**Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Practicum Student Activities Checklist**

**These activities will help to focus on the practicum experience. Plan to complete or discuss the activities listed below. You will be able to actually complete some activities. Some will be discussed with the supervising librarian to learn how different situations have been handled. With the approval of the practicum coordinator, you may substitute similar activities.**

**As Leader:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Frequency** |  **Reflective Comments** |
| Attend a professional development conference/meeting of a state or local school library association. |  |  |
| Attend school or district leadership team/committee meeting. |  |  |
| Share information about the library program (new technology or initiative) at a faculty or parent meeting. |  |  |
| Other Activity: |  |  |

**As Instructional Partner**:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Frequency** | **Reflective Comments** |
| Collaborate with teachers/specialists to teach inquiry-based information literacy skills within a curriculum content area. Incorporate library media materials, electronic information resources (particularly subscription services) and/or other resources.  |  |  |
| Discuss liaison activities with the public library. |  |  |
| Attend team, grade or faculty meeting. Discuss opportunities for collaboration. |  |  |
| Observe, and participate when possible, in curriculum planning sessions that involve the school librarian. |  |  |
| In collaboration with a content teacher, develop a pathfinder or research checklist to support a unit of study or instructional activity. |  |  |
| Other Activity: |  |  |

**As Information Specialist:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Frequency** | **Reflective Comments** |
| Examine the selection policy of the school library. Discuss criteria for print and electronic resources. |  |  |
| Discuss/demonstrate how copyright and fair use affect using and sharing information. |  |  |
| Evaluate and weed part of the collection with respect to currency, accuracy and appropriateness for the curriculum. |  |  |
| Locate and discuss the local policy for handling controversial materials and book challenges. |  |  |
| Circulate materials using the school’s checkout system. Explore how the system may provide usage data, lists, reports as well as data for collection development. |  |  |
| In collaboration with supervising media specialist, develop an annotated bibliography to meet a specific curriculum need. |  |  |
| Create an information flyer that gives instructions to access online subscription services from the library, classroom and home. |  |  |
| Develop tool that will assess user need. (i.e. survey, interview questions, checklist)  |  |  |
| Other Activity: |  |  |

**As Teacher:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Frequency** |  **Reflective Comments** |
| Teach information literacy skills to class and/or individuals demonstrating knowledge of AASL Standards for the 21st Century Learner and inquiry-based learning. Use strategies and tools that meet the needs of diverse learners. Include an assessment of student learning. |  |  |
| Train students to use online subscription services available in the school or with remote access. |  |  |
| Plan and (if possible) conduct a workshop to help staff use new technologies such as online services, presentation software and projection devices. |  |  |
| Observe how reading is promoted. If possible plan and participate in activities that promote reading such as book talks, storytelling, monthly or topical themes (e.g. Banned Books Week). |  |  |
| Prepare a book talk and deliver it to a group of students. |  |  |
| Other Activity: |  |  |

**As Program Administrator**:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Frequency** | **Reflective Comments** |
| Review the county’s Library Policy Manual, including policies for collection selection and maintenance, challenged material, use of resources, circulation. |  |  |
| Discuss and review the budget process used in the school and county with the supervising media specialist. |  |  |
| Understand and apply the local procedures for evaluating, selecting, ordering and processing all types of media. |  |  |
| Develop a brochure, newsletter article, or link from the school library’s website which promotes school library resources or activities. |  |  |
| Determine how the library media program supports the mission, goals, objectives and continuous improvement plan of the school. |  |  |
| Learn about the responsibilities of the library support staff. |  |  |
| Attend, observe, and participate in library media center staff meetings and/or Library Media Center Advisory Committee meetings. |  |  |
| Discuss and implement (if possible) ways to create flexible and equitable access to library’s physical and virtual collections. |  |  |
| Create a newsletter article or video promotion to communicate how library program promotes student learning.  |  |  |
| Other Activity: |  |  |