

Field Experience Requirements

Five classes in the School Media course sequence require field experience:

- ❖ IST 571 – 12.5 hours
- ❖ IST 578 – 12.5 hours
- ❖ IST 673 – 25 hours
- ❖ IST 675 – 25 hours
- ❖ IST 676 – 25 hours

The above constitute the 100 hours of field experience required for SLMS certification. Students in these classes who are not in the School Media track will be expected to do the field experience in a public library or other appropriate site.

For School Media students, field experiences must be a mix of high and low needs and elementary and secondary placements. Students are responsible for keeping track of their placements and communicating with the placement coordinator to achieve the appropriate balance. Twenty-five hours of field experience may be in a public library. “Needs” would then be determined by the local school district’s status.

Alternative Models for Field Experience

SLMS students who have been allowed to substitute other courses for one or more in the required sequence will have missed the field experience needed. The options for making up the missed field experience are:

- ❖ An independent field experience project under the supervision of Information Studies faculty (not an option in academic year 2007-08)
- ❖ Pre- or post -internship field experience hours in the same location as the internship.
- ❖ Request for partial waiver of field experience based on teaching or library experience (up to 50 hours may be waived).

Assignments

Field experience assignments may include (but not limited to) the following:

- ❖ Observation
- ❖ Active participation
- ❖ Mini-projects
- ❖ Specific assignment from course instructor
- ❖ IST 673 is based on a semester-long integrated team project working with students and teachers in selected school districts.

Field Experience Documentation

The “field experience record sheet” (see attached) will be the official documentation of your field experience. For School Media students, a complete record of your field experience needs to be on file in the Information Studies department when your program is completed. Course instructors may collect these and forward them to the department, or they may direct you to submit them in the Information Studies office. Please keep a copy for your records.

Placements

- ❖ The school media internship coordinator will arrange school library field experience placements.
- ❖ Information and forms for the placement procedures will be available on the Information Studies web page under “Field Experience”.
- ❖ Students who are interested in public library placements may make their own arrangements, but should communicate with the person designated as the coordinator for these placements.
- ❖ We will assist all students who need help in finding a field experience placement, but cannot guarantee a specific placement in any given semester.

Tips for a Successful Field Experience

- ❖ Dress appropriately for your environment.
- ❖ Remember that your placement could be a potential internship site or future employer.
- ❖ Be as active as you can – observation is good and appropriate participation is even better.
- ❖ Show up when you are expected and call ahead if something prevents you from being there.
- ❖ Communicate with your class instructor or the internship placement coordinator if there are any problems.
- ❖ Remember that you are a guest in the school or library and show your appreciation.