

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

20 outside hours Second 590 1 hour segment 10 inside hours 20 outside hours Third 590 1 hour segment 10 inside hours 20 outside hours					
Date	Inside Hours	Outside Hours	Activity	Running Total Inside Hours	Running Total Outside Hours

I certify to the best of my knowledge that this time log represents the hours devoted to becoming a professional library media specialist inside and outside the school library setting for the practicum experience by

Student Name

Supervising LM School District Date

Principal School District Date

Professional Portfolio Scoring Rubric	Novice 1 = Needs Much Improvement	Apprentice 2 = Needs Some Improvement	Proficient 3 = Good or Acceptable	Distinguished 4 = Excellent	Notes
Portfolio Design and Organization 100 points	Portfolio has unprofessional look; poor design; very unorganized; many spelling and grammar errors	Portfolio lacks professional look; no use of graphics or visual design; difficult for reader/viewer to follow through files; many spelling and grammar errors	Portfolio has a professional look; visually pleasing; reader/viewer can proceed through files in orderly fashion; use of links and folder hierarchy; few spelling and grammar errors	Portfolio has a professional look; graphically, visually pleasing; reader/viewer can proceed through files in orderly fashion; use of links and folder hierarchy; flawless spelling and grammar	
Resume 50 points	Contains few of the required contents; Provides partial information on your experience and credentials for assuming the responsibilities of a library/media/technology specialist; many details missing; very unorganized	Contains some but not all of the required contents; Provides some information on your experience and credentials for assuming the responsibilities of a library/media/technology specialist; some details missing; unorganized	Contains all of the required contents; Details your experience and credentials for assuming the responsibilities of a library/media/technology specialist; organized in a professional style	Contains all of the required contents; Comprehensively detailed professional goals, experience and credentials for assuming the responsibilities of a library/media/technology specialist; organized in a professional style. Includes conferences, workshops, professional, memberships, and practicum experience. Excludes non-teaching experience unless relevant to your objective.	Resume should be specific to LMS/EDTECH position
Personal Educational Statement 100 points	Shallow, inconsistent, non cohesive, impersonal educational statement that does not address all of the required areas and/or does not use references and APA citation style. Many errors in use of grammar, punctuation or citation styles. Statement references no seminal articles from the field.	Shallow, inconsistent, non cohesive, impersonal educational statement that does not address all of the required areas and/or does not use references and APA citation style. Many errors in use of grammar, punctuation or citation styles. Statement references few seminal articles from the field.	Adequate 3-5 page personal educational statement reflecting on student's development of knowledge, skills, attitudes, and experiences as an instructional technology or library media professional. The personal educational statement must use references and APA citation style, and address all required areas, including life experiences/influences, professional identity, and connections to professional standards. Some errors in use of grammar, punctuation, or citation styles. Statement references 3 - 4 seminal articles from the field.	In-depth, personal, consistent, cohesive 3-5 page personal educational statement reflecting on student's development of knowledge, skills, attitudes, and experiences as an instructional technology or library media professional. The personal educational statement must use references and APA citation style, and address all required areas, including life experiences/influences, professional identity, and connections to professional standards. No errors in use of grammar, punctuation, or citation styles. Statement references 5 or more seminal articles from the field.	PES should be personable and professional
Portfolio Planning Document Final Version 50 points	No Portfolio Planning Document; or does not identify required number of standard indicators for growth; or does not provide plan or list of evidences for professional growth in standard indicators	PPD does not identify required number of standard indicators for growth; plan lists some but not all required actions and evidences for professional growth in standard indicators; actions and evidences are not of sufficient quality to demonstrate mastery of standard indicators	Adequate identification of required standard indicators for growth; PPD identifies adequate number of actions and evidences for standard indicators; actions and evidences are of sufficient quality to demonstrate mastery of standard indicators	Identification of standard indicators for growth surpasses requirements; PPD surpasses requirements for actions and evidences in each standard indicator; actions and evidences are of high quality and demonstrate mastery of standard indicators at distinguished level	Not scored because it has previously been evaluated and scored

Evidence/Artifacts 150 points	Evidences for mastery of standard indicator do not meet requirements; quality and nature of evidence are poor and do not demonstrate mastery of knowledge and skills in standard element;	Evidences for mastery of standard indicator do not meet minimum requirement of two per standard element and are not listed on the PPD; quality and nature of evidence do not show mastery of knowledge and skills in standard element at proficient level;	Evidences for mastery of standard indicator meet minimum requirement of two per standard element and are listed on the PPD; quality and nature of evidence show mastery of knowledge and skills in standard element at proficient level;	Evidences for mastery of standard indicator surpasses minimum requirement of two per standard element and are listed on the PPD; quality and nature of evidence clearly show mastery of knowledge and skills in standard element at distinguished level;	These should be your best examples in each standard area
Practicum Evidence 150 points	Not Included, not well organized or presented	Minimal Evidence or difficult to find and view. Presents an incomplete view of experiences with students faculty, and working within the media center/technology center; style of presentation is organized	Evidence includes photos, movies, print documents well organized, easily found, easily viewed, paints a well developed picture of experiences with students, faculty, and working within the media center/technology center; style of presentation is organized and visually pleasing	Evidence includes photos, movies, print documents well organized, easily found, easily viewed, paints a well developed picture of experiences with students, faculty, and working within the media center/technology; style of presentation in Powerpoint, PhotoStory, Prezi, etc. is creative and visually pleasing	