Allocation Of Field Experience Hours

MTSU
LIBS (SPSE) 6550
The Field Experience packet contains the Memo of Understanding
I AM NOT WORKING IN A SCHOOL
You are not working in a school

- Document **70** hours of work at the host practicum library
- Make **30** hours of observations at other libraries that are the correct grade level for the practicum
- NOTE: If you are seeking licensure from the State Department of Education, you must do all of your field experience hours in SCHOOL libraries. No other type is allowed.
- If you are not seeking licensure, you may use public, special, academic libraries.
Accounting For Hours

- Hours worked are recorded in two areas—the Google Calendar you will set up and the form provided on the course website.

- **Not working** in a school
  - On the Google calendar record these hours. Include the LIBRARY name & the hours.
    1. The sponsor library
    2. The observations
  - On the form
    - Record dates and times with a general note on the visit.
    - Record the name of the library, the librarian, and provide a phone number and email address for the librarian.
    - Add the form to the eportfolio
    - Place a link to the calendar or a widget in the eportfolio. The instructor will make random checks with the sponsors.

Don’t forget to share your calendar with the instructor.

There are 2 sets of hours to record on the calendar.
**Accounting for the hours spent in the Practicum Placement Library (70 hours)**

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<th># hours</th>
<th>Activity</th>
<th>Notes (if needed)</th>
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**Accounting for the hours spent in observation at other libraries (30 hours)**

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Created as a Word file and added to the eportfolio

Also on Google Calendar

This form will be provided on the course website
The Sponsoring Library

≥70 hours must be completed in one library
At least one contiguous week must be worked so that you will see the daily/weekly routines of a library.

- The requirement that you work one contiguous week in the library is in place for many reasons—all of the reasons benefit your learning and your future professional life.
- If it is necessary to take vacation or personal time to complete the practicum, you will have to do so.
- You absolutely cannot work in 1-2 hour segments, the minimum work time allowed is 3 ½ hours.
- You can only work up to 1 hour before the work day starts, and up to 1 hour after the work day ends. This does not mean that you can work a 1-hour segment. Before and after hours work is allowed only if you have spent most of the day working at the site, i.e. you start at 11 a.m. and work until 3:30.
- Activities such as book fairs or open house may be counted towards the hours if the library is directly responsible for participation.

70 hours
=30 in visits to libraries

- Observation of other libraries and librarians as they work with stakeholders
- These hours are **not** done in the placement library

- 3 different libraries is minimum
- LIBRARIES MUST BE APPROPRIATE GRADE LEVEL FOR THE PRACTICUM
- Detailed field notes are required.
- Reflection for each visit is required
- Record the hours on the Google calendar and on the form

30 hours
Professional Development

In-services
Conferences

• Yes, you may use up to 10 hours of participation in these for your hours
• The in-service or conference must be directly related to librarianship—if in doubt ask the instructor before you count the hours!
Google calendar

- Hours worked in sponsor library
- Observations

You are not working in a school

ePortfolio site

- Form for hours worked
- All assignments
Working outside of the Semester

**Fall / Spring / Summer**

• You may work **up to 4** weeks in advance of the semester. Do not work any other time frame; it will not be usable.

• **Observations in other library experiences must be completed by the end of the 4th week of the semester.** (30-40 hours)

• Work beyond the semester is not allowed by the university.

• Access to the course website ends at the close of the semester.

**Summer**

• The semester of enrollment in the practicum is the May – Ag semester.