

COLLEGE OF COMPUTING AND INFORMATION
Department of Information Studies
University at Albany

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Field Experience Placement Information

The Department of Information Studies requires a total of **100 hours of Field Experience** for certification as a School Library Media Specialist. The hours break down as follows:

IST 571	12.5 hours
IST 578	12.5 hours
IST 673	25 hours
IST 675	25 hours
IST 676	25 hours

Field Experience requirements also include 50 hours in high needs schools and 50 hours in low needs schools. Of the 100 required hours, 50 hours must be in the secondary level (grades 6 – 12) and 50 hours in the elementary level (K – 5).

Field Experience Placement Procedure

- Instructors for the courses listed above will inform you of your field experience requirement.
- To obtain a Field Experience Placement form, go to <http://www.albany.edu/cci/informationstudies/forms.shtml>
- The completed form should either be e-mailed to the Internship Coordinator (memerson@uamail.albany.edu) or placed in the “Internship” mailbox in Draper 113.
- When a placement has been identified, you will receive an e-mail message with an attachment consisting of the following:
 - Your name
 - Course
 - Field Experience hour requirement
 - Contact information for your field host
- E-mail or phone your host at your earliest convenience
- If any changes are needed, please contact the Internship Coordinator by e-mail

Contact with Field Experience LMS Host

- If your first contact is by phone, please ask if the LMS has time to talk
- Give your name, course, and field experience assignment.
- Explain exactly what is required of your host to facilitate your assignment

- Ask if there is follow-up required with school administration
- Agree on dates and times of first contact
- Express appreciation, dress professionally, carry your SUNY ID at all times and, most of all, **enjoy yourself!** 😊