



Graduate School of Library
& Information Science

DOMINICAN UNIVERSITY

SCHOOL LIBRARY MEDIA PROGRAM

Student Progress Packet

This packet is designed to assist students in self-managing their graduate school experiences in the School Library Media Program.

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Professional Portfolio Criteria

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Prerequisite	Requirement	Date Completed
GETTING STARTED		
	Apply to the Graduate School of Library and Information Science.	
	Successfully complete the Basic Skills test, Test Code 096. For all certification tests, study guides and application forms can be found at http://www.icts.nesinc.com .	
	Enroll in core courses (701, 703, 704 - see GSLIS Courses below).	
Enrolled in GSLIS. Basic Skills Test successfully completed (Allow 4 weeks to receive results)	Apply to the School Library Media Program.	
	Attend the SLMP Information Sessions held once each Fall and Spring semester.	

GSLIS COURSES in the recommended sequence of completion		
	LIS 701 Introduction to Library and Information Science	
701 is a prerequisite or co-requisite.	LIS 703 Organization of Knowledge	
	LIS 704 Reference and Online Services	
701 is a prerequisite. 703,704 are prerequisites or co-requisites.	LIS 773 School Libraries Begin professional portfolio (see pg.4) and Clinical Practice Packet.	
701, 703, 704 are prerequisites for all other courses. 773 is a prerequisite or co-requisite for remaining required courses. 721 and 722 are designed to be taken in separate semesters. 725 must be taken after completing all other required courses, or in the same term as the final required course(s).	LIS 721 Library Materials for Children	
	LIS 722 Library Materials for Young Adults	
	LIS 724 Media Services and Production	
	LIS 716 Communication for Leadership	
	LIS 725 Curriculum and School Libraries	
	Elective (towards 9 hours of Electives)	
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Completion of twelve GSLIS courses fulfills the requirement for graduation.		

Completion of the approved entitlement program qualifies students to apply for an Illinois Special (K-12) Certificate (Type 10) in the concentration area of Library Information Specialist.

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Prerequisite	Requirement	Date Completed
EDUCATION COMPETENCIES		
Coursework can be completed at any time prior to Clinical Experience		
COURSEWORK (not required for students who hold current Illinois Teaching Certificates)		
	Educational Psychology	
	History and Philosophy of Education	
	Exceptional Child (including learning disabilities)	
APT TEST (not required for students who hold current Illinois certificates for the K-12 grade range)		
Education courses completed	Successfully complete the Assessment of Professional Teaching test: APT-Special (K-12), Test Code 104.	

CLINICAL PRACTICE		
See Clinical Practice Packet for important dates and forms referred to below.		
Accepted into the School Library Media Program LIS 773 completed before most observation hours	Arrange and participate in Pre-clinical Experience - 100 hours of observation in school libraries (40 hours for students with a current Illinois Teaching certificate). Students currently employed in a school library receive credit for 25 observation hours. Complete a Pre-clinical Experience Report form for each school site.	
	Submit an Application for Clinical Experience and Professional Autobiography. Due by April 1 for Fall placement, September 1 for Spring placement.	
	Schedule interview with Coordinator of Clinical Practice. Interviews for Fall placement take place in April, interviews for Spring placement take place in September.	
	Successfully complete the Content-Area test for Library Information Specialist, Test Code 175.	
Application for Clinical Experience submitted. Information Session attended	Participate in interview with Coordinator of Clinical Practice.	
Content-Area test for Library Information Specialist successfully completed. (Allow 4 weeks to receive results) Required courses completed, or final required course (LIS 725) scheduled for same semester as clinical experience. Education courses completed, if required. Pre-clinical Experience completed and reports submitted.	Those seeking an initial Illinois Teaching Certificate enroll in LIS 728 Student Teaching, which includes two clinical experience placements in school libraries. Each placement consists of 200 hours, usually over 5 weeks. Attend two on-campus seminars, at start and end of semester.	
	Those holding a current Illinois Teaching Certificate enroll in LIS 729 Internship, which includes two clinical experience placements in school libraries. Each placement consists of 80 hours, usually over 2 weeks. Attend two on-campus seminars, at start and end of semester.	

EXITING		
All of the above	Schedule and participate in Exit Interview, including portfolio conference, with Program Director.	
Exit Interview conducted	Submit certificate application documents to Registrar.	

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PROFESSIONAL PORTFOLIO CRITERIA

As a requirement for seeking certification in school libraries, students will create a professional portfolio. The portfolio requirement will be discussed in the SLMP Information Sessions held during the spring semesters and will be initiated in LIS 773 School Libraries course. The portfolio conference and review will occur during the Exit Interview, which is scheduled mutually by the student and the Program Director.

The portfolio will contain evidence of understanding points that demonstrate progress in the certification program. The portfolio may be in hard copy, electronic, or a mix of formats. It is recommended to have hard copy available for job interviews. Students may include optional documents that provide information useful to prospective employers.

SCHOOL LIBRARY MEDIA PROGRAM PORTFOLIO COMPONENTS

REQUIRED

- Philosophy or mission statement
- Certificates of licensure (if any)
- Evidence of successful completion of ICTS Basic Skills, Library Information Specialist and APT exams
- Representative Projects
 - LIS 773 LIS 721and/or LIS 722
 - LIS 724 LIS 716 LIS 725
- Clinical Practice
 - Student may seek advice from university and site supervisors in choosing evidence representative of clinical practice experience.

OPTIONAL

- Current resume
- Letters of reference
- Certificates of honors or awards
- Related Skills sheet – experiences that are not included in the resume
- Videotape, photos, other visual representation of professional growth
- Additional evidence of electronic documentation
- Transcripts
- Other

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