The Field Experience packet contains the Memo of Understanding.
I AM WORKING IN A SCHOOL BUT NOT AS A LIBRARIAN
YOU ARE WORKING IN A SCHOOL BUT NOT AS THE LIBRARIAN

- Document **60** hours of work at the host practicum library (one library only)
- Document **20** hours of work in the library in your own school
- Make **20** 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** as a librarian on a transitional license—On the Google calendar record these hours. Include the school name for the first two. Include the hours for all three.
    1. The sponsor library
    2. The observations
    3. Your school’s library
  - 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.
    - Place in the eportfolio. The instructor will make random checks with the sponsors.

There are 3 sets of hours to record on the calendar.
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<th>Activity</th>
<th>Notes (if needed)</th>
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Accounting for the hours spent in the Practicum Placement Library (60 hours)

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Accounting for the hours spent in your school library (20 hours)

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Accounting for the hours spent in observation at other libraries (20 hours)

Created as a Word file and added to the eportfolio
Also on Google Calendar

This form will be provided on the course website
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 1/2 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 library. 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.

≥60 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.
0 = 20 in visits to libraries

0 = 20 in the school library

- Observation of other libraries and librarians as they work with stakeholders
- These hours are not done in the placement library or in your own school's 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

Hours may be worked before or after school

- Reflection on ENTIRE experience submitted (not on the individual experiences)
- Record the hours on the Google calendar
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!
You are not working in a school

Google calendar
- Hours worked in sponsor library
- Observations

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

Complete the required memo of understanding before you complete any of the hours