LIS 696
Practicum in School Librarianship
Fall 2018

Fall 2018: Seminar meets in Hamilton 3-G (seminar room) on 9 Saturdays from 1:00 to 3:30 pm. These dates are tentative: 8/25, 9/8, 9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 12/1

Coordinator/instructor: Violet Harada, Professor Emeritus
Email: vharada@hawaii.edu
Office: Hamilton 3-l. Advising by appointment.

Co-instructor: Meera Garud, Incoming LIS Instructor
Email: meera@hawaii.edu

Technical and instructional assistance: Michael-Brian (MB) Ogawa, Associate Faculty Specialist
Email: ogawam@hawaii.edu

Course Description
The purpose of the practicum is to provide fieldwork experience in a selected school library. Through observation, practice, readings, and self-reflection, the student will be able to apply skills, concepts, and theories learned in the classroom. This course is usually taken near the end of the professional program of study although exceptions are made. It is required for students seeking school library licensure. The course may be repeated once for an additional three credits in another semester with instructor’s consent.

LIS Student Learning Outcomes Aligned with AASL School Library Initial Preparation Standards

<table>
<thead>
<tr>
<th>LIS SLOs</th>
<th>AASL Standards for Initial Prep</th>
<th>696 Sample Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated SLO SLO 6 Demonstrate skills necessary to work effectively within and across information organizations</td>
<td>1. Teaching for Learning Demonstrate knowledge of learners and learning, collaborative planning, inquiry-based learning, instruction to cultivate effective information users and creators of new knowledge</td>
<td>Lesson plans and assessment Use of digital tools to locate and evaluate information Use of digital tools to create and communicate new knowledge Reading records Logs</td>
</tr>
<tr>
<td>Other relevant SLOs SLO 2 Design, provide, and assess information services SLO4 Evaluate and apply information technologies SLO5 Engage with diverse communities and/or indigenous cultures</td>
<td>2. Literacy and Reading Encourage reading for information and pleasure, reinforce classroom reading instruction</td>
<td>Bibliographies/webliographies Purchase recommendation lists Activity to promote reading Reading records Logs</td>
</tr>
<tr>
<td></td>
<td>3. Information and Knowledge Promote ethical, equitable access to physical and virtual resources, use research strategies to improve practice</td>
<td>Activity to promote efficient and ethical uses of information Activity to promote student/faculty awareness of digital citizenship, intellectual freedom Reading records Logs</td>
</tr>
</tbody>
</table>
4. Advocacy and Leadership
Advocate for dynamic library programs; connect with faculty, administration, and community; lead professional development and other activities contributing to student achievement

<table>
<thead>
<tr>
<th>Participation in a professional conference</th>
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<tbody>
<tr>
<td>Assistance with professional development</td>
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<tr>
<td>Activity to advocate for the library at school or community level</td>
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<tr>
<td>Activity to promote interlibrary collaboration</td>
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<tr>
<td>Reading records</td>
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<td>Logs</td>
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</table>

5. Management and Administration
Plan, develop, implement, and evaluate school library programs and services that support the library’s and school’s goals

<table>
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<tr>
<th>Assessment of a service or event</th>
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<tbody>
<tr>
<td>Analysis of facility</td>
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<tr>
<td>Activity to enhance the library’s physical or virtual presence</td>
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<tr>
<td>Reading records</td>
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<td>Logs</td>
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E-PORTFOLIO-ELIGIBLE ASSIGNMENT
The 696 e-Portfolio contents will satisfy the designated SLO 6. In addition, it addresses elements of SLO 2, 4 and 5. See more details on the contents of the 696 e-Portfolio on pp. 9-11 of this syllabus.

Course Learning Outcomes
The student will be able to:
- Articulate the philosophy, goals, and objectives of the library
- Analyze the activities and programs of the library in relation to the mission and objectives of both the library and the larger school organization of which it is a contributing and supportive member
- Complete a range of professional activities that demonstrate achievement of the ALA/AASL Standards for Initial Preparation Programs for School Library Media Specialists (2010)
  - Standard 1: Teaching for learning
  - Standard 2: Literacy and reading
  - Standard 3: Information and knowledge
  - Standard 4: Advocacy and leadership
  - Standard 5: Program management and administration
- Synthesize and apply skills, concepts, and theories so that competencies gained can be used in an entry-level professional position

The student will provide evidence of having achieved the above objectives through:
- participating in field experiences and seminar discussions.
- composing reflective entries in e-journals.
- creating an annotated record of self-selected professional readings.
- producing an e-portfolio and self-assessing performance on practicum accomplishments.

Required Textbooks
Teaching Philosophy
Inquiry-driven learning is most effectively achieved when the instructors create various opportunities for reflective learning and for application of theory in actual practice. To create this type of learning environment, we incorporate some of the following strategies:

- seminar discussions with opportunities for reflection and evaluation.
- collaborative problem-solving sessions.
- insights and questions generated from professional readings.
- knowledge exchange with peers and with guest resources.
- self-reflection and analysis through e-logs.
- self-assessment through e-portfolios.

Seminar Organization
We believe that seminars are invaluable opportunities to build thoughtful conversations where we discuss what we are experiencing at the different practicum sites, share the questions arising and the insights gained. At the same time, we compare and measure these experiences with both the required texts and self-selected readings that broaden and extend our professional knowledge.

We have organized the seminars around major topics and themes dealing with the preparation of school librarians although we can adjust this depending on needs. We want the sessions to focus on informal discourse where we exchange understandings and issues that help all of us grow as professionals. We will be sharing experiences from the different practicum sites, insights and questions from our individual readings, and the same from the assigned Donham text and AASL National School Library Standards.

Professional Expectations
Students are required to follow the highest standards of intellectual and personal honesty throughout their careers at the University of Hawaii, as stated in the LIS Program guidelines: [http://www.hawaii.edu/lis/resources/professional-expectations/](http://www.hawaii.edu/lis/resources/professional-expectations/) and the Manoa Student Conduct Code [http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/), which “reaffirms the principle of student freedom that is coupled with an acceptance of responsibility for one’s actions and the consequences of such actions.”

Kokua
If you need reasonable accommodations to complete required coursework because of the impact of a documented disability, you are encouraged to explore the services of UH Manoa’s KOKUA program [http://www.hawaii.edu/kokua/](http://www.hawaii.edu/kokua/). KOKUA provides disability access services to individuals on a case-by-case basis, and students are not charged for these services. A student’s disability status is considered confidential information and is only disclosed to faculty with the student’s permission.

Support Services
Confidential student counseling and support services are available at the UHM Counseling and Student Development Center (CSDC), Queen Lili‘uokalani Center for Student Services, Room 312. More information is available at the CSDC website: [http://manoa.hawaii.edu/counseling/](http://manoa.hawaii.edu/counseling/).

Title IX is a federal civil rights law prohibiting discrimination and harassment in education. The UHM Office of Title IX has the specific responsibility for providing prompt and effective responses to all complaints of discrimination or harassment for faculty, staff and students. More information is available at the Office of Title IX website: [http://manoa.hawaii.edu/titleix/](http://manoa.hawaii.edu/titleix/).
Course Start Up
1. Student completes an information profile form and informally discusses site preferences and past work experiences with the practicum coordinator.

2. Coordinator makes practicum site assignments and informs students by e-mail.

3. Student arranges a visit with the cooperating librarian.

4. Student prepares a rough draft of the practicum proposal and discusses the draft with the coordinator and the cooperating librarian.

5. Student revises draft according to suggestions made by both the cooperating librarian and the coordinator.

6. Student prepares a final proposal and submits it electronically. The proposal can be modified as needed throughout the semester.

Assignments and Grading
This is a credit/no credit course. The mere completion of the hours of fieldwork does not assure receiving credit. The student must complete all the course requirements below in a timely and satisfactory manner to receive credit.

1. Develop a proposal for the practicum experience.

2. Complete a minimum of 120 hours under the supervision of one or more professional librarians. [Exception regarding on-site supervision is granted if a student is doing an on-the-job practicum.]

3. Maintain an e-journal of the practicum experience and an annotated record of professional readings.

4. Share informal oral progress reports at the seminars.

5. Prepare an e-portfolio of the practicum experience.

6. Present a brief oral reflection of the semester’s experience at the last seminar session.

7. Actively participate in all seminar sessions.

Technology Requirements
1. Conduct online searches to develop content for presentations, projects and instructional plans.

2. Create multimedia presentations using PowerPoint or other presentation applications.

3. Prepare an e-portfolio.

4. Incorporate current technology applications and tools that are appropriate for K-12 students and faculty.
Practicum Expectations
The practicum is a collaborative effort. A student enrolled in the course has a right to expect the cooperating librarian and the practicum coordinator to provide a meaningful learning experience. The cooperating librarian and the practicum coordinator, in turn, expect the student to responsibly and proactively shape his/her learning experience.

Student’s expectations

<table>
<thead>
<tr>
<th>Cooperating librarian:</th>
<th>Practicum coordinator:</th>
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<tbody>
<tr>
<td>• introduction to the library, its goals, objectives, history, patrons’ needs, administration, services, collections, selection policies, programs, facilities, routines, and procedures</td>
<td>• guidance and instruction in writing a proposal and creating a culminating e-portfolio</td>
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<td>• exposure to and hands-on experience in performing entry level professional tasks</td>
<td>• support and constructive suggestions throughout the practicum</td>
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<td>• instruction and mentoring</td>
<td>• planning and facilitation of seminar sessions</td>
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Cooperating librarian’s expectations

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<tr>
<th>Student:</th>
<th>Practicum coordinator:</th>
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<td>• satisfactory performance on the objectives stated in the proposal</td>
<td>• coordination concerning the student’s goals and objectives as stated in the proposal</td>
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<td>• communication and feedback on observations and hands-on experiences</td>
<td>• availability for site, phone, and email conferences</td>
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<td>• flexibility, initiative, and resourcefulness</td>
<td>• coordination of at least one site visit to discuss the student’s progress with the coordinator and student</td>
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<td>• willingness to learn and a sense of humor</td>
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Practicum coordinator’s expectations

<table>
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<tr>
<th>Student:</th>
<th>Cooperating librarian:</th>
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<tbody>
<tr>
<td>• open, honest communication</td>
<td>• coordination with the school administration to obtain approval for participation in the practicum program</td>
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<tr>
<td>• thoughtful analysis of practicum experiences</td>
<td>• coordination with other members of the staff to enable the student to satisfactorily achieve his/her objectives</td>
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<tr>
<td>• satisfactory achievement of all course requirements</td>
<td>• discussion with the practicum coordinator concerning concerns encountered during the practicum</td>
</tr>
<tr>
<td>• constructive attitude toward the practicum experience</td>
<td>• time set aside for meeting with the student and coordinator on student’s progress</td>
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Note
Students, who are taking the practicum as on-the-job librarians, will be expected to meet the same course objectives; however, the assignments will be modified to fit their situations.
GUIDELINES FOR ASSIGNMENTS

Practicum Proposal

Please post the proposal in LAULIMA forum 2 by 9/8 noon (before the seminar). The intent of the proposal is to describe the specific tasks and activities you plan to engage in during your practicum. Your proposal should include:

1. Cover signature sheet (sample on next page).

2. Information about yourself: name, address, phone at work and home, list of courses completed, and list of current courses.

3. Information about your library: name of cooperating librarian, name and address of library, phone number, library hours.

4. Purpose of practicum: short paragraph of your personal reasons for doing a practicum.

5. Objectives you hope to achieve during your practicum. You may copy the course objectives or create your own set of goals based on the course objectives.

6. Work schedule: indicate tentative dates, days of the week and hours you plan to work. A minimum time block of three consecutive hours is required. Most cooperating school librarians also strongly advise that you put in a whole day at least once a week. If you must change your site work schedule due to emergencies during the semester, please inform your cooperating librarian immediately.

7. Checklist of activities/tasks you hope to complete. A template will be provided that is organized according to the ALA/AASL Standards for Initial Preparation of School Librarians (2010).
   - Standard 1: Teaching for learning
   - Standard 2: Literacy and reading
   - Standard 3: Information and knowledge
   - Standard 4: Advocacy and leadership
   - Standard 5: Program management and administration
A Proposal for a Practicum in School Librarianship

at

(Name of Library/Information Center)

By

(Name of Student)

Approved by:

__________________________
Cooperating Librarian(s)

__________________________
Violet H. Harada, Practicum Coordinator
Electronic Logs

E-logs provide a critical opportunity for you to reflect on and analyze selected experiences during your practicum. For each log entry, select an event or activity that you felt contributed to your learning, i.e., what we call a critical incident. Incorporate your thoughts on the following questions:

- What exactly happened?
- What did you learn from this experience?
- How would you change or improve what happened? Why so?
- Which standards from the ALA/AASL Standards for Initial Preparation Programs for School Library Media Specialists (2010) did this incident address?

Your e-logs should provide rich, analytical descriptions of the events selected. Each entry should be thoughtfully detailed (minimum of 500 words). Post your e-logs in LAULIMA every other Thursday based on the schedule below. The logs must be posted by Thursday midnight. On alternate weeks, you will have the opportunity to respond to an assigned buddy’s log in LAULIMA. The buddy remarks should be conversational and informal where you offer ideas, alternate possibilities, or simply positive support. The buddy responses are also due by Thursday midnight. There is no required word length for the buddy responses. Important: you are free to respond to additional classmates at any time.

Schedule for the logs:

- Log 1: post by 8/30; buddy response by 9/6
- Log 2: post by 9/13; buddy response by 9/20
- Log 3: post by 9/27; buddy response by 10/4
- Log 4: post by 10/11; buddy response by 10/18
- Log 5: post by 10/25; buddy response by 11/1
- Log 6: post by 11/8; buddy response by 11/15

Reading Record

The practicum is a valuable opportunity to build your insights and knowledge through observations, on-site activities, and reflective logs. To enrich and deepen this experience, we invite you to select readings beyond the Donham text and the AASL National School Library Standards and build an online record of your thoughts about them in LAULIMA. Please post a minimum of one reading each Friday starting on 8/31 and ending on 11/2.

We will also invite you to informally share your readings in our Saturday seminars. There is no word limit on your posts but consider the following.

- Full citation for the selection
- Short summary of the content
- Personal connection with the reading
- Question raised by the reading

If you are not sure where to start in finding readings that might interest you, consider some of the references that Donham cites at the end of her chapters as well as references provided in the AASL National School Library Standards. Another option is to search for articles written by some of the respected scholars and professionals in school librarianship. Our list is by no means, exclusive. Find your own favorites!

- Debbie Abilock: Noodle Tools, instruction
- Helen Adams: intellectual freedom
- Daniel Callison: information literacy
- Sherry Crow: motivation, information literacy
- Mirah Dow: STEM
Eliza Dresang: computer use
Michael Eisenberg: information literacy, Big6 Skills
Nancy Everhart: leadership
Lesley Farmer: miscellaneous
Kristin Fontichiaro: instruction, data visualization project
Carol Gordon: information literacy, action research
Melissa Gross: computer use
Ken Haycock: leadership
Sandra Hughes-Hassell: young adult services
Doug Johnson: leadership
Melissa Johnston: leadership mentoring
Carol Kuhlthau: information literacy, guided inquiry
Annette Lamb: graphic inquiry
David Loertscher: learning commons
Marcia Mardis: digital access
Judi Moreillon: reading strategies, collaboration
Rebecca Morris: collaboration
Delia Neuman: information literacy, assessment
Donna Shannon: perception surveys
Ruth Small: motivation
Barbara Stripling: inquiry learning
Ross Todd: evidence based practice
Joyce Valenza: technology

**Final Oral Reflection**

Your oral reflection will be presented at the last seminar session. This is a chance to share insights and strengths you have gained from your practicum experience. The focus should be on your professional growth, not a description of the library or librarian(s) with whom you worked. Please keep the following in mind as you prepare for it.

- Keep it brief (approximately 15 minutes).
- Tell your “story” around the following key questions:
  - What is my personal vision of a school library in a 21st-century school? Why so?
  - If I had to give an elevator speech about my vision, what would I say? [An elevator speech is a clear and brief message that communicates how your library benefits the community]
  - What do I believe is my most critical professional role(s)? Why so?
  - What professional skills and knowledge did I gain in the practicum experience?
  - What were some of my achievements this semester? Why do I think this?
  - What other personal insights did I gain and why are they important to me?
- Incorporate visuals into your presentation (e.g., handouts, slides, photos, student products).

**Culminating Electronic Portfolio**

The completed e-portfolio must be posted in LAULIMA forum 4 by midnight of the last seminar session. Organizing an e-portfolio is a reflective and self-affirming activity that invites you to identify and analyze your accomplishments. Importantly, we ask that you also assess your performance using the reflective checklist provided earlier in the course. Although we recommend that you build your portfolio in LiveBinder, alternative tools may also be considered. In creating your portfolio, provide separate tabs for the following.
Personal essay of insights gained as well as your philosophy of librarianship. Create a tab labeled PERSONAL ESSAY. Content should include the following:

- Introductory paragraph: stating where and with whom you did your practicum and the number of hours you completed.

- Reflective section (minimum 750 words): identify the most meaningful things you learned and accomplished during the practicum, how different LIS (and other) courses helped you grow as a professional, and how past work and personal experiences also influenced your growth. Provide specific examples to support your reflection.

- Plans for professional growth (minimum 500 words): articulate your plan for professional growth that includes the following: (1) your personal philosophy of librarianship, (2) how you plan to pursue lifelong learning, and (3) how you wish to grow as a contributing member of your school community and the larger professional community.

Logs. Create a tab labeled LOGS with sub-tabs for the individual logs. Include Overall Comments on the LOGS main page where you explain how your logs addressed the ALA/AASL Standards for Initial Preparation of School Librarians (2010).

Reading record. Create a tab labeled READING RECORD. Copy and paste your reading entries from LAULIMA.

Evidence folders for each standard. Please also rate yourself using the “Reflective Checklist for e-Portfolio Assessment” that I will provide.

- There are 5 standards and for each one, create a separate tab.
- Each standard should include the appropriate segment of the reflective checklist.
- Note: Although it is not required, you are encouraged to add relevant items from other LIS courses you have taken, e.g., LIS 684, LIS 686, LIS 681, LIS 682.

Examples of artifacts you might include in the evidence folders

Note: Tasks may overlap among the standards. For instance, your lesson plans to meet Standard 1 might also include a lesson that meets Standards 2 (teaching a reading strategy) or Standard 5 (digital citizenship).

<table>
<thead>
<tr>
<th>Standards</th>
<th>Content includes but not limited to these items</th>
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<tbody>
<tr>
<td>Standard 1 Teaching for learning</td>
<td>• Lesson plans focused on inquiry learning with assessments</td>
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<tr>
<td>Standard 2 Literacy and reading</td>
<td>• Reading list and/or webliography</td>
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<td></td>
<td>• Purchase recommendation list</td>
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<td></td>
<td>• Reading-related event or promotion</td>
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<td>• Lesson plan focused on teaching a reading strategy</td>
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<td>Standard 3 Information and knowledge</td>
<td>• Activity involving use of digital/virtual tool for learning</td>
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<td>Standard 4 Advocacy and leadership</td>
<td>• Activity/event to advocate for student learning through the library</td>
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<td>• Plan for professional development conducted</td>
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<td>• Activity promoting resource sharing, networking with other libraries or information agencies</td>
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<tr>
<td>Standard 5</td>
<td>• Purchase recommendation list</td>
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<tr>
<td>Program management and administration</td>
<td>Reading list and/or webliography</td>
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<td>Activity promoting intellectual freedom</td>
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<td>Evidence of activity to enhance the physical or virtual library environment</td>
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<td></td>
<td>Lesson plan/activity focused on digital citizenship</td>
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<td>Facility analysis</td>
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LIS 696 SEMINAR SCHEDULE
All sessions will be held in Hamilton 3-G except for the field trips

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Topics and Text Assignments</th>
<th>Performance Tasks</th>
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<tbody>
<tr>
<td>1</td>
<td>8/25</td>
<td>PRACTICUM OVERVIEW&lt;br&gt;Donham:&lt;br&gt;• Chapter 1: Students&lt;br&gt;• Chapter 5: The community&lt;br&gt;AASL Standards:&lt;br&gt;• Chapter 1: Meet your new standards</td>
<td>• Log 1: 8/30&lt;br&gt;• Reading record 1: 8/31&lt;br&gt;• Buddy response log 1: 9/6&lt;br&gt;• Reading record 2: 9/7</td>
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<tr>
<td>2</td>
<td>9/8</td>
<td>FOUNDATIONS FOR LEARNING&lt;br&gt;Donham:&lt;br&gt;• Chapter 2: Curriculum&lt;br&gt;• Chapter 12: Inquiry based learning&lt;br&gt;AASL Standards:&lt;br&gt;• Chapter 2: Intro to learner standards&lt;br&gt;• Chapters 5 to 10: Shared foundations</td>
<td>• Practicum proposal: 9/8&lt;br&gt;• Log 2: 9/13&lt;br&gt;• Reading record 3: 9/14</td>
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<tr>
<td>3</td>
<td>9/15</td>
<td>PLANNING AND ASSESSING FOR LEARNING&lt;br&gt;Donham:&lt;br&gt;• Chapter 6: Collaboration&lt;br&gt;• Chapter 13: Assessment of student learning&lt;br&gt;AASL Standards:&lt;br&gt;• Chapter 12: Measuring learner growth&lt;br&gt;• Appendix I: Useful verbs</td>
<td>• Buddy response log 2: 9/20&lt;br&gt;• Reading record 4: 9/21</td>
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<tr>
<td>4</td>
<td>9/22</td>
<td>FIELD VISIT: PEARL CITY HIGH SCHOOL&lt;br&gt;Hosting librarian: Audrey Okemura</td>
<td>• Log 3: 9/27&lt;br&gt;• Reading record 5: 9/28</td>
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| 5 | 9/29 1:00 pm | LITERACY AND RESOURCES  
Donham:  
- Chapter 7: Access for learning and teaching  
- Chapter 8: Collection  
- Chapter 9: Literacy  
- Chapter 10: The virtual library | Buddy log response 3: 10/4  
Reading record 6: 10/5 |
| 6 | 10/6 1:00 pm | ADVOCACY AND LEADERSHIP  
Donham:  
- Chap 3: The principal  
- Chap 14: Library program evaluation  
- Chap 15: Leadership  
AASL Standards:  
- Chapter 4: Intro to school library standards  
- Appendix C: Annotated list of AASL position statements  
- Appendix F: LLAMA’s 14 Foundational Competencies  
- Appendix H: Evidence of accomplishment | Drafts of lesson plans: 10/6  
Log 4: 10/11  
Reading record 7: 10/12 |
| 7 | 10/13 1:00 pm | ASSESSING YOUR PORTFOLIOS  
In class: introduce the portfolio rating checklist.  
BUILDING E-PORTFOLIOS [bring laptops]  
Guest instructor: Dr. MB Ogawa  
Use LiveBinder to create an e-portfolio  
In class: bring some of the following for inclusion in your portfolios  
- Lesson plans  
- Bibliography or webliography  
- Purchase recommendation list  
- Photos of activities  
- Logs and reading record | Buddy log response 4: 10/18  
Reading record 8: 10/19 |
| 8 | 10/20 1:00 pm | FIELD TRIP: DANIEL K. INOUYE ELEMENTARY  
Hosting librarian: Michelle Colte  
Donham:  
- Chapter 11: Technology leadership | Log 5: 10/25  
Reading record 9: 10/26  
Buddy log response 5: 11/1  
Reading record 10: 11/2  
Log 6: 11/8 |

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There are no Saturday seminars until 12/1, however, continue to keep in touch with the online assignments listed here
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<tbody>
<tr>
<td>9</td>
<td>12/1</td>
<td>ORAL REFLECTIONS</td>
<td>{ } Buddy log response: 11/15</td>
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<td></td>
<td>1:00 pm</td>
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<td>{ } Culminating e-portfolios: 12/1</td>
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