**

[ADMPs 2101 Pennsylvania School Law](#)

(Emphasis on building working knowledge of fundamental principles)

**Course 6**

ADMPS 2110 Curricular Development Leadership  
(Emphasis on developing competency in implementing curricular theory)

**Course 7**

[ADMPS 3101 Resources Management](#)  
(Emphasis on the means for managing institutional resources)