ALLOCATION OF FIELD EXPERIENCE HOURS

MTSU
LIBS (SPSE) 6550

The Field Experience packet contains the Memo of Understanding
I am working as a librarian.

One field experience is completed in your own school. The other field experience is completed in another school. The license is PrK-12 so you must be experienced at all levels. MTSU breaks the experience into a Prek-6 and 7-12.
Document **70** hours of your semester’s work as practicum hours
Offset the 70 hours on the *Employment Based* accounting form
Make **30** hours of observations at other school libraries (not public) that are the correct grade level for the practicum
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.

**Working as a librarian on a transitional license**—On the Google calendar record these hours:

1. Choose the hours working as the librarian that you apply toward your field experience. Make sure you include teaching for some of the hours.
2. The observations.

**On the form**

- The hours you offset to create an ‘unpaid’ experience in your library.
- Record dates and times with a general note on the visit.
- Record the name of the school, 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—1 & 2 on Google and all 3 on the form.
Accounting for the hours spent in the YOUR Library (70 hours)

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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
FOR EMPLOYMENT BASED PRACTICUM ONLY

Accounting for the hours spent in your library (70 hours)
Days / times are your choice, but make sure that you are including teaching experiences.

Accounting for the offset hours- these are the 70 hours that you work outside of the paid schedule. Keep track of this all semester.

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Created as a Word file and added to the eportfolio

Not on Google Calendar
YOUR SCHOOL LIBRARY

≥70 hours must be completed in your school library

-you can only work up to 1 hour before the school day starts, and up to 1 hour after the school day ends. This does not mean that you can work a 1-hour segment. Before and after school work is allowed only if you have spent most of the day working at the school. 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 HOURS

=30 in visits to school libraries

- Observation of other school libraries and librarians as they work with students or teachers.

These hours are not done in your own school's library.

- Hours may be worked before or after school.
- 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.
PRACTICUM HOURS MUST BE UNPAID HOURS. YOU CANNOT BE PAID FOR PRACTICUM WORK.

If you are working the clinical experience (practicum) in your own library, the hours must be unpaid hours.

Hours that you work for your job outside of the normal school day can offset these practicum hours.

Bookfairs, meetings, bus duty, tutoring, opening library before/after school, etc.

Accurate accounting will be provided to the instructor. Do not lose track of these offsetting hours! Your practicum could be negated with inaccurate accounting.
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 working as a librarian on a transitional license.
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
I AM WORKING AS A LIBRARIAN, BUT THIS IS MY OTHER FIELD EXPERIENCE
I AM WORKING AS THE LIBRARIAN BUT THIS IS MY OTHER FIELD EXPERIENCE

- Document **60** hours of work at the host practicum library (one school only)
- Document **20** hours of work in the library in your own school
- Make **20** hours of observations at other school libraries (not public) that are the correct grade level for the practicum
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 school
    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 school, 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.
**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)**

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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.
≥60 hours must be completed in one school library

At least one contiguous week must be worked so that you will see the daily/weekly routines of a school 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 school day starts, and up to 1 hour after the school day ends. This does not mean that you can work a 1-hour segment. Before and after school work is allowed only if you have spent most of the day working at the school, 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
40 HOURS

- 20 in visits to school libraries

- Observation of other school libraries and librarians as they work with students or teachers.
  - 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

- 20 in the school library in your own school

  - 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
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 working in a school but **not** as the librarian.
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 – Aug semester

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