

**LIS 2922 Practicum
in
School Library Programs**

Spring Term 2013 (Term 2134)

Responsibilities for Students

**Schedule & Topics for
Seminars, Coaching Sessions &
Electronic Discussions**

SCHOOL LIBRARY CERTIFICATION PROGRAM

University of Pittsburgh
Library and Information Science Program

LIS 2922 Practicum in School Library Programs Spring Term 2013 (Term 2134)

Responsibilities for Students

Grading

Grading for LIS 2922 Practicum is S/N (Satisfactory/Not Satisfactory).

To earn a grade of Satisfactory, each student must achieve at least a **“Satisfactory”** rating on the Pennsylvania Department of Education Form 430 *Evaluation Form for Student Knowledge and Practice* based on performance at the Practicum site and participate actively in the weekly seminar via video conferencing.

On-Site Requirements

Endorsement Option students complete a Practicum experience of at least 25 days. Intern Option students complete a practicum experience of at least 60 days. Each student performs as many of the activities on the “Practicum Checklist” as possible under the mentorship of a Cooperating Teacher Librarian (CTL).

In addition, each student completes as documentation and submits:

- Letter of introduction and resume to the Cooperating Teacher Librarian. (In advance of Practicum.)
- **“Practicum Checklist of Competencies and Learning Activities”** documentation (Submit “Checklist,” which **must be signed by the CTL**, at the end of practicum. Please submit as a PDF to Dr. Biagini no later than 04/25. biagini@pitt.edu)
- Two **Self Appraisals: Formative and Summative** (Midpoint and end; submit by dates due: submit as a PDF to Dr. Biagini via e-mail to biagini@pitt.edu) (These Self-Appraisals are in conjunction with the Cooperating Teacher Librarian’s **Formative** and **Summative** Appraisals, which the CLT submits after reviewing each form with the student.) **For Endorsement Option Students: the formative assessment of the CTL is oral (not written) because of the 25-day experience. No written Formative Assessment is required.**

- **Final Reflection on the Practicum Experience (Final posting on CourseWeb)**
- “Satisfactory” or above rating on the **Pennsylvania Department of Education 430 Evaluation Form for Student Knowledge and Practice**

- **Seminar and Electronic Communication Requirements**

- Post weekly electronic reflections and responses to other students’ postings on CourseWeb related to specific weekly seminar topics and read and participate in discussion based on postings.
- Participate in briefing and debriefing conferences with Cooperating Teacher Librarian at the beginning and end of term.
- Participate in weekly seminars on specific topics in person or for On-Campus students and via conference call for On-Line students.
- Participate in **four** individual coaching sessions (in person or via telephone/Skype) with the Practicum Supervisor, the SLCP Director and/or the SLCP Teaching Fellow to prepare and critique the following:
 - Session 1: Resume and PDE application essay
 - Session 2: Progress on *Portfolio of Demonstrated Competencies* and electronic Professional Portfolio
 - Session 3: Coaching for Interviews and Critique of electronic Professional Portfolio
 - Session 4: Mock Interview Session
- Complete & present *Portfolio of Documented Competencies* as well as the “Professional Portfolio,” including resume and PDE application and essay by 04/25.

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Electronic Discussions:

Begin posting on Friday, but post no later than the following Wednesday at 6 p.m.; be sure you have read all postings and responded to at least one other student's posting before each week's video conference call.

Synchronous Sessions:

Video conference call meeting time, Thursdays, 4:30-5:30 p.m. (Pittsburgh time); D'nis and Mary Kay will be in Room 601.

Video Conference Call Instructions:

Mary Kay will invite you using Google Hangout

Contact Info:

Mary Kay Biagini:

Office: 412-624-5138

Cell: 412-952-3009

D'nis Lynch:

Cell: 412-973-2630

Home: 412-343-8538

Schedule

Date	Topic for Electronic Discussions & Seminars
H 01/17	Seminar: Expectations/Getting Organizing <ul style="list-style-type: none">Review requirements and explain how to demonstrate competencies:<ul style="list-style-type: none"><i>SLCP Portfolio of Demonstrated Competencies</i>Professional portfolio (electronic and/or paper)CTL assessment and self-assessments (formative and summative)Practicum Supervisor observation formPDE 430 Pennsylvania Statewide Evaluation Form for Student Professional Knowledge & PracticeEstablish work schedules
W 01/23	Post 1 & Responses Discussion: My personal and professional introduction and my expectations for Practicum experience;
H 01/24	Seminar--Student Behavior: Techniques for promoting student behavior that encourages learning in the library and promotes a positive environment.
W 01/30	Post 2 & Responses Discussion: questions and/or comments related to student behaviors in the library and in the school
H 01/31	NO SEMINAR Individual Coaching Conference 1: Review Resume and PDE Application Essay, plan for completing professional portfolio and <i>Portfolio of Demonstrated Competencies</i> . (Scheduled Individual coaching in person or via video conference call)
W 02/06	Post 3 & Responses Discussion: Preparing lesson plans and teaching actual lessons that engage students; integrating technology in teaching information literacy skills.
H 02/07	Seminar—Lesson Plans: Collaborating with teachers to align and teach information literacy skills with 2012 PA <i>Common Core Standards</i> ; developing and teaching lessons on information literacy skills to students; and integrating technology into teaching and learning. What about North Carolina standards? (North Carolina has adopted the <i>Common Core Standards</i> .)
W 02/13	Post 4 & Responses Discussion: first impressions of practicum site situation, especially student behavior; update from Lauren.

H 02/14 **Seminar—Job Search:** Preparation for the job search: options, decisions, preparing documentation, preparing an effective resume and writing sample for application.
Everyone submit second drafts of resume and PDE essay in designated forums on CourseWeb and remove first drafts.

W 02/20 **Post 5 & Responses Discussion:** Questions and comments about your electronic portfolio and the *SLCP Portfolio of Demonstrated Competencies*

H 02/21 **No Seminar Individual Coaching Conference 2:** Assessment of progress on your professional portfolio and your *SLCP Portfolio of Demonstrated Competencies*. **(Scheduled individual coaching in person or via video conference call).**

W 02/27 **Post 6 & Responses Discussion:** How the CTL Works with the principal & other administrators

H 02/28 **Seminar:** Relationships with principals and other administrators; budgeting & fundraising.

W 03/06 **Post 7 & Responses Discussion: Post 8 & Responses Discussion:** Observe **four** specific teachers teach at practicum site; discuss experiences on site collaborating with teachers and discuss any barriers in collaborating with teachers. **Please note: your analysis should be a substantial post but not a separate paper.**

H 03/07 **Seminar—Collaborating with Teachers:** Collaboration with teachers; comparison of teaching styles based on classroom observations.

University Spring Break: March 11-15 No Post, No Seminar

W 03/20 **Post 8 & Responses Reflection:** Information technology and technical services at the site: library, building, district; working with a technology coordinator.

H 03/21 **Seminar--Technology:** Working with the Technology Coordinator; technical services

W 03/27 **Post 9 & Responses Discussion:** Differences in working as an elementary, middle or high school librarian based on your on-site experiences.

H 03/28 **No Seminar Individual Coaching Conference 3:** Assessment of electronic Professional Portfolio and preparation for interview: what do

you think are your 3 most effective behaviors/dispositions, your 3 key competencies, & one area that you think you need to develop more?
(Scheduled Individual coaching session in person or via video conference call)

W 04/03 **Post 10 & Responses Reflection:** Share your most effective lesson plan; share your most satisfying teaching experience.

H 04/04 **Seminar:** Sharing best practices—lesson plans and student behavior; what worked for you what didn't.

W 04/10 **Post 11 & Responses Reflection:** The interviewing process, questions, concerns, and strategies.

H 04/11 **Individual Coaching Session 4: The Mock Interview Process—Using your electronic portfolio, participate in a mock interview.**

W 04/17 **Post 12:** Final post: Reflect on your Practicum experience.
Submit final version of resume on CourseWeb.

H 04/18 **De-Briefing: Video Conference Call with CTLs and Students**

04/22 Week Make an appointment in person or by phone with Mary Kay and D'nis to review all of your documents and your application for teaching certificate to PA Dept. of Education.

Term ends on 04/26