

Dear Supervising Librarian:

Thank you for agreeing to supervise our Western Kentucky University Libraries, Informatics, and Technology in Education practicum student. Your participation in our program provides our students with valuable practical experience for their future careers. I am encouraging the students to participate in any opportunities you can make available to them. As many of our students are working professionals, I understand that their time in the library is limited. However, I hope that you will have the time to either discuss with them or provide them with guided practice in the following areas:

1. Discuss school planning documents, professional growth planning documents, etc.
2. Participation in literacy, information literacy, or library skills programs in your library
3. Discussion and participation in book shelving, book repair, book selection and ordering, weeding, book check in/checkout procedures, library policies related to number of books checked out, overdues, etc.
4. Discussion and participation in book selection and ordering, collection development, policies regarding challenged materials, etc.
5. Discussion and participation in use of library automation for cataloging, processing, and circulation
6. Discussions regarding collection development and budgeting for library
7. Discussion regarding supervising staff or library volunteers
8. Discussion and participation in fixed/flexible library scheduling activities
9. Incorporates/integrates current and emerging technologies into the library media program and the entire school curriculum (Discussion and participation in use of automated library systems, audiovisual and technology resources used in the school/library program)
10. Discussion and participation in collaborative activities

I will be contacting you via email or telephone near the end of the semester regarding your practicum student. We will also engage in an online conference via Zoom at a time convenient for you. Near the end of the semester, the students are required to have you sign their completed time logs and submit them to me. I will also ask you to complete an online evaluation of your practicum student. At any time, please do not hesitate to email or call me if you have any questions. Again, thank you for your support of the WKU Libraries, Informatics, and Technology in Education Program.

Jeremy Logsdon, Ed.D.

Assistant Professor, Libraries, Informatics, and Technology in Education

Western Kentucky University

jeremy.logsdon@wku.edu

Phone 270.745.2207

Statement of Site Confirmation for LITE 590 Practicum

Scan and submit via Blackboard to: Jeremy Logsdon
 Western KY University
 Jeremy Logsdon, Ed.D.
 Assistant Professor, Libraries, Informatics, and Technology in Education
 Western Kentucky University
 jeremy.logsdon@wku.edu
 Phone 270.745.2207

(Name/WKU ID of student) _____ has received approval for fulfilling the requirements for LITE 590 Practicum in the school media center at (Name and address of site):

Complete the schedule agreed upon by the media specialist and the student:

Day/Time	M	T	W	R	F
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
other time					
other time					

1. Communication with the university supervisor will be necessary. The media specialists will

be contacted by the university supervisor during the semester either by phone or email and will respond to the communication. The university supervisor, cooperating media specialist, and WKU student will conference via Zoom at a mutually convenient time.

2. The university supervising instructor is responsible for the final grade.

3. The media specialist will evaluate the student's practicum performance with the online evaluation form provided by the university supervisor.

4. The media specialist will sign and mail the student's practicum time log to the university supervisor by the prescribed date.

ENDORSEMENTS:

_____	_____
School Media Specialist	Principal
_____	_____
Date	Date
_____	_____
Telephone No.	Telephone No.
_____	_____
Email address (please print clearly)	Email address (please print clearly)

During the LITE 590 3rd hour semester, the university supervisor will make contact with the cooperating practitioner via email, telephone, and Zoom video conference.

It is expected that the cooperating practitioner will respond to emails sent by the university supervisor and that they will agree to one scheduled video conference via Zoom with the university supervisor and practicum student.

The cooperating practitioner will be required to complete an online evaluation of the practicum student as a condition of the students' course completion requirement. The cooperating practitioner will be contacted via email with the link to the evaluation form.

LITE 590 Time Log

Students in field experience must maintain a daily log of activities and the time devoted to them. This log includes activities related to the practicum taking place inside and outside the library. Keep a separate total of hours spent in the library and hours spent outside the library (as indicated by the columns).

The total hours are 40 inside hours and 80 outside hours for a total of 120 hours.

The LITE 501 (5 inside hours/10 outside hours) and LITE 512 (5 inside hours/10 outside hours) courses containing hours are listed below (total 10 inside/20 outside). Continue compiling hours on this sheet until you have reached the 120 total hours (40 inside/80 outside).

This must be ***signed by the supervising librarian, scanned, and submitted to Blackboard.***

Student Name: _____

Practicum Setting: _____

Cooperating Librarian/Technology Specialist: _____

Date	Inside Hours	Outside Hours	Activity	Running Total Inside Hours	Running Total Outside Hours
Fall 501	5 hours	10 hours	Course related exploration as it pertains to course assignments.	5 hours	10 hours
Spring 512	5 hours	10 hours	Course related exploration as it pertains to course assignments.	10 hours	20 hours

All hours below here are compiled under the supervision (30 inside hours) or approval (60 outside hours) of your cooperating LMS.

Inside hours are completed under the supervision of a certified school library media specialist with 3+ years of experience in the library media center when students are in session.

Outside hours are completed under the approval of a certified school library media specialist with 3+ years of experience and should support your professional development as a library media specialist.

The hours are required in the following semesters.

First 590 1 hour segment

10 inside hours

