Course Syllabus

LI877XA

School Library Media Secondary Practicum

Fall Semester 2015

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Online Course Login: canvas.emporia.edu
Credit Hours: 2
Meetings: Internet, 8/17—12/11

Important Dates for Fall 2015

8/17 First Day of Class
10/23 Last Day to Withdraw
12/4 Last Day of Classes
8/28 Last Day to Add/Drop
11/11 Veteran’s Day
12/12 Commencement
9/7 Labor Day (ESU Closed)
11/25-29 Thanksgiving (ESU Closed)
12/15 Final Grades Due

Program Goal

The goal of the SLIM Master of Library Science program is to prepare creative problem solvers who will provide proactive client-centered services in information agencies.
Catalog Description

The school library media specialist secondary practicum is a supervised field experience where students apply theories and techniques of information organization and retrieval, collection development and management, information literacy, instructional collaboration, information technology, and the management of information organizations to the secondary school setting. Students also create an electronic practicum notebook, which includes both elementary and secondary policy, management, and instructional materials, and a comprehensive reflection on the practicum experience. **Prerequisite: permission of instructor.** *(Approved 3/9/2015)*

Course Learning Outcomes

<table>
<thead>
<tr>
<th>By the end of the course, students will be able to:</th>
<th>Program Outcomes</th>
<th>Professional Values</th>
<th>KSDE Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Provide reference and information services to students at the secondary level.</td>
<td>1, 5 1</td>
<td>1</td>
<td>1, 3</td>
</tr>
<tr>
<td>2 Demonstrate ability to provide information literacy skills instruction.</td>
<td>7 4</td>
<td>1, 2, 3</td>
<td></td>
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<tr>
<td>3 Discuss school library management practices from a practical viewpoint.</td>
<td>8 2</td>
<td>1, 2, 5, 7</td>
<td></td>
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<tr>
<td>4 Explain technology integration into the curriculum.</td>
<td>4 1</td>
<td>1, 4</td>
<td></td>
</tr>
<tr>
<td>5 Evaluate their own performance through reflection.</td>
<td>7, 8 3</td>
<td>6, 8</td>
<td></td>
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</tbody>
</table>

*Approved 8/26/2014*

Course Overview

Kansas State Department of Education requires that students earning Kansas teacher licensure complete supervised work in approved elementary and secondary level sites. The SLIM, MLS school library media practicum requires a total of 80 clock hours (3 credit hours): LI876 - 40 clock hours in an elementary school library (1 credit hour); and LI877 - 40 clock hours in a secondary school library (2 credit hours.) (Note 877 contains one cumulative assignment across both courses - the comprehensive notebook for both elementary and secondary). Details about all requirements for each practicum course are outlined in each course syllabus.

Students seeking licensure in states other than Kansas must satisfy teacher licensure requirements in the licensing state and satisfy the licensing State’s standards for school librarians and PreK-12 students.
Approval of Practicum Site(s)

By Kansas statute, all Kansas student practicum placements must be arranged by the ESU Office of Professional Education Services. Students are not permitted to contact any media specialist, principal, superintendent or school system before receiving official approval from the OIES. Out of state students follow a different procedure and should contact the instructor for further information.

Expected Participation

Students are expected to stay actively engaged in this class and motivated to stay on target with assignments. The student and the practicum supervisor must work closely to design and complete the practicum experience. The practicum allows students to demonstrate proficiency, extend skills, and to address skill deficiencies. Students are expected to stay up-to-date on class instruction, discussions and announcements provided by the instructor.

Instructor Contact Information

Please note that while there are no formal meetings of the class, the practicum supervisor will stay in contact with you throughout the semester and will plan to visit you on site during your practicum experience. You may contact the supervisor at the email address above or at her home number – also listed. Feel free to leave a voicemail message, which will be returned as soon as possible.

Required Readings

There are no additional readings assigned for this course, but students will find it helpful to refer back to the texts from LI 851 and LI 858 for guidance on various points during the practicum.

Learning Activities

Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflective Journal</td>
<td>12/11/2015</td>
<td>40</td>
</tr>
<tr>
<td>Collaborative Instructional Lesson</td>
<td>12/11/2015</td>
<td>60</td>
</tr>
<tr>
<td>Electronic Practicum Notebook</td>
<td>05/15/2015</td>
<td>20</td>
</tr>
</tbody>
</table>
Assignment 1 – Reflective journal (40 points)

Maintain a journal throughout your practicum that records both your activities in the media center and your observations of the school media program at work in the elementary school environment. You should address all the appropriate activities on the practicum checklist. This journal must be in an electronic format of your choice in Canvas. Full information is provided in the assignment guidelines.

Assignment 2 – Collaborative Instructional Lesson - Elementary (40 points)

Prepare, deliver, and evaluate a standards-based information literacy lesson in collaboration with a content (classroom) teacher. Full information is provided in the assignment guidelines.

Assignment 3 – Electronic Practicum Notebook (20 points)

Construct a website or wiki (or other format of your choice) that includes materials, resources and/or examples that are likely to be useful to you when you are responsible for managing a school library media center and program. Full information is provided in the assignment guidelines.

Paperwork Requirement

It is the student’s responsibility to ensure all required reporting paperwork is submitted to the appropriate person within two weeks of the student’s last day of practicum placement in the school. Forms for the supervising librarian can be found in Canvas.

Grading Criteria

The rubrics for grading each of the evaluation elements of the course are available in Canvas. These rubrics identify all the elements required and the degree of achievement necessary to secure particular scores. It is well worth consulting the rubrics to understand exactly what is expected of you in each evaluation.

SLIM Grading Scale

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>96 -100</td>
<td>A</td>
</tr>
<tr>
<td>90 - 95</td>
<td>A-</td>
</tr>
<tr>
<td>87 - 89</td>
<td>B+</td>
</tr>
<tr>
<td>84 - 86</td>
<td>B</td>
</tr>
<tr>
<td>80 - 83</td>
<td>B-</td>
</tr>
</tbody>
</table>
SLIM Grade Policy

All graduate courses required in the university-approved curricula of SLIM’s master’s programs, certificate programs, academic concentrations, and doctoral program—or their approved substitutions—must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM’s required courses, then the student will be given an academic warning and the student will be notified by SLIM administration that he or she must retake that course or those courses. In addition, if a student has a semester GPA of less than 3.0 he or she will be given an academic warning.

When a student has been given an academic warning, an administrative hold will be placed on the student’s record to block future enrollment, and the student will be removed from any registered courses for the upcoming semester. Before the student can be enrolled, he or she is required to meet with the student’s academic advisor with the goal of developing an academic improvement plan. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean upon satisfactory completion of the academic improvement plan.

If the student fails to complete the terms set forth in the academic improvement plan, then the student’s academic progress will be reviewed by the student’s academic advisor and the SLIM dean, and a decision will be made regarding whether the student should be academically dismissed from SLIM’s graduate program.

SLIM Attendance Policy

Students must attend all face-to-face classes. Class hours for weekend face-to-face meetings are 6pm-9pm on Friday and 9am-5pm on Saturday.

In cases of emergency, go to [http://www.emporia.edu/slim/studentresources/policies.html](http://www.emporia.edu/slim/studentresources/policies.html) for more information.

SLIM Incomplete Grade Policy

SLIM’s Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: [http://www.emporia.edu/regist/trnscpt/grades.html](http://www.emporia.edu/regist/trnscpt/grades.html)).

SLIM’s Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean’s office before the final grade change is made.

If a SLIM student’s request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then an administrative hold will be placed on the student’s record to block future enrollment until all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar’s Office.
SLIM Netiquette Policy

This course will involve the exchange of ideas, questions, and comments in an online and/or blended learning community. In all of your class communications, please use the same tact and respect that you would if you were talking to classmates face to face. Remember that in online communication the visual and auditory aspects are missing, so be especially careful to ensure your emails and discussion postings accurately convey your meaning and are not open to misconstruction. Humor is especially difficult to convey in this environment, so take extra care with your writing. Please maintain your professionalism and courtesy at all times when interacting with others in the class.

Course Evaluations

SLIM uses the IDEA evaluation instrument to gather feedback from students on the effectiveness of each course. The data gathered is shared with instructors in aggregated form, and is used for both course and teaching improvement. Evaluation surveys are made available to students toward the end of each semester, and periodic email reminders are sent to encourage participation. The surveys are administered by The IDEA Center and student responses are anonymous (unless students share any identifying information in their comments). Instructors do not have access to individual student surveys at any time, and only receive aggregated data at least two weeks after final grades are submitted.

Faculty-initiated Student Withdrawal Procedure

SLIM instructors follow the university’s policy of faculty-initiated student withdrawal which states:

If a student's absences from class, disruptive behavior, lack of prerequisites, or academic dishonesty become detrimental to the student's progress or that of other students in the class, the faculty member may advise the student to withdraw from the class. Withdrawal may also be advised if the student is inappropriately enrolled in the class. If the faculty member chooses to withdraw the student, he/she shall attempt to notify the student in writing that a faculty initiated withdrawal is in progress. This notification will be copied to the department chair and Academic Affairs office to serve as the request for withdrawal. If efforts to contact the student have been unsuccessful, or unacknowledged, the faculty member shall then seek the aid of the Academic Affairs office in contacting the student. The Academic Affairs office shall provide the student with information about the existing appeals procedures.

Upon receiving a written request for withdrawal from the faculty member, the Academic Affairs office may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate any student withdrawal. [Policy and Procedures Manual 4E.13]
Academic Dishonesty

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

Disabilities Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

**Contact information for the Office of Disability Services:**

Office of Disability Services  
106 Plumb Hall  
Emporia State University  
1 Kellogg Circle / Box 4023  
Emporia, KS 66801  
Phone: 620/341-6637  
TTY: 620/341-6646  
Email: disabser@emporia.edu