

**University of Pittsburgh  
School of Information Sciences  
Library and Information Science  
School Library Certification Program**

**LIS 2774 Syllabus  
SCHOOL LIBRARY MANAGEMENT  
Fall Term 2012 (2131)**

**Course Description:**

Managing effective instruction and services for students and faculty in K-12 schools; managing the resources to provide these services, including planning, organizing, staffing, budgeting, and implementing and evaluating library programs.

**Student Outcomes—Developing Competencies:**

In this competency-based course, you—the student—will use the principles of *Standards for the 21<sup>st</sup>-Century Learner* to develop the knowledge base and skills necessary to:

- Collaborate with teachers to meet the curricular, information and developmental needs of students in K-12 schools and help them learn; and
- Advocate for that program with decision makers, policy makers and stakeholders in the school district and the community.
- Manage a school library program effectively

The specific competencies you will develop are identified for each week's topic.

**Course Context:**

LIS 2774 School Library Management, one of the courses required in the School Library Certification Program for both the Endorsement Option and the Intern Option, fulfills the core requirement in management for the MLIS degree.

**Course Delivery Methods:**

- **CourseWeb:**  
This course is offered in a **blended synchronous and asynchronous format**, with on-campus and on-line students working together using CourseWeb as the Web-based platform for online learning activities. For some learning experiences on-campus and on-line students will work together and for others will work separately.

**Course resources are mounted on CourseWeb, and you will be able to access the course beginning on Wednesday, August 29. The week for this course begins on Wednesday and ends on Tuesday.**

- **Panopto Video for On-Line Students:**  
Each on-campus class session is videotaped on Wednesday evening, the tape is digitized and the link mounted on CourseWeb, usually by Thursday afternoon. **The login to access the Panopto video is SiS and the password is (Multi42Media) Yes, use parentheses and upper and lower case.**

- **Virtual Chat for On-Line Students:**  
A 30-minute Virtual Chat session for on-line students is hosted each week by the instructors from 8:45-9:15 p.m. on Wednesdays. Each Virtual Chat has a topic for discussion and time at the end for Q & A.
- **On-Campus Session for All Students during FastTrack MLIS Weekend:**  
On-campus and on-line students will meet together for an on-campus class on **Saturday, November 3, from 1:45-4:00 p.m.**

## Your Responsibilities Each Week as a Student in LIS 2774:

### On-Campus Students:

- Attend and actively participate in **each week's class** on Wednesdays from 6:00 p.m.-8:30 p.m., beginning August 29 and ending on December 12.
- Participate actively in class with On-Line students on **Saturday, November 3, 1:45-4:00 p.m. (No class on Wednesday, October 31)**
- Participate actively in asynchronous CourseWeb **Discussion Board** through postings and responses each week.

### On-Line Students:

- Participate actively and regularly in the weekly On-line Group online synchronous **"Virtual Chat"** sessions with the instructors. (Chats on Wednesdays, 8:45-9:00 p.m.)
- **Option: Participate in the on-campus class via Skype.**
- Participate actively and regularly on the asynchronous CourseWeb **Discussion Board** through postings and responses each week.
- Participate actively in the **on-campus session** during FT MLIS week-end: Saturday afternoon, November 3 (1:45-4:00 p.m.)

### Both On-Campus and On-Line Students should allocate and schedule time each week to:

- Locate readings
- Compose a posting on the topic of the week
- Read the postings of other students in your group on the topic
- Prepare a response to at least one other student's posting

### Instructors:

**Mary K. Biagini**, Associate Professor and Director, School Library Certification Program, SIS; 412-624-5138, [biagini@pitt.edu](mailto:biagini@pitt.edu)

**Sally Myers**, Secondary Technology Coordinator, Penn Hills School District; 412-779-3690; [solum@pitt.edu](mailto:solum@pitt.edu)

### Welcome to a new school year:

<http://www.takepart.com/video/clip-day-high-school-teachers-kick-school-year-call-me-maybe-flash-mob>

Teachers and staff at Hancock High School in Kiln, Mississippi, greet new students with their version of "Call Me Maybe"

LIS 2774 School Library Management  
**WEEKLY SCHEDULE FALL 2012**

(Each week begins on Wednesday)

WEEK OF	TOPIC
<b>Part I:</b>	<b>Planning &amp; Managing Effective Services for Students and Faculty</b>
<b>Week 1</b> 08/29	<b>Getting Organized for Learning: Reviewing Course Content and Competencies</b> <ul style="list-style-type: none"> <li>▪ Course Overview: competencies, strategies for achieving competencies; rubrics for assessing achievement of competencies</li> <li>▪ Overview of K-12 education in U.S. today: What the school librarian should understand about public policy, issues, and trends</li> </ul>
<b>Week 2</b> 09/05	<b>Building a Career in the 21<sup>st</sup>-Century as the School Librarian</b> <ul style="list-style-type: none"> <li>▪ Fulfilling the roles and responsibilities of the school librarian</li> <li>▪ Making career choices</li> <li>▪ Understanding educational and certification requirements</li> <li>▪ Putting research and theory on the roles of the school librarian into action</li> </ul>
<b>Week 3</b> 09/12	<b>Developing Professionally as the School Librarian</b> <ul style="list-style-type: none"> <li>▪ Participating in professional associations at the local, state &amp; national levels</li> <li>▪ Developing professionally in virtual environments: Web-based offerings, professional reading and electronic communities of librarians</li> </ul>
<b>Week 4</b> 09/19	<b>Building and Sustaining Effective Professional Relationships with Administrators to Facilitate Student Learning</b> <ul style="list-style-type: none"> <li>▪ Understanding the roles of the building principal and district administrators</li> <li>▪ Developing strategies for regular communication and problem solving</li> </ul>
<b>Week 5</b> 09/26	<b>Empowering Learners: Building a Program that Supports 21<sup>st</sup>-Century Teaching and Learning</b> <ul style="list-style-type: none"> <li>▪ Implementing and sustaining AASL's <i>Standards for the 21<sup>st</sup>-Century Learner</i> in conjunction with <i>PA Common Core Standards</i></li> <li>▪ Developing a rationale for a school library program based on collaboration with teachers to help students achieve academic success</li> </ul>
<b>Week 6</b> 10/03	<b>Using Research Findings to Build Support for the Role of the School Library in Helping Students Achieve Academic Success</b> <ul style="list-style-type: none"> <li>▪ Understanding the value of each component of the school library program in helping students achieve academic success: staffing, teaching an information literacy curriculum, encouraging reading, funding for library resources, information technology infrastructure, and access</li> <li>▪ Achieving adequacy and beyond for each component of the library program</li> </ul>
<b>Week 7</b> 10/10	<b>Advocating for an Effective School Library Program to Help Students Achieve Academic Success</b> <ul style="list-style-type: none"> <li>▪ Developing effective strategies for building alliances and communicating with policy makers, decision makers and stakeholders</li> <li>▪ Strengthening the message of the importance of school libraries: Incorporating research findings and anecdotal examples into advocacy presentations using a "head and heart" approach</li> </ul>

<b>Week 8</b> <b>10/17</b> <b>Dinner</b> <b>Meeting</b>	<b>Aligning the <i>Common Core State Standards</i> and <i>Standards for the 21<sup>st</sup>-Century Learner</i> to help students achieve academic success</b> <ul style="list-style-type: none"> <li>▪ Building a model curriculum for information literacy, PK-12</li> <li>▪ Working with Understanding by Design as a curriculum model</li> <li>▪ Dinner with SLCP Advisory Group: Presentation of the PA Model Curriculum for Information Literacy</li> </ul>
<b>Week 9</b> <b>10/24</b>	<b>Collaborating Effectively with Teachers in the Teaching/Learning Process</b> <ul style="list-style-type: none"> <li>▪ Understanding the roles and responsibilities of classroom teachers</li> <li>▪ Implementing the AASL <i>Collaboration</i> model</li> <li>▪ Working toward flexible scheduling for classes in collaborating with teachers</li> </ul>
<b>Week 9</b> <b>10/31</b>	<ul style="list-style-type: none"> <li>▪ <b>No Class or Virtual Chat on Wednesday, October 31 in exchange for class on Saturday, November 3 Happy Halloween</b>  (Use this time for work on LE 7 Advocacy Presentation)</li> </ul>
<b>Week 10</b> <b>11/03</b> <b>Saturday</b> <b>1:45-4:00 p.m.</b>	<b>Case Study:</b> Planning a collaborative unit with teachers using aligned PA <i>Common Core Standards</i> and <i>Standards for the 21<sup>st</sup> Century Learner</i>
<b>Week 11</b> <b>11/07</b>	<b>Planning an effective program of services to help students achieve academic success and read independently</b> <ul style="list-style-type: none"> <li>▪ Encouraging student behaviors in the library that support learning</li> <li>▪ Encouraging students to read independently</li> <li>▪ Case Study: Developing strategies for developing meaningful services for students and for working effectively with students</li> </ul>
<b>Part II:</b>	<b>Managing Resources Effectively to Support the Library Program for Students and Faculty</b>
<b>Week 12</b> <b>11/14</b>	<b>Providing and Managing Resources to Support the Teaching/Learning Process for Students and Faculty</b> <ul style="list-style-type: none"> <li>▪ Allocating resources, planning a budget and managing staff</li> <li>▪ Acquiring and managing resources from acquisition through use by students and faculty</li> </ul>
<b>11/21</b>	<ul style="list-style-type: none"> <li>▪ <b>No Class/No Virtual Chat: University Thanksgiving Holiday</b></li> </ul>
<b>Week 13</b> <b>11/28</b>	<b>Building and Sustaining the Information Technology Infrastructure</b> <ul style="list-style-type: none"> <li>▪ Integrating information technology effectively into the teaching/learning process</li> <li>▪ Developing a technology implementation plan integrated into the curriculum</li> <li>▪ Making effective use of ACCESS PA and POWER Library</li> </ul>
<b>Week 14</b> <b>12/05</b>	<b>Advocating to Decision Makers for Support of the Library Program</b> <ul style="list-style-type: none"> <li>▪ Preparing and presenting as an advocate to a group of administrators, a board of education or a community group</li> <li>▪ Critiquing the effectiveness of a public presentation</li> </ul>

<p><b>Week 15</b> <b>12/12</b></p>	<p><b>Securing a first professional position as a new school librarian and preparing for a successful first year</b></p> <ul style="list-style-type: none"> <li>▪ Developing and presenting an electronic professional portfolio</li> <li>▪ Honing interview and presentation competencies</li> <li>▪ Creating a yearly organizational calendar,</li> <li>▪ Navigating the induction process and developing a professional support network</li> <li>▪ Preparing for assessment by principal; new assessment procedures based on the four domains</li> </ul>
<p><b>Week 15</b> <b>12/10-12/14</b></p>	<ul style="list-style-type: none"> <li>▪ <b>OC Students:</b> By appointment, each student presents one item from electronic Professional Portfolio and first draft of <i>Portfolio of Demonstrated Competencies</i> to instructors</li> <li>▪ <b>OL Students:</b> By scheduled telephone or Skype conference, each student presents one item from electronic Professional Portfolio to instructors and submits first draft of <i>Portfolio of Demonstrated Competencies</i> (PDF)</li> </ul>

## LIS 2774 School Library Management SUPPORTING RESOURCES:

### 1. Please Purchase These Titles:

- American Association of School Librarians. *Empowering Learners: Guidelines for School Library Media Programs*. Chicago: American Library Association, 2009.
- \_\_\_\_\_. *Standards for the 21st-Century Learner in Action*. Chicago: American Library Association, 2009.

We recommend that you order these books directly from the American Library Association @ [www.ala.org](http://www.ala.org) because you will use them in courses LIS 2325 Curriculum Resources and LIS 2328 Information Literacy Resources and the content will be included on the Praxis test for Library Media Specialists.

### 2. We'll Provide a Copy of These Titles:

- American Association of School Librarians. *Collaboration*. AASL, 1996.
- American Library Association. "Code of Ethics." <http://www.ala.org>
- PA Code of Professional Practice & Conduct for Educators. 2002.

### 3. Please Download these electronic files:

- a. American Association of School Librarians. *Standards for the 21st-Century Learner*. 2007  
<http://www.ala.org/ala/mgrps/divs/aasl/guidelinesandstandards/learningstandards/standards.cfm>
- b. Pennsylvania Department of Education, Office of Commonwealth Libraries. *Guidelines for Pennsylvania School Library Programs*. Harrisburg, PA: Commonwealth Libraries, 2011.  
<http://pa.webjunction.org/pa-schoolguidelines/-/articles/content/116271282>

## FALL TERM 2012 LEARNING EXPERIENCES TIMETABLE

Learning Experience	Date Due*	Learning Experience	Possible Points	Points Earned
LE 1	09/26 Weds.	Memo to Principal: Communication Plan	10	
LE 2	10/24 Weds.	School Library Observation/Analysis--Part 1: Overview & Organization, Resources, Services, Technology	9	
LE 3	11/03 <b>Sat.</b>	Collaboration with Teacher(s) on <i>PA Common Core Standards</i>	5	
LE 4	11/03 Sat.	Self Appraisal, Part 1: CourseWeb Reflective Postings & Responses—1 <sup>st</sup> Eight Weeks Self Appraisal, Part 2: Participation—1 <sup>st</sup> Eight Weeks	8 10	
LE 5	11/14 Weds.	School Library Observation and Analysis— Part 2: Environment & Student Behavior	8	
LE 6	12/05 Weds.	Advocacy Planning & Presentation Team Presentation for Board of Education Individual Presentation	10 10	
LE 7	12/12 Weds.	Professional Portfolio and <i>Portfolio of Demonstrated Competencies</i>	15	
LE 8	12/12 Weds.	Self-Appraisal, Part 1: CourseWeb Reflective Postings & Responses—2 <sup>nd</sup> Seven Weeks <b>Update</b> Self Appraisal, Part 2: Participation—2 <sup>nd</sup> Seven Weeks <b>Update</b>	5 10	
		<b>Total Points</b>	<b>100</b>	

**NOTE:** Learning experiences are due at 6 p.m. on the Wednesday due dates. An LE submitted between three and twenty-four hours late will have two points automatically deducted. No LE may be submitted more than 24 hours late unless there is an extreme medical or personal emergency and the student has petitioned the instructors.

### Grading Scale:

Maximum points possible to earn = 100

100-99 = A+	98-93 = A	92-90 = A-
89-88 = B+	87-83 = B	82 & below Failing

A student must earn a grade of at least a B in this required core management course. If a student does not earn a grade of at least a B, the student must repeat the course and earn a grade of at least a B. A course may be repeated only once.

# Weekly Class Sessions Fall Term 2012

---

## Week 1 August 29-September 4

---

### Getting Organized for Learning: Reviewing Course Content and Competencies

### Overview of K-12 Education in the U.S.: Understanding Public Policy, Issues, and Trends

### What is the Value of a School Library in K-12 Education?

---

#### Objectives:

You--the student--will be able to:

- Identify and analyze important factors, trends, and policy issues affecting K-12 education in the United States;
- Explain and interpret how these factors affect school library programs.

#### Teaching/Learning Modules:

1. Introduce instructors and students
2. Present course overview and clarify responsibilities of student and instructors
3. Discuss approach to teaching and learning: constructivist learning; active and engaged teaching and learning; the flipped classroom concept; collaborative learning in teams; developing the skill sets needed by professionals; reflective practice and writing
4. Explain the use of CourseWeb and Panopto video
5. Explain the learning activities, timetable, and assessment by rubric
6. Review the model for problem-based simulations: Trent Public Schools
7. Discuss readings about factors, trends, and policy issues affecting K-12 education in the U.S.
8. Recap: Key Concepts

#### Learning Experiences/Competency Demonstration:

Using information from readings and reflection on content, contribute to discussion of issues, policies, and trends and explains how it relates to and/or has an impact on the library program

#### Resources:

The Flipped Classroom Concept:

<http://www.thedailyriff.com/articles/the-flipped-class-manifest-823.php>

The Flipped Concept in the School Library Joyce Valenza:

<http://blog.schoollibraryjournal.com/neverendingsearch/2012/08/14/the-flipping-librarian/>

Evers, Frederick T, et al. *The Bases of Competence Skills for Lifelong Learning & Employability*. Josey Bass, 1998.



Kozol, Jonathan. "The Other America: Giving Our Poorest Children the Same Opportunities as Our Richest." *School Library Journal* online (Accessed August 9, 2012)  
<http://www.slj.com/2012/08/literacy/the-other-america-giving-our-poorest-children-the-same-opportunities-as-our-richest/>

**Morris, Rebecca.** Podcast overview of school libraries by Dr. Rebecca Morris, an alumna of the SLCP who earned her PhD here in 2011 and is an Assistant Professor at Simmons College. Dr. Morris worked as a Teaching Fellow with the SLCP between 2008 and 2011.  
<http://www.gse.harvard.edu/news-impact/2012/07/harvard-edcast-stacking-up-school-libraries/>

### **Selected Articles about K-12 Education Right Now:**

- Bachero, Stephanie. "Disputed Teacher Training Wins Fans." *The Wall Street Journal*, 17 August 2012, A1, A3.
- Baker, Al. "Certifying Teachers, More by How They Teach Than How They Test." *The New York Times*. 30 July 2012, A1+.
- Brill, Steven. *Class Warfare: Inside the Fight to Fix America's Schools*. New York: Simon & Schuster, 2011.
- Brooks, David. "The Opportunity Gap." *The New York Times*, 10 July 2010, A19.
- Bush, Jeb and Joel Klein. "The Case for Common Educational Standards." *The Wall Street Journal*, 24 June 2011, A13.
- "Carrots and Sticks for School Systems." *The New York Times*. 06 August 2012, A16.
- Chingos, Matthew and Paul Peterson. "A Generation of School-Voucher Success." *The Wall Street Journal*, 23 August 2012, A13.
- Collins, Gail. "Waiting for Somebody." *The New York Times*, 30 September 2010.
- Cummings, Quinn. "My Education in Home Schooling." *The Wall Street Journal*, 27 July 2012 (Accessed online 27 July 2012). (Also review by Meghan Cox Gurdon. "Teach Your Children Well." *The Wall Street Journal*, 13 August 2012, A11.)
- Dillon, Sam. "Overriding a Key Education Law." *The New York Times*, 8 August 2011, A11.
- Freedman, Samuel G. "As Catholic Schools Close in Major Cities, the Need Only Grows." *The New York Times*, 3 June 2011.
- Gormley, William. "What Our Schools Need? A Few Good Men." *USA Today*, 14 August 2012, 7A.
- Hagerty, James R. "Industry Puts Heat on Schools to Teach Skills Employers Need." *The Wall Street Journal*, 6 June 2011, A6.
- Hancock, Lynnekk. "A+ for Finland." *Smithsonian*, September 2011, 95-102.

- Hylton, Thomas. "Public Schools: Open Your Books." *Pittsburgh Post Gazette*, 2 June 2011, B7.
- Kenny, Deborah. "A Teacher Quality Manifesto." *The Wall Street Journal*, 22 September 2010, A21.
- Khadaroo, Stacy Teicher. "Breaking through the Class Ceiling." *The Christian Science Monitor*, 29 August 2011, 26-31.
- Klein, Joel. "Learning the Hard Way." *The Wall Street Journal*, 20-21 August 2011, C5.
- \_\_\_\_\_. "New York's Charter Schools Get an A+." *The Wall Street Journal*, 27 July 2012, A13.
- Komer, Richard. "School Choice Is Here to Stay." *The Wall Street Journal*, August 29, 2011, A17.
- Luhtala, Michelle and Deb Svec. "A Tale of Two Students." *American Libraries*. July/August 2012, 48.
- Marcus, Amy Dockser. "Wave of New Disabilities Swamp School budgets." *The Wall Street Journal*, 17-18 September 2011, A1, A12.
- Mosle, Sara. "Steve Brill's Report Card on School Reform." *The New York Times*, 18 August 2011.
- McGurn, William. "Speak Up on D.C. Schools, Mr. President." *The Wall Street Journal*, 5 October 2010, A21.
- Otterman, Sharon. "Despite Money and Attention, It's Not All A's at 2 Harlem Schools." *The New York Times*, 13 October 2010.
- \_\_\_\_\_. "Under Bloomberg, a Sharp Rise in Accusations of Cheating by Educators." *The New York Times*, 23 August 2011, 17.
- Paulson, Amanda. "Turnaround Test." *The Christian Science Monitor*, 21 March 2011, 27-31.
- Rebell, Michael and Jessica R. Wolff. "When Schools Depend on Handouts." *The New York Times*, 26 August 2011, A23.
- Rhee, Michelle and Adrian Fenty. "The Education Manifesto: Michelle Rhee and Adrian Fenty on What They Learned while Pushing to Reform D.C.'s Failing Public Schools." *The Wall Street Journal*, 30 October 2010.
- Rich, Mokoto. "Enrollment Off in Big Districts, Forcing Layoffs." *The New York Times*. 24 July 2012, A1+.
- \_\_\_\_\_. "To Increase Learning Time, Some Schools Add Days to Academic Year." *The New York Times*. 06 August 2012, A12.
- Riley, Jason L. "Was the \$5 Billion Worth It?" *The Wall Street Journal*, 23 July 2011.

- Rujumba, Karmagi. “Hey, Look at Us Now: Documentary Critical of Oliver High School, but the School Has Changed a Lot.” *Pittsburgh Post Gazette*, 19 October 2010, B1.
- Santos, Fernanda. “As Schools Face Budget Woes, Librarians Are Squeezed Out”. *The New York Times*, 25 June 2011.
- Smink, Jeff. “This Is Your Brain on Summer.” *The New York Times*, 28 July 2011, A23.
- Ubinas, Luis A. and Chris Gabrieli. “Shortchanged by the Bell.” *The New York Times*, 23 August 2011, A21.
- *Waiting for Superman*. Video. 2010. 111 minutes.
- Winerip, Michael. “Eager for Spotlight, But Not If It Is on a Testing Scandal.” *The New York Times*, 22 August 2011, A11.
- \_\_\_\_\_. “Pennsylvania Joins the List of States Facing a School Cheating Scandal.” *The New York Times*, 1 August 2011, A9.
- \_\_\_\_\_. “Teachers Get Little Say in a Book about Them.” *The New York Times*, 29 August 2011, A10, A12.
- Wingfield, Kyle. “When Teachers Cheat—And Then Blame the Tests. *The Wall Street Journal*, 16-17 July 2011, A11.

**Films about public and charter education:**

- Background on film *Won't Back Down* <http://www.imdb.com/title/tt1870529/>  
Make arrangements for attending a performance of film after it opens on September 28.

Background on film *Waiting for Superman* and follow up initiatives :  
<http://www.waitingforsuperman.com/action/video/main>

DVD of film available from Mary Kay or on Netflix

---

## Week 2      September 5-September 11

---

### Building a Career in the 21<sup>st</sup>-Century as the School Librarian

- Fulfilling the roles and responsibilities of the school librarian
- Making career choices
- Understanding educational and certification requirements
- Putting research and theory on the roles of the school librarian into action

---

### Objectives:

You—the student--will be able to:

- Describe and analyze the major professional roles and responsibilities of school librarian in elementary and secondary schools;
- Identify and analyze important professional competencies and personal behaviors and values needed by librarians;
- Reflect upon and match your individual skills, interests and strengths with these identified responsibilities, competencies and behaviors;
- Explain and analyze the Pennsylvania Department of Education (PDE) *Competencies for Library Science, K-12* (2000).

### Teaching/Learning Modules:

1. Review/reach back
2. Identify of major professional responsibilities and set priorities to carry out these responsibilities;
3. Identify and evaluate personal qualifications, dispositions and behaviors needed by a successful school librarian using Nominal Group Technique;
4. Review and evaluate pre-service educational and certification requirements set by the Pennsylvania Department of Education (PDE);
5. Explore differences and similarities among elementary, middle and high school level librarian responsibilities;
6. Round Up: Key Concepts

### Learning Experiences/Competency Demonstration:

- **OC Students:** Use Nominal Group Technique to identify and prioritize competencies and dispositions needed by school librarians
- **OL Students:** Be prepared to discuss and rank competencies and dispositions in Virtual Chat.

### Coming Up:

1. Review LE 2 and LE 5 school library observation learning experiences
2. Review LE 7 Professional Portfolio and *Portfolio of Demonstrated Competencies* (Due: 12/12) **Begin to:**
  - Read through your *Portfolio of Demonstrated Competencies*; get a
  - Begin to draft ideas for your essay for the Pennsylvania Department of Education Application,
  - Gather information for your professional resume, and
  - Plan an outline for your electronic professional portfolio.

## Resources:

- Joyce Valenza Manifesto:  
<http://blog.schoollibraryjournal.com/neverendingsearch/2010/12/03/a-revised-manifesto/>
- AASL and AECT. *Information Power. Building Partnerships for Learning.* ALA, 1998. "Goals for the School Library Specialist."
- AASL. Position Statement on Preparation of School Librarians.  
[http://www.ala.org/aasl/position/PS\\_prepreschool.html](http://www.ala.org/aasl/position/PS_prepreschool.html)
- AASL. [Position Statement on the Role of the Library Media Specialist in Outcomes-Based Education.](#)
- AASL. *Program Standards: School Library Media Specialist Preparation.* American Library Association, 2003.
- AASL. Learning about the Job: What Does a School Librarian Do?  
<http://www.ala.org/aasl/aasleducation/recruitmentlib/learningabout/learningabout>
- AASL. Role of the School Library Media Specialist in Site-Based Management.
- Carbo, Donna and Candace Sample. "What Every New Media Specialist Needs to Know." *School Library Journal*, 1 September 2010.
- Commonwealth of Pennsylvania Department of Education. *Competencies for Library Science, K-12*, 2000.
- Dickinson, Gail. *Achieving National Board Certification for School Library Media Specialists: A Study Guide.* ALA, 2005.
- Farmer, Lesley and Will Fowler. *More than Information: The Role of the Library Media Center in the Multimedia Classroom.*
- Harvey, Carol. "The Coach in the Library." *Association of Supervision and Curriculum Development* 69:2 (October 2011).
- Hopkins, Gary. "What Qualities Do Principals look for in a New Teacher?"  
[http://www.educationworld.com/a\\_sfmmin/admin/admin071.shtml](http://www.educationworld.com/a_sfmmin/admin/admin071.shtml) Downloaded: August 3, 2009.
- Jones, Jami and Gail Bush. "What Defines an Exemplary School Librarian? An Exploration of Professional Dispositions." *Library Media Connections*, May-June 2009: 10-12.
- Job Descriptions: <http://www.usd320.k12.ks.us/whs/lmc/lmsjob.html>
  - <http://www.kckpl.lib.ks.us/kckpl/schlibjob.html>
- Kearney, Carol. *Curriculum Partner: Redefining the Role of the Library Media Specialist.* Libraries Unlimited, 2000.

- Lord, Mary. "Where Have All the Librarians Gone?" *U.S. News & World Report*, June 12, 2000: 53.
- National Board for Professional Teaching Standards. *What Teachers Should Know and Be Able to Do*. Booklet, 1999. <http://www.nbpts.org>
- "School Library Management."  
<http://www.teachers.ash.org.au/rblonline/librarymanagement/libmanage.htm>
- Special Libraries Association. "Competencies for the Twenty First Century Librarians."
- Tennant, Roy. "The Most Important Management Decision: Hiring Staff for the New Millennium." *Library Journal*, Feb.15, 1998: 102.
- Turner, Philip and Ann Riedling. *Helping Teachers Teach: A School Library Media Specialist's Role*, 3<sup>rd</sup> ed. Libraries Unlimited, 2003.
- Zimmerman, Nancy P. "Personal Competencies Are Essential." *Knowledge Quest*. Nov/Dec 2002: 4.

---

## **Week 3      September 12-September 18**

---

### **Developing Professionally as the School Librarian**

- Participating in professional associations at the local, state & national levels
- Developing professionally in virtual communities: Web-based offerings, professional reading and electronic communities of librarians

---

### **Objectives:**

You—the student--will be able to:

- Devise an individual plan for your professional growth and development;
- Analyze and evaluate the usefulness of professional journals for specific uses (e.g., for reviews or resources, for professional updates) and for overall professional development;
- Describe the value of participation in professional associations for professional development;
- Participate in virtual professional communities (e.g., Web-based professional development, electronic communication through social media tools with professional colleagues (e.g., blogs, wikis, Twitter and state listservs)).
- 

### **Teaching/Learning Modules:**

1. Recap/Recall
2. Participation in professional associations:
  - Teachers: National Education Association (NEA); American Federation of Teachers (AFT); state and local associations
  - Librarians, National: American Association of School Librarians (AASL); Association for Educational Communications and Technology (AECT)
  - Librarians, state level: As an example: Pennsylvania School Librarians Association (PSLA)
  - Librarians, local/regional: As an example: Western Pennsylvania School Librarians Association (WPSLA)
3. Participation in professional communication:
  - Reading professional journals, both print and electronic;
  - Participating in virtual professional communities (e.g., social media tools such as professional blogs, wikis, Twitter, Websites and listservs).
4. Recap: Key Concepts

### **Learning Experiences/Competency Demonstration:**

Case Study: Evaluate one professional publication and present an informal overview and analysis in class or in Virtual Chat.

## Professional Resources and Locations

### Published by the American Library Association:

1. *American Libraries* ([www.ala.org/online/index.html](http://www.ala.org/online/index.html))  
Available in print at Hillman Library; and in full-text, electronic format.
2. *Booklist* ([www.ala.org/booklist/](http://www.ala.org/booklist/)) and  
Available in print at Hillman Library; and in full-text, electronic format.
3. *Young Adult Library Services*. Published twice a year by the Young Adult Library Services Association (YALSA) Formerly the Journal of Youth Services (JOYS) –from the Association for Library Service to Children (ALSC) – Young Adult Library Services Association (YALSA) <http://www.ala.org/ala/yalsa/yalsapubs/yals/youngadulibrary.htm>  
Available in print at Hillman Library; and in full-text, electronic format.
4. *Children and Libraries: The Journal of the Association for Library Service to Children (CAL)*. Association of Library Service to Children (ALSC). 3 times a year.  
Available in print at Hillman Library; and in full-text, electronic format.

### Published by the American Association of School Librarians:

5. *School Library Media Research* <http://www.ala.org/aasl/SLMR> electronic format, 1998-;formerly *School Library Media Quarterly* – print journal through Summer 1997  
Past years available in print at Hillman Library.
6. *Knowledge Quest* <http://www.ala.org/aasl/kqweb/index.html>  
Available in print at Hillman Library; and in full-text, electronic format.

### Published by the Pennsylvania School Librarians Association:

7. *Learning & Media*  
Available with PSLA membership. (electronic and print)

### Published by Commercial Publishers:

8. *Library Media Connection*. Formerly *The Book Report: The Journal for Junior and Senior High School Librarians* and *Library Talk: The Magazine for Elementary School Library Media and Technology Specialists*. Linworth Publishing Company [www.linworth.com](http://www.linworth.com)  
Available in full-text, electronic format.
9. *The School Librarian's Workshop*. Hilda K. Weisburg and Ruth Toor, eds.  
Available online
10. *School Library Journal* <http://www.schoollibraryjournal.com>  
Available in print at Hillman Library; and in full-text, electronic format.
11. *School Library Monthly*. LMS Associates, Paula Montgomery, editor



Activities almanac available online in PDF format

12. *Teacher Librarian: The Journal for School Library Professionals*. David Loertscher and Elizabeth "Betty" Marcoux, eds. E. L. Kurdyla Publishing LLC.  
<http://www.teacherlibrarian.com>  
Available in print at Hillman Library; and in full-text, electronic format.
13. VOYA (*Voices of Youth Advocates*). E. L. Kurdyla Publishing LLC.  
<http://www.voya.com>  
Available in print at Hillman Library and online.

---

## **Week 4      September 19-September 25**

---

### **Building and Sustaining Effective Professional Relationships with Administrators to Facilitate Student Learning**

- Understanding the roles of the building principal and district administrators
- Developing strategies for regular communication and problem solving

---

#### **Objectives:**

You--the student--will be able to:

- Identify and analyze the roles and responsibilities of school administrators at the district and building levels and how administrators effect success for the library program
- Develop a plan for establishing effective working relationships with administrators
- Devise strategies for communicating with school administrators on a regular basis

#### **Teaching/Learning Modules:**

1. Recall/Reach Back
2. Review administrative structure and functions at the building and district levels (i.e., building principal, curricular resource specialists, superintendent)
3. Develop strategies for developing working relationships and for communicating on a regular basis:
  - Creating a reporting structure
  - Documenting activities and events
  - Creating a library Web site and other electronic presences (e.g., blog, wiki)
4. Recap: Key Concepts

#### **Learning Experiences/Competency Demonstration:**

Prepare a memo seeking ways to communicate with one building principal in the Trent Public Schools. **LE 1 Due on 09/26**

#### **Resources:**

- AASL. *The Principal's Manual for Your School Library Media Program*. AASL, 2000.
- Biagini, Mary K. "Communicating Effectively (In Writing) with Administrators" Handout.
- \_\_\_\_\_. "Your Work Image: Positive But Realistic Advice." Handout.
- Baule, Steven. "Politips for School Library Media Specialists." PowerPoint, AASL National Conference, 2003.
- "Competencies for Prospective Teachers and Administrators." AASL, 1995.
- Farmer, Leslie. *Collaborating with Administrators and Educational Support Staff*. Neal-Schuman, 2007.
- Hartzler, Gary. *Building Influence for the School Librarian*. Linworth Publishing, 1994.

- Hopkins, Gary. "What Qualities Do Principals look for in a New Teacher?" [http://www.educationworld.com/a\\_sfmin/admin/admin071.shtml](http://www.educationworld.com/a_sfmin/admin/admin071.shtml)
- Hu, Winnie. "Newark Is Betting on a Wave of New Principals." *The New York Times*, 15 September 2011.
- Loertscher, David. *Reinventing Your School's Library in the Age of Technology: A Guide for Principals and Superintendents*. HiWillow Research & Publishing, 2002.
- Minnesota Educational Media Organization. "Principal's Checklist: Minnesota Standards for Effective School Library Media Programs." MEMO, 2001. <http://www.memoweb.org>
- Oberg, Dianne. "Developing the Respect of School Administrators: Our First Big Challenge." PowerPoint, 2003.
- "Strong Libraries Improve Student Achievement." *Education Week*, [http://www.educationworld.com/a\\_admin/admin/admin178.shtml](http://www.educationworld.com/a_admin/admin/admin178.shtml)
- "Tapping Your Influential Potential: Building Influence with Teachers and Administrators," PSLA Fall 2001 Workshop PowerPoint.
- Wilson, Patricia and Josette Lyders. *Leadership for Today's School Library: A Handbook for the Library Media Specialist and the School Principal*. Libraries Unlimited, 2001.

---

## Week 5      September 26-October 2

---

### Empowering Learners: Building a Program that Supports 21<sup>st</sup>-Century Teaching and Learning

- Implementing and sustaining AASL's *Standards for the 21<sup>st</sup>-Century Learner* in conjunction with *PA Common Core Standards*
- Developing a rationale for a school library program based on collaboration with teachers to help students achieve academic success

---

#### Objectives:

You--the student--will be able to:

- Integrate the concepts of *Standards for the 21<sup>st</sup>-Century Learner In Action* to develop an effective school library program.

#### Teaching/Learning Activities:

1. Recall/Reach Back
2. Read *Empowering Learners: Guidelines for School Library Media Programs and Standards for the 21<sup>st</sup>-Century Learner in Action* before class
3. Each student will develop a specific action for one of the specific guidelines for one of three major guidelines in *Empowering Learners: Guidelines for School Library Media Programs* :
  - a. Guideline II Teaching for Learning, I. Building Collaborative Partnerships
  - b. Guideline III Building the Learning Environment, III. The Learning Space
  - c. Guideline IV Empowering Learning through Leadership, Guideline "The school library media program is built by professionals who model leadership and best practice for the school community."
4. Recap: Key Concepts

#### Learning Experiences/Competency Demonstration:

##### Group Learning Experience:

Each On-Campus Team in class on 09/21 and OL students in Virtual Chat on 09/21 develops and presents a specific action to implement an assigned guideline

##### Individual Learning Experience:

Incorporate understandings from *Empowering Learners: Guidelines for School Library media Programs* and *Standards for the 21<sup>st</sup>-Century Learner in Action* into analysis for **LE 2 School Library Observation and Analysis Due on 10/**.

#### Resources:

- AASL. *Empowering Learners: Guidelines for School Library Media Programs*. Chicago: American Library Association, 2009.
- \_\_\_\_\_. *Standards for the 21<sup>st</sup>-Century Learner in Action*. Chicago: American Library Association, 2009.
- AASL-AECT. *Information Power: Building Partnerships*, Chicago: ALA, 1998.
- AASL Web Site: URL: [http://www.ala.org/aasl/ip\\_implementation.html](http://www.ala.org/aasl/ip_implementation.html)

- AASL-AECT. *Information Power: Guidelines for School Library Media Programs*. Chicago: ALA, 1998.
- Donham, Jean, Kay Bishop, Carol Kuhlthau and Dianne Oberg. *Inquiry-Based Learning: Lessons from Library Power*. Linworth Publishing.
- Hughes-Hassell, Sandra & Anne Wheelock, eds. *The Information-Powered School*. ALA, 2001.
- Kuhlthau, Carol, Ann Caspari, and Leslie Maniotes. *Guided Inquiry: Learning in the 21<sup>st</sup> Century*. Libraries Unlimited, 2007. See also Website on Guided Learning: <http://cissl.scils.rutgers.edu>

---

## **Week 6 October 5-October 11**

---

### **Using Research Findings to Build Support for the Role of the School Library in Helping Students Achieve Academic Success**

- Understanding the value of each component of the school library program in helping students achieve academic success: staffing, teaching an information literacy curriculum, encouraging reading, funding for library resources, information technology infrastructure, and access
- Achieving adequacy and beyond adequacy for each component of the library program

---

#### **Objectives:**

You--the student--will be able to:

- Identify and evaluate the components of an effective library program based on research findings that support their importance in student achievement
- Plan library services that meet the educational needs of faculty and students based on these research findings;
- Develop strategies for implementing the standards for library programs set by the Commonwealth of Pennsylvania Department of Education and regional accrediting agencies such as the Middle States regional accrediting agency.

#### **Teaching/Learning Modules:**

1. Recall/Reach Back
2. Overview of components of the library program using a variety of evaluation models:
  - Lance studies,
  - Pennsylvania Guidelines, and
  - Middle States Standards (as an example)
3. Overview of standards for school library media programs: PA and Middle States
4. Overview of accrediting process of a regional accrediting agency, e.g., for PA, Middle States
  - School self study
  - On-Site evaluation
  - Response by school to evaluation
5. Recap: Key Concept

#### **Learning Experiences/Competency Demonstration:**

Each LE 6, incorporate relevant research findings into the advocacy proposal. **LE 6 Advocacy Presentation Due on 12/05.**

#### **Resources:**

- *PA Common Core Standards.* Pennsylvania Department of Education, 2012. Website:

- Callison, Daniel. "The Twentieth-Century School Library Media Research Record." *In Encyclopedia of Library & Information Science, Vol. 71, Supplement 34.* N.Y.: Marcel Dekker, 2001.
- Church, Audrey. *Leverage Your Libraries to Raise Test Scores: A Guide for Library Media Specialists, Principals, Teachers, & Parents.* Linworth Publishing.
- "Commission Standards." *Commission on Secondary Schools, Middle States Association of Colleges and Schools. Website, update of March 1999.*
- Everhart, Nancy. *Evaluating the School Library Media Center: Analysis Techniques & Research Practices.* Libraries Unlimited, 1998.
- Farmer, Lesley. *Student Success & Library Media Programs: A Systems Approach to Research & Best Practices.* Libraries Unlimited, 2003.
- *Indicators of School Quality: Schoolwide Indicators of Quality (vol. 1): Survey of Goals for Student Learning and Survey of Instructional and Organizational Effectiveness.* National Study of School Evaluation, 1998.
- Krashen, Stephen. *The Power of Reading: Insights from the Research, 2<sup>nd</sup> ed.* 2004.
- Lance, Keith Curry et al. *Measuring Up to Standards: The Impact of School Library Programs & Information Literacy in Pennsylvania Schools.* Harrisburg, PA: Pennsylvania Citizens for Better Libraries and Commonwealth Libraries, 2000. (Including booklet and brochure)
- "Library Media Center Management: Achieving Exemplary School Libraries." <http://ed.sc.gov/agency/offices/tech/ms/lms/LMCManagement.html>
- Loertscher, David. *Taxonomies of the School Library Media Program.* Linworth Publishing.
- National Study of School Evaluation. *Technical Guide to School and District Factors Impacting Student Learning.* NSSE, 2004; rev. 2005.
- Loertscher, David and Keith Curry Lance. *Powering Achievement: School Library Media Programs Make a Difference: The Evidence.* Linworth Publishing.
- Pennsylvania Association of School Librarians. "Measuring Up: The Research on Student Learning & School Libraries." PowerPoint, 2000.
- \_\_\_\_\_ & Ann Tepe. *Pathways to Knowledge & Inquiry Learning.* Libraries Unlimited, 2004.
- *Pennsylvania Guidelines for School Library Information Programs.* Harrisburg, PA: Commonwealth Libraries, 1999.
- *Program Evaluation Handbook.* National Study of School Evaluation, 1998.

- Pennsylvania Department of Education. Pennsylvania Academic Standards (See Toolkit)
- PSLA. "Collaboration: The Key to Building Partnerships for Learning." 1999 Fall Workshop PowerPoint presentation.
- Scholastic Research & Results. *School Libraries Work!* Research Paper Foundation, Scholastic Library Publishing, 2004.
- "School Library Media Studies on Achievement." Iowa Educational Media Association. 08/05/02 Annotated list of sites at: <http://www.iema-ia.org/IEMA119.html>
- Smith, Jane Bandy. *Achieving a Curriculum-Based Library Media Program: The Middle School Model for Change*. ALA, 1995.
- Sykes, Judith. *Action Research: A Practical Guide for Transforming Your School Library*. Libraries Unlimited, 2002.
- Thomas, Nancy. *Information Literacy & Information Skills Instruction: Applying Research to Practice in the School Library Media Center*. Libraries Unlimited, 1999.
- Thompson, Helen and Susan Henley. *Fostering Information Literacy: Connecting National Standards, Goals 2000, & the SCANS Report*. Libraries Unlimited, 2000.
- Turner, Philip and Ann Riedling. *Helping Teachers Teach: A School Library Media Specialist's Role*, 3<sup>rd</sup> ed. Libraries Unlimited, 2003.
- White House Conference on School Libraries, June 2002. Documents at: [http://www.ala.org/aasl/SLMR/links\\_main.html](http://www.ala.org/aasl/SLMR/links_main.html)



---

## **Week 7 October 12-October 18**

---

### **How Can a Library Media Specialist Advocate for Effective School Library Media Programs to Serve Students and Teachers?**

#### **Developing Effective Strategies for Building Alliances and Communicating with Decision Makers**

##### **Objectives:**

You--the student--will be able to:

- Develop strategies for building support for school library media programs within the school, the district, and the community
- Demonstrate presentation skills critical for successful communication in writing, in speaking and in electronic media

##### **Teaching/Learning Modules:**

1. Strategies for developing the library program as a “Value Added” to the educational experience
  - Incorporating research finding
  - Writing grants
  - Building community support
2. Making oral, written, and electronic presentations to teachers, administrators, boards of education and community groups

##### **Learning Experiences/Competency Demonstration:**

###### **Team Learning Experience:**

Participate actively in planning and presenting an advocacy presentation to a stakeholder group. **LE 7 is due on 12/07.**

##### **Resources:**

- American Association of School Librarians. “Advocacy Training.” PowerPoint, 2002.
- \_\_\_\_\_. “Your School Library Media Program & No Child Left Behind.” Brochure, ALA, 2004.
- \_\_\_\_\_. *Toolkit for School Library Media Programs*. ALA, 2003.
- *ALA Library Advocate’s Handbook*, new rev. ed. ALA, 2000.

- AASL. "Position Statement on the Value of Library Media Programs in Education." ([url:http://www.ala.org/aasl/positions/PS\\_value.html](http://www.ala.org/aasl/positions/PS_value.html))
- AASL. *A Report of Findings from Six Focus Groups with K-12 Parents, Teachers, and Principals, as Well as Middle and High School Students*. KRC Research, 2003.
- Biagini, Mary Kay. "Advocacy School Library/Public Library Cooperation: It's Everybody's Business." Commonwealth Libraries Workshop Handout, 1999.
- Bush, Gail. "Library Q & A: What Board Members Should Know about School Libraries But Seldom Ask." *School Board Journal*. June 2005 ([www.asbj.com/index.html](http://www.asbj.com/index.html))
- Corson-Finnerty, Adam & Laura Blanchard. *Fundraising & Friend Raising on the Web*. (book and CD-ROM) ALA, 1998.
- Farmer, Lesley. *Partnerships for Lifelong Learning*, 2<sup>nd</sup> ed. Linworth Publishing.
- \_\_\_\_\_. *Leadership within the School Library & Beyond*. Linworth Publishing.
- Hall-Ellis, Sylvia & Ann Jerabek. *Grants for School Libraries*. Libraries Unlimited, 2003.
- Lance, Keith Curry et.al. *Measuring Up to Standards: the Impact of School Library Programs & Information Literacy in Pennsylvania Schools*. Harrisburg, PA: Pennsylvania Citizens for Better Libraries, 2000.
- Library Advocacy Now! Listserv ([listserv@uicvm.uic.edu](mailto:listserv@uicvm.uic.edu))
- Shellenbarger, Sue. "The Night Shift: Schools, PTAs Create New Ways to Involve Working Parents." *The Wall Street Journal*. 2 December 2004.
- Steele, Victoria & Stephen Elder. *Becoming a Fundraiser: The Principles & Practice of Library Development*, 2<sup>nd</sup> ed. ALA, 2000.
- The Taft Group. *The Big Book of Library Grant Money 2004-2005: Profiles of Private and Corporate Foundations & Direct Corporate Givers*. ALA, 2003.
- Valenza, Joyce. "Guerrilla Librarianship." *The Book Report* Jan./Feb. 1997: 16.
- Ziarnik, Natalie R. *School & Public Libraries: Developing the Natural Alliance*. ALA, 2002.

---

## **Week 8      October 19-October 25**

---

### **How Can a Library Media Specialist Collaborate Effectively with Teachers in the Teaching/Learning Process? Using the AASL Collaboration Model Collaboration Using Fixed and Flexible Scheduling**

#### **Objectives:**

You--the student--will be able to:

- Develop effective working relations with teachers
- Determine the needs of teachers and plan services to address those needs
- Collaborate with teachers in the teaching/learning process

#### **Teaching/Learning Modules:**

1. Strategies for determining the information and skills development needs of teachers and planning professional development
2. Strategies for collaborating with teachers in teaching and learning

#### **Learning Experiences/Competency Demonstration:**

##### **Group Learning Experience:**

- Develop a plan for teacher professional development in information literacy  
OC Students: Develop a needs assessment plan for teachers, in class on 10/19  
OL Students: Develop a needs assessment plan for teachers, Virtual Chat, 10/19
- Develop a plan for collaborating with a group of teachers

#### **Resources:**

- American Association of School Librarians. *Collaboration*. 1996.
- AASL. "Role of the School Library Media Specialist in Site-Based Management." <http://www.ala.org/aasl>
- Ablilock, Debbie. "Ten Attributes of Collaborative Leaders." *Knowledge Quest* Nov./Dec. 2002: 8.
- Bush, Gail. *The School Buddy System: The Practice of Collaboration*. American Library Association, 2003.
- Buzzeo, Toni. *Collaborating to Meet Standards: Teacher/Librarian Partnerships for K-6*. Linworth Publishing, 2002.
- \_\_\_\_\_. *Collaborating to Meet Standards: Teachers/Librarian Partnerships for 7-12*. Linworth Publishing, 2002.
- \_\_\_\_\_. "Disciples of Collaboration." *School Library Journal* September 2002: 34.

- Doll, Carol. *Collaboration & the School Library Media Specialist*. Scarecrow Press, 2005.
- Donham, Jean. "Collaboration in the Media Center: Building Partnerships for Learning." *NASSP Bulletin* March 1999: 20-25.
- Eisenberg, Michael. *Information Problem-Solving: The Big 6 Skills Approach to Library & Information Skills*. Linworth Publishing.
- \_\_\_\_\_ and Robert Berkowitz. *Curriculum Initiative: An Agenda & Strategy for Library Media Programs*. Linworth Publishing.
- \_\_\_\_\_, Carrie Lowe and Kathleen Spitzer. *Information Literacy for the Information Age, 2<sup>nd</sup> ed.* Libraries Unlimited, 2004.
- Garmston, Robert. "Create a Culture of Inquiry & Develop Productive Groups." *Journal of Staff Development* 26 (Spring 2005): 65-66.
- Harada, Violet. "Taking the Lead in Developing Learning Communities." *Knowledge Quest* Nov./Dec. 2002: 12.
- \_\_\_\_\_ and Ann Tepe. "Pathways to Knowledge™." *Teacher-Librarian*, November-December 1998, pp. 9-15.
- Kearney, Carol. *Curriculum Partner: Redefining the Role of the Library Media Specialist*. Libraries Unlimited, 2000.
- Kuhlthau, Carol Collier. *Seeking Meaning: A Process Approach to Library & Information Services, 2<sup>nd</sup> ed.* Libraries Unlimited, 2003.
- Lanning, Scott & John Bryner. *Essential Reference Services for Today's School Media Specialists*. Libraries Unlimited, 2004.
- Lukenbill, W. Bernard. *Community Resources in the School Library Media Center: Concepts & Methods*. Libraries Unlimited, 2004.
- Mcgregor, Joy. "Flexible Scheduling: Implementing an Innovation." AASL website accessed 08/30/11:  
<http://www.ala.org/ala/mgrps/divs/aasl/aaslpubsandjournals/slmrb/slmrcontents/volume9/flexible.cfm>
- Pappas, Marjorie and Ann Tepe. *Pathways to Knowledge & Inquiry Learning*. Libraries Unlimited, 2002.
- Pennsylvania Department of Education. *Pennsylvania Academic Standards: A Guide for Families*. Brochure, 2001.
- Pennsylvania School Librarians Association. "Collaboration: The Key to Building Partnerships for Learning." PowerPoint, 1999.

- Preddy, Leslie. "Collaborating for Student Success." *Access Learning*, October 2003, pp. 6-7.
- Riedling, Ann. *Information Literacy: What Does It Look Like in the School Library Media Center?* Libraries Unlimited, 2004.
- Stripling, Barbara, ed. *Learning & Libraries in an Information Age: Principles & Practice*. Libraries Unlimited, 1999.
- \_\_\_\_\_ and Sandra Hughes-Hassell, eds. *Curriculum Connections through the Library*. Libraries Unlimited, 2003.
- Thomas, Nancy Pickering. *Information Literacy & Information Skills Instruction: Applying Research to Practice in the School Library Media Center, 2<sup>nd</sup> ed.* Libraries Unlimited, 2004.
- Turner, Philip and Ann Riedling. *Helping Teachers Teach: A School Library Media Specialist's Role, 3<sup>d</sup> ed.* Libraries Unlimited, 2003.

---

## Week 9      November 2/November 5-November 8

---

### How Can a Library Media Specialist Collaborate Effectively with Teachers to Help Students Learn Information Literacy Skills?

#### Aligning the *Common Core State Standards* and *Standards for the 21<sup>st</sup>-Century Learner* to Help Students Achieve Academic Success

##### Objectives:

You--the student--will be able to:

- Collaborate with teachers in implementing the *Common Core State Standards* and correlating these standards for student learning with the *AASL Standards for the 21<sup>st</sup>-Century Learner*

##### Teaching/Learning Modules:

1. Strategies for collaborating with teachers in teaching and learning
2. Strategies for collaborating with teachers to integrate the *Common Core State Standards* and the *AASL Standards for the 21<sup>st</sup>-Century Learner* into the teaching and learning process

##### Learning Experiences/Competency Demonstration:

###### Team Learning Experience:

- Case Study: Each Team will develop a plan for collaborating on teaching and learning by integrating *Common Core State Standards* and *AASL Standards for the 21<sup>st</sup>-Century Learner* with a group of teachers and students on a specific curricular unit.

**LE 3 Collaboration on a unit with Teachers on *Common Core State Standards* and *Standards for the 21<sup>st</sup>-Century Learner* is due at the end of class on Saturday 11/05**

##### Resources:

- American Association of School Librarians. *Collaboration*. 1996.
- AASL. "Role of the School Library Media Specialist in Site-Based Management." <http://www.ala.org/aasl>
- \_\_\_\_\_. *Standards for 21<sup>st</sup>-Century Learners*. 2007.
- Ablilock, Debbie. "Ten Attributes of Collaborative Leaders." *Knowledge Quest* Nov./Dec. 2002: 8.
- Bush, Gail. *The School Buddy System: The Practice of Collaboration*. American Library Association, 2003.
- Buzzeo, Toni. *Collaborating to Meet Standards: Teacher/Librarian Partnerships for K-6*. Linworth Publishing, 2002.
- \_\_\_\_\_. *Collaborating to Meet Standards: Teachers/Librarian Partnerships for 7-12*. Linworth Publishing, 2002.

- \_\_\_\_\_. "Disciples of Collaboration." *School Library Journal* September 2002: 34.
- Doll, Carol. *Collaboration & the School Library Media Specialist*. Scarecrow Press, 2005.
- Donham, Jean. "Collaboration in the Media Center: Building Partnerships for Learning." *NASSP Bulletin* March 1999: 20-25.
- Eisenberg, Michael. *Information Problem-Solving: The Big 6 Skills Approach to Library & Information Skills*. Linworth Publishing.
- \_\_\_\_\_ and Robert Berkowitz. *Curriculum Initiative: An Agenda & Strategy for Library Media Programs*. Linworth Publishing.
- \_\_\_\_\_, Carrie Lowe and Kathleen Spitzer. *Information Literacy for the Information Age, 2<sup>nd</sup> ed.* Libraries Unlimited, 2004.
- Farwell, Sybil. "Successful Models for Collaborative Planning." *Knowledge Quest* January/February 1998: 24-30.
- Garmston, Robert. "Create a Culture of Inquiry & Develop Productive Groups." *Journal of Staff Development* 26 (Spring 2005): 65-66.
- Harada, Violet. "Taking the Lead in Developing Learning Communities." *Knowledge Quest* Nov./Dec. 2002: 12.
- \_\_\_\_\_ and Ann Tepe. "Pathways to Knowledge™." *Teacher-Librarian*, November-December 1998, pp. 9-15.
- Kearney, Carol. *Curriculum Partner: Redefining the Role of the Library Media Specialist*. Libraries Unlimited, 2000.
- Kuhlthau, Carol Collier. *Seeking Meaning: A Process Approach to Library & Information Services, 2<sup>nd</sup> ed.* Libraries Unlimited, 2003.
- Lanning, Scott & John Bryner. *Essential Reference Services for Today's School Media Specialists*. Libraries Unlimited, 2004.
- Lukenbill, W. Bernard. *Community Resources in the School Library Media Center: Concepts & Methods*. Libraries Unlimited, 2004.
- Pappas, Marjorie and Ann Tepe. *Pathways to Knowledge & Inquiry Learning*. Libraries Unlimited, 2002.
- Pennsylvania Department of Education. *Pennsylvania Academic Standards: A Guide for Families*. Brochure, 2001.

- Pennsylvania School Librarians Association. "Collaboration: The Key to Building Partnerships for Learning." PowerPoint, 1999.
- Preddy, Leslie. "Collaborating for Student Success." *Access Learning*, October 2003, pp. 6-7.
- Riedling, Ann. *Information Literacy: What Does It Look Like in the School Library Media Center?* Libraries Unlimited, 2004.
- Stripling, Barbara, ed. *Learning & Libraries in an Information Age: Principles & Practice*. Libraries Unlimited, 1999.
- \_\_\_\_\_ and Sandra Hughes-Hassell, eds. *Curriculum Connections through the Library*. Libraries Unlimited, 2003.
- Thomas, Nancy Pickering. *Information Literacy & Information Skills Instruction: Applying Research to Practice in the School Library Media Center, 2<sup>nd</sup> ed.* Libraries Unlimited, 2004.
- Turner, Philip and Ann Riedling. *Helping Teachers Teach: A School Library Media Specialist's Role, 3<sup>d</sup> ed.* Libraries Unlimited, 2003.



---

## **Week 11 November 9-November 15**

---

### **How Can a Library Media Specialist Provide Effective Service for Students, Teach Information Literacy Skills, and Encourage Student Behaviors in the Library that Encourage Learning?**

#### **Developing Strategies for Meaningful Services for Students and for Working Effectively with Students**

##### **Objectives:**

You--the student--will be able to:

- Describe and analyze types of student behaviors and the impact of these behaviors on the library media program
- Develop effective strategies for building positive working relationships with all kinds of students and providing services for all students
- Understand the policy of inclusion and explain accommodations that need to be made to the library media center program and facilities
- Understanding the role of teachers and the role of the principal in establishing standards for student behavior throughout the school
- Developing positive student behaviors in the library for all students
- Establishing a positive atmosphere and positive approaches to students by working with students individually, in small groups and in classes
- Plan learning activities that help students learn and apply the *Standards for the 21st-Century Learner*

##### **Teaching/Learning Modules:**

1. Promoting positive student behaviors in the library
2. Developing services for students: Information literacy and reading

##### **Learning Experiences; Competency Demonstration:**

###### **Team Learning Experience:**

Propose solution to Trent Model Simulation case study on student behavior problems in class  
**OC teams** in class on 11/09

**OL** during Virtual Chat on 11/09

###### **Individual Learning Experience:**

Apply understanding of the *Standards for the 21<sup>st</sup> Century Learner* to analysis of the observation of a school library in LE 6 Observation and Analysis Environment & Student Behavior Due: 11/16

## Resources:

- American Association of School Librarians. "Your School Library Media Program & No Child Left Behind." Brochure. ALA, 2004.
- Belkin, Lisa. "Is There a Place in the Classroom for Thomas?" *The New York Times Magazine*, 12 September 2004, pp. 40-49+.
- Bleakley, Ann & Jackie Carrigan. *Resource-Based Learning Activities: Information Literacy for High School Students*. ALA, 1994.
- Brown, Linda. *Technically Involved: Technology-Based Youth Participation Activities for Schools & Public Libraries*. ALA, 2003.
- Chelton, Mary Kay and Colleen Cool. *Youth Information Seeking Behaviors*. Scarecrow Press, 2004.
- Conley, David. "College Knowledge: What It Takes for Students to Succeed & What We Can Do to Get Them Ready." PowerPoint, American Library Association Annual Conference, 2005.
- Farmer, Lesley and James Henri. *Information Literacy Assessment in K-12 Settings*. Neal-Schuman, 2007.
- Harada, Violet and Ann Tepe. "Pathways to Knowledge." *Teacher Librarian* 26 (Nov.-Dec. 1998): 9-15.
- Harris, Frances Jacobson. *I Found It on the Internet: Coming of Age Online*. Chicago: ALA, 2005.
- Johnson, Doug. "Six Ways to Beat the Study Hall Syndrome in Your Media Center." *Technology Connection*, November 1995, pp. 50-51.
- Jones, Vernon F. and Louise S. Jones. *Comprehensive Classroom Management: Creating Communities of Support and Solving Problems*. Allyn & Bacon, 1998.
- Jukes, Ian Anita Dosaj and Bruce McDonald. *NetSavy II*. Corwin Press, 1999.
- Krashen, Stephen. *The Power of Reading, 2<sup>nd</sup> ed.* Libraries Unlimited, 2004.
- Lanning, Scott and John Bryner. *Essential Reference Services for Today's Library Media Specialists*. Libraries Unlimited, 2004.
- Lathrop, Ann & Kathleen Foss. *Student Cheating & Plagiarism in the Internet Era: A Wake-Up Call*. Libraries Unlimited, 2000.
- Liotta-Kolencik. "Click & Cheat: E-Plagiarism in the Information Age." PowerPoint, 2002.
- Miller, Donna and S. Lynn Anderson. *Developing an Integrated Library Program*. Linworth Publishing.

- National Research Council, et al. *Being Fluent with Information Technology*. National Academies Press, 1999.
- National Study of School Evaluation. "Overview of the K-12 Rubrics for the Library Media Services Standards for Student Learning in *Program Evaluation: Library Media Services*, 1998.
- Noodle Tools. *The Ethical Researcher*.  
<http://www.noodletools.com/debbie/ethical/policytemplate.html>
- Pennsylvania Department of Education. "But I Changed the Words. . ." Brochure, 2002.
- Ryan, Jenny & Steph Capra. *The Information Literacy Toolkit Series: Grades K-6; Grades 7 and Up; Research Projects: An Information Literacy Planner for Students*. ALA, 2001.
- Thomas, Nancy Pickering. *Information Literacy & Information Skills Instruction: Applying Research to Practice in the School Library Media Center, 2<sup>nd</sup> ed.* Libraries Unlimited, 2004.
- Thompson, Helen & Susan Henley. *Fostering Information Literacy: Connecting National Standards, Goals 2000, and the SCANS Report*. Libraries Unlimited, 2000.
- Valenza, Joyce. *Power Research Tools: Learning Activities & Posters*. ALA, 2002.
- \_\_\_\_\_. *Power Tools Recharged: 125+ Essential Forms & Presentations for Your School Library Information Program*. ALA, 2004.
- Walster, Dian. "Promoting Appropriate Behavior in the Media Center." *School Library Journal*, August 1990, pp. 26-29. (Includes sample policy statements)

---

## **Week 12    November 16-November 22**

---

### **How Can a Library Media Specialist Provide Learning Resources to Support the Teaching/Learning Process? Allocating Resources, Planning a Budget and Managing Staff Acquiring Materials and Electronic Resources & Services & Making These Accessible as Part of the Collection**

#### **Objectives:**

You--the student--will be able to:

- Manage daily operations of a school library media center, including the selection of resources and the process of acquiring, processing and circulating these resources
- Identify and explain the components of the acquisition, processing, and circulation of print and electronic resources
- Use and teach the use of Access PA and the POWER Library

#### **Teaching Learning Modules:**

1. Overview of Access Pennsylvania
2. Overview of the Power Library
3. Overview of managing the acquisition, processing and circulation of library resources

#### **Library Experiences/Competency Demonstration**

##### **Group Learning Experience:**

Complete a search using Access PA and the POWER Library in the SIS Labs (OC students) or discuss in Virtual Chat on 11/16.

##### **Individual Learning Experience:**

Analyze an actual school library situation in **LE 2 (Due 10/19)** and **LE 6 (Due 11/16)**

#### **Resources:**

- Acceptable use policies: <http://www.ala.org>
- Adams, Helen. "The Internet Invasion: Is Privacy at Risk?" Follett Professional Development Series, 2000.
- "Access Pennsylvania: Resource Sharing through Pennsylvania's Libraries." Division of School Library Media Services, Commonwealth Libraries.
- Craver, Kathleen. *Creating Cyber Libraries: An Instructional Guide for School Library Media Specialists*. Libraries Unlimited, 2002.
- Doll, Carol & Pamela Barron. *Managing & Analyzing Your Collection: A Practical Guide for Small Libraries & School Media Centers*. ALA, 2002.

- Fritz, Deborah. *Cataloging with AACR2 & MARC 21: For Books, Electronic Resources, Sound Recordings, Video Recordings & Serials*, 2<sup>nd</sup> ed. ALA, 2004.
- \_\_\_\_\_ & Richard J. Fritz. *MARC21 for Everyone: A Practical Guide*. ALA, 2002.
- Gorman, Michael. *The Concise AACR2*, 4<sup>th</sup> ed. through the 2004 Update. ALA, 2004.
- Intner, Sheila and Jean Weihs. *Standard Cataloging for School & Public Libraries*, 3<sup>rd</sup> ed. Libraries Unlimited, 2001.
- \_\_\_\_\_, Joanne Fountain, and Jane Gilchrist. *Cataloging Correctly for Kids: An Introduction to the Tools*, 4<sup>th</sup> ed. ALA, 2005.
- Johnson, Peggy. *Fundamentals of Collection Development & Management*. ALA, 2003.
- Simpson, Carol. *Copyright for Schools: A Practical Guide*, 3<sup>rd</sup> ed. Linworth Publishing.
- Van Orden, Phyllis and Kay Bishop. *The Collection Program in Schools: Concepts, Practice & Information Sources*. Libraries Unlimited, 2001.
- Web site for Access Pennsylvania: <http://www.accesspa.state.pa.us/>
- Winerip, Michael. "At Poor Schools, Time Stops on the Library Shelves." *The New York Times* 10 March 2004.

---

## Thanksgiving Holiday November 23 No Class/No Chat

---

---

### Posting Only

---

#### **How Can a Library Media Specialist Plan and Manage Effective School Library Facilities to Support the Teaching/Learning Process?**

#### **Developing and Furnishing Useable Space to Support the Teaching/Learning Process**

#### **Objectives:**

You—the student--will be able to:

- Identify and explain the necessary components of a library media center facility that encourages and facilitates student learning and exploring
- Identify and explain the role of the school librarian in planning or renovating library facilities
- Critique floor plans of existing school libraries to improve student learning

#### **Teaching/Learning Modules:**

1. Creating a library that has a positive atmosphere in which students and teachers can learn and explore
2. Planning a new or remodeled school library facility

#### **Learning Experiences/Competency Demonstration:**

##### **Group Learning Experience:**

- Critique a sample floor plan and make suggestions to alleviate an identified problem
- Critique examples of resources and services observed in school library visit LE 2 & LE 6 School Library Observations due on 10/19 & 11/16

#### **Resources:**

- Baule, Steven. *Facilities Planning for School Library Media & Technology Centers*. Linworth Press, 1999.
- \_\_\_\_\_. "Developing Bid Specifications for Facilities Projects." *Knowledge Quest* 31 (Sept.-Oct. 2002): 14-17.
- "Books & Bricks Issue." *Knowledge Quest* Sept./Oct 2002.

- Cochran, Sally and Peter Gisolfi. "Renovate It & They Will Come." *School Library Journal*, February 1997, pp. 26-29.
- Erikson, Rolf and Carolyn Markuson. *Designing a School Library Media Center for the Future*, 2<sup>nd</sup> ed. American Library Association, 2007.
- Feinberg, Sandra, Joan Kuchner & Sari Feldman. *Learning Environments for Young Children: Rethinking Library Spaces & Services*. ALA, 1998.
- Hart, Thomas. *The School Library Media Facilities Planner*. Neal-Schuman, 2006.
- McCarthy, Richard. *Designing Better Libraries: Selecting & Working with Building Professionals*, 2<sup>nd</sup> ed. Highsmith Press Handbook Series, 1999.
- National Clearinghouse for Educational Facilities website:  
<http://www.edfacilities.org/rl/libraries.cfm>  
(Includes links to floor plans in periodicals)
- Reid, David. "Designed for Learning—And for Safety." *School Planning & Management*, August 2000, pp. 43-48.
- Simpson, Carol. "Information Technology Planning: Computers in the Library—How many Are Enough?" *Knowledge Quest* 31 (Sept.-Oct. 2002): 23-25.
- *School Planning & Management*, August 2000 issue:  
<http://www.spmmag.com> (Go to Archives)
- Wisconsin Dept. of Public Instruction, Instructional Media & Technology website, "Design Considerations for School Library Media Centers:  
<http://www.dpi.state.wi.us/dpi/ddltcl/imt/desgnlmc.html>
- Various library floor plans

---

## **Week 13    November 30-December 6**

---

### **How Can Information Technology Be Used Effectively in the Teaching/Learning Process? Developing a Technology Implementation Plan**

#### **Objectives:**

You--the student--will be able to:

- Understand and articulate the purposes of a long-range technology implementation plan
- Explain the components in a technology implementation plan and work collaboratively to prepare such a plan

#### **Teaching/Learning Modules:**

1. Identification of the components of a technology implementation plan and the decisions that need to be made in the process
2. Formulation of policies and procedures for Internet use by teachers and students

#### **Learning Experiences/Competency Demonstration:**

##### **Team Learning Experience:**

- Case Study: Each team will research and prepare one component of a technology action plan for the Trent Public Schools

#### **Resources:**

- Adams, Helen. *The Internet Invasion: Is Privacy at Risk?* Follett Professional Development Series, 2000.
- Baule, Steven. *Technology Planning for Effective Teaching & Learning*. Linworth Publishing, 2001.
- Bucher, Katherine. *Information Technology for Schools*, 2<sup>nd</sup> ed. Linworth Publishing.
- "Developing a Technology Plan." <http://www.swcouncil.org/classroom>
- Farmer, Leslie. *Technology-Infused Instruction for the Educational Community*. Scarecrow Press, 2004.
- Johnson, Doug. *Indispensable Teacher's Guide to Computer Skills*, 2<sup>nd</sup> ed. Linworth Publishing.
- Johnson, Doug. *Learning Right from Wrong in the Digital Age: An Ethics Guide for Parents, Teachers, Librarians, & Others Who Care About Computer-Using Young People*. Linworth Publishing, 2003.



- National Research Council, et al. *Being Fluent with Information Technology*. National Academies Press, 1999.
- National Study of School Evaluation. "Technology: Indicators of Quality Information Technology Systems in K-12 Schools" website: <http://www.nsse.org/ioq4.html>
- North Central Regional Educational Laboratory. "Critical Issue: Developing a School or District Technology Plan." <http://www.ncrel.org/sdrs/areas/issues/methods/technlgy/te300.htm>
- Schamber, Linda. "Automation for the School Library Media Center." ERIC Digest <http://www.thememoryhole.org/edu/eric/ed327217.html>
- Simpson, Carol. "Information Technology Planning: Computers in the School Librry— How Many Are Enough?" Knowledge Quest 31 (Sept.-Oct. 2002): 23-25.
- *Technology @Your Fingertips: A Guide to Implementing Technology Solutions for Educational Agencies and Institutions Version 2.0*. Washington, D.C.: National Center for Educational Statistics, 2001. <http://nces.ed.gov/pubs98/tech/index.asp>
- "Video Classroom: Digital Library of Classrooms Using Technology." Website: <http://www.videoclassroom.org/index2.php>
- *Wisconsin Association of School Librarians*. Linking Wisconsin's School Libraries & Classrooms. Website: <http://www.wla.lib.wl.us/wasl>

---

## **Week 13    December 7-December 13**

---

### **How Can a Library Media Specialist Make an Effective Presentation to Build Support for the Library Program? Presentations to Administrators, Board of Education, Community Groups**

#### **Objectives:**

You—the student--will be able to:

- Plan and make oral, written, and electronic presentations to seek the support of a variety of groups for the library program

#### **Teaching/Learning Modules:**

1. LE 7 Student Advocacy Team Presentations and Critiques

#### **Learning Experiences/Competency Demonstration:**

Team Learning Experience:

**LE 7** Participate as a team member in presenting an advocacy presentation to an administrative team, a Board of Education, or a community group on **12/07**

**Resources: See Week 7**

---

## **Week 15    December 13**

---

### **How Can a New Library Media Specialist Secure a First Professional Position?**

**Developing a Professional Portfolio and Honing Interview and Presentation Skills**

### **How Can a New Library Media Specialist Plan for a Successful First Year?**

**Creating an Organizational Calendar, Developing a Support Network, and Preparing for Evaluation**

#### **Objectives:**

You--the student--will be able to:

- Develop a professional portfolio that can be used throughout your career
- Successfully prepare for an interview and be interviewed for a professional position
- Develop an organizational calendar for the school year that outlines a time frame for objectives and activities
- Develop a support network of other professionals
- Work with a building principal to prepare an annual evaluation

#### **Teaching/Learning Modules:**

1. Critiques of professional resumes and essay questions
2. Interview and presentation skills with simulations of interviews for professional positions
3. How to develop an organizational calendar
4. How to develop a support network
5. How to prepare for a professional evaluation by a principal

#### **Learning Experiences/Competency Demonstration**

##### **LE 8 Individual Learning Experience Due: 12/14**

- Present one item from the electronic professional portfolio and critique other portfolios.
- Present a resume that demonstrates professional skills and competencies and critique other resumes
- Participate in a simulation of a professional interview

#### **Resources:**

- Handouts:
  - "Constructing Your Professional Portfolio"
  - "Interview Questions"
  - Hewes, Thomas. "Interviewing Takes More than Luck." *New Teacher Advocate, Kappa Delta Pi*, Spring 1998.

- Perkoski, Bob. "Resume Writing: Worksheet for Action Style Writing." SIS, University of Pittsburgh, 1999.
- Standard Application for Teaching Positions in Pennsylvania Public Schools. Download from PDE website: <http://www.pde.state.pa.us>
- Campbell, Dorothy, *et al.* *How to Develop a Professional Portfolio: A Manual for Teachers*, 3<sup>rd</sup> ed. Pearson Education, 2004.
- Crockett, Tom. *The Portfolio Journey*. Teacher Idea Press, 1998.
- Danielson, Charlotte. "Chapter 4: Creating a Professional Portfolio." in *Enhancing Professional Practice: A Framework for Teaching*. Association for Supervision and Curriculum Development, 1996.

## Resources:

- Handouts: "Getting Organized Year One Form"
- Abbot, Lois. "Performance Appraisals of School Library Media Specialists." *Learning & Media* Fall 1990: 12.
- Danielson, Charlotte. *Enhancing Professional Practice: A Framework for Teaching*. Association for Supervision & Curriculum Development, 1996.
- Hendrickson, Joy. "How Can a New Library Media Specialist Plan for a Successful First Year? Planning an Organizational Calendar" Posted on LM-Net, June 3, 1999
- *How Good Is Good? Driving School Library Program Improvement with PDE 428*. Harrisburg, PA: Commonwealth Libraries, 2004.
- Miller, Susan J. "Recipe for Management" *The Book Report*, Sept.-Oct. 2000, pp. 18-19.
- Ohlrich, Karen B. "Great Beginnings: 5 Ways to Get Ready for a New Job This Fall." *School Library Journal*, June 1997, p. 34.
- Toor, Ruth and Hilda Weisberg. *New on the Job: A School Library Media Specialist's Guide to Success*, ALA, 2006.
- Wong, Harry & Rosemary Wong. *The First Days of School: How to Be an Effective Teacher*. 2004.

---

## During Week 15 Individual Appointment

---

### Individual Presentations of Portfolio of Demonstrated Competencies And Electronic Professional Portfolio

#### Objectives:

You--the student--will be able to:

- Develop a professional portfolio that can be used throughout your career
- Successfully prepare for an interview and be interviewed for a professional position

#### LE 8 Individual Learning Experience:

**OC Students:** Each student will present one item from his/her electronic Professional Portfolio

**OL Students:** Each student will present one item from his/her electronic Professional Portfolio in an individually scheduled telephone/Skype conference call with instructors

Each student will submit a first draft of the *Portfolio of Demonstrated Competencies*