

\_\_\_ **First Practicum**

\_\_\_ elementary \_\_\_ secondary

\_\_\_ **Second Practicum**

\_\_\_ elementary \_\_\_ secondary

## School Media Learning Agreement

This form is **required** to earn credit for a practicum. It *must* be submitted upon completion of **30 hours** at the practicum site.

Student and Site Supervisor must review and complete this agreement together. Submit this form to the IST 972 course site. We will notify you if any parts of the Learning Agreement need to be changed. **Remember to include/attach a list of planned activities.**

Name: \_\_\_\_\_ SU ID #: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Dates of Work Block: From: \_\_\_ / \_\_\_ / \_\_\_ To: \_\_\_ / \_\_\_ / \_\_\_

Schedule (days and hours of work at practicum): \_\_\_\_\_

Semester of Registration: \_\_\_\_\_

Faculty Practicum Advisor: \_\_\_\_\_

Name of School hosting practicum: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### STUDENT:

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### SITE SUPERVISOR:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **STUDENT RESPONSIBILITIES:**

1. **To submit/attach a list of the activities you will perform at your practicum site.**
2. To be present at your site during agreed upon times unless appropriate notice is given to the Site Supervisor.
3. **To contact the Faculty Practicum Advisor to arrange site visit and/or other contact for midpoint evaluation (approximately 60 hours).**
4. To establish familiarity with the LMC (or agency) and to become knowledgeable in as many of the following areas as the particular library media center allows:
  - Teaching (information literacy skills, literature appreciation, etc.)
  - Daily LMC operation and services
  - The LMC collection (including non-print, reference, periodicals, etc.)
  - Selection criteria, policies and procedures
  - Organization and retrieval systems
  - LMC staffing patterns and relationships
  - Budget and record keeping
  - The school's structure and the nature of the student population
  - School and district policies which pertain to the LMC
  - District materials production center
  - Professional organizations (Central NY Media Specialists, School Library Media Section of the New York Library Association, others)

### **SITE SUPERVISOR RESPONSIBILITIES:**

1. To act as a mentor who will help the student develop exemplary skills as a school librarian.
2. To provide opportunities for the student to become familiar with the LMC as outlined above.
3. To provide Syracuse University with an evaluation of the student's performance, attitudes and abilities, as per University guidelines.