

**Texas Woman's University**  
School of Library & Information Studies

**LS 5843 Practicum**  
**Course Syllabus**

**Suggested Practicum Activities**

Working closely with a TWU SLIS Practicum Faculty Supervisor and Practicum Site Supervisor, identify tasks and special projects suited to the Practicum Site environment. These are just suggested activities. **Students are not expected to complete all activities listed here.** Consider these professional activities in planning Practicum hours. Not all activities are appropriate for every library or Practicum situation. Students are encouraged to be creative and responsive to that environment while fulfilling Practicum Goals & Objectives.

**Collection Development**

1. Examine existing Collection Development policy and guidelines.
2. Consult appropriate selection tools to create a selection list for a new subject area for the collection.
3. Identify gaps in an assigned area of the collection.
4. Update an assigned area of the collection.
5. Familiarize yourself with an existing policy on "Gifts" and assist with processing.
6. Familiarize yourself with an existing policy on "Challenged Materials" and follow through with a successfully-resolved issue.
7. Deselect an assigned area of the collection in accordance with the appropriate criteria.
8. Evaluate an assigned area of the collection on the basis of usage, condition, coverage, and currency.

**Technical Services/Cataloging**

1. Assist with cataloging and classification of materials, performing original and complex copy-cataloging, if possible.
2. Assist with cataloging and classification of non-book formats, such as serials, sound recordings, video recordings, electronic resources, etc.
3. Use standard cataloging tools and databases.
4. Assist with work on library's integrated library system. This can include updating the authority file, maintaining MARC tables, fixing errors, running reports, loading bibliographic records from vendors, etc.
5. Work with digital materials and assist in digitization projects.
6. Work with serials acquisitions and management, both print and electronic. This can include assisting with electronic resources, claiming, approval plans, standing orders, etc.
7. Gain an overall understanding of technical services functions, including acquisitions, cataloging, serials, processing, preservation, interlibrary loan, and circulation.

## **Public Service**

1. Provide Readers' Advisory.
2. Assist users with reference or research needs.
3. Assist users with OPAC and with reference tools in a variety of formats.
4. Plan with faculty, staff or support group.
5. Conduct searches for users using print and/or non-print sources.
6. Prepare bibliographies and/or pathfinders.
7. Assist users in locating material.
8. Assist in developing and delivering user instruction.
9. Assist in developing and implementing programs.

## **Public Relations**

1. Prepare displays, newsletters, press releases, or public service announcements.
2. Schedule and/or conduct library tours.
3. Plan and implement marketing strategies for library services and programs.

## **Administration**

1. Participate in a community assessment or survey project.
2. Attend meetings (staff, faculty, PTA, library board, etc.).
3. Participate in the budgeting process.
4. Observe and/or participate in decision-making process (e.g., facilities planning, personnel, automation, evaluation of services and resources).
5. Produce written communication (e.g., reports, grants, memos).
6. Schedule staff, programs or events, and community access to the facility,

## **Multimedia**

1. Produce materials.
2. Maintain production hardware and software.

## **Automation**

1. Troubleshoot.
2. Maintain system hardware and software.
3. Train staff or users.
4. Assist with vendor negotiations.

## **Instruction**

1. Conduct storytime, reading programs, or other activities.
2. Plan for instructional activities.
3. Help patrons develop information literacy skills.

4. Collaborate with teachers, principals, and/or administrators to develop instructional plans and activities.

### **School Librarian Certification Project**

Practicum students seeking State of Texas School Librarian Certification [TEXES] are required to complete a combination of 60 hours Elementary + 60 hours Secondary (120 Hours Total) in Texas accredited schools. Students admitted on or after January 1, 2009 are required to complete a combination of 80 hours Elementary + 80 hours Secondary (160 Hours Total). Due to the increased requirement, these students have the option of completing 120 hours split evenly between Elementary and Secondary libraries, and then participating in a 40 hour project completed after school library hours (160 Hours Total) if they are unable to schedule 160 hours during the regular school library hours.

Practicum Students seeking School Librarian Certification in a state other than Texas are responsible for meeting the requirements of such certification with the appropriate state / territory / national government department and need to determine for themselves the specific requirements.

### **Suggested ideas for the School Librarian Certificate 40 Hour Project**

1. Evaluate a section of the library site collection, weed, and recommend new materials for purchase.
2. Processing and cataloging new materials for a library site.
3. Attend school library district meetings or library-related conferences, write a summary/reflection on how information learned will impact student learning.
4. Planning, implementing, and evaluating a literacy project or event at library site.
5. Produce critical book reviews, book trailers, blogs, pathfinders, etc. to promote reading and information literacy among students at library site.

NOTE: a) Structured, field-based training must be focused on actual experiences with each of the standards identified in 239.55 of this subchapter (relating to Standards for the School Librarian Certificate) to include actual library experiences with diverse types of students, grade levels, and campuses.