Curriculum

All courses in the MS/Library and Information Science/School Media specialization are mandated by NYS and are required for New York State Certification. Students are granted their degree from Syracuse University and their teaching in school libraries certification from the New York State Department of Education.

Courses:

IST 511 Introduction to the Library and Information Profession (3 credits) (required residency)
IST 564 Library and Information Services to Students with Disabilities (3 credits)
IST 601 Information and Information Environments (1 credit) (required residency)
IST 605 Information Resources: Users and Services (3 credits)
IST 611 Information Technologies in Educational Organizations (3 credits)
IST 612 Youth Services in Libraries and Information Centers (3 credits) (required residency)
IST 613 Library Systems and Processes (3 credits)
IST 616 Information Resources: Organization and Access (3 credits)
IST 618 Information Policy (3 credits)
IST 661 Information Management in Schools (3 credits)
IST 663 Motivating 21st Century Learning (3 credits)
IST 668 Literacy Through School Libraries (3 credits)
IST 972 School Media Practicum (Elementary and Secondary total of 3 credits)

Transfer Credit

Because all coursework in the MS/LIS School Media program is mandated by NYS, transfer credit from outside institutions is rarely accepted.

Fieldwork: 100 hours (no credits)

School media students must complete 100 hours of fieldwork before their practicum experience in order to satisfy New York State certification requirements. More information about these requirements may be found in the Fieldwork and Practica section below.

IST 972 School Media Practicum (3 credits)

Students must take a three-credit, school-based (120 hours each in elementary and secondary) practica in order to satisfy New York State certification requirements. Each practicum placement will be in a school-based library, where the student gains experience and is evaluated at both the elementary and secondary level. Each practicum is fully supervised by a certified School Media Specialist. IST 972 is a full-semester online seminar for students who are doing practica. All practica students are expected to participate in this seminar. More information about these requirements may be found in the Fieldwork and Practica section below. * Teachers with at least three full years of teaching experience may omit the practica for the grade level they work with most. The remaining practica is 120 hours.
**Competency Checklist**

Students complete the School Media Program’s Competency Checklist four times during their MS/LIS program as noted below. The competencies are aligned with the current ALA/AASL Standards for School Media Specialist Preparation (2010), New York State Teacher Standards (2011), and several other standards developed by educational organizations. They describe the tasks and activities expected of the 21st century school library professional.

1. **Baseline:** Students are required to complete the competencies at the very beginning of the program, before taking any courses. The list should be used as basis for selection of fieldwork projects, class projects, and other course-related activities.
2. **Fieldwork:** Students are required to update and complete the competencies after their second fieldwork experience. Students should use the list with guidance from their advisor, the fieldwork coordinator and their site supervisor as a way to identify gaps that need filling or for project selection during your fieldwork experience.
3. **Practicum:** Students must update and submit the competencies with the School Proposal prior to beginning their second practicum. Students should use the list with guidance from their practicum site supervisors as a way to identify gaps that need filling or for project selection during their practicum experience.
4. **Final:** Students are required to update and submit a final checklist after their final practicum and all coursework has been completed. Students should submit the final competency checklist with their portfolio.

**Fieldwork and Practica**

The school media program offers both fieldwork and practicum experiences in school settings in order to satisfy New York State certification requirements.

**Fieldwork**

Students are required to satisfy 100 hours of fieldwork experience in K-12 schools (50 hours in an elementary setting, 50 hours in a secondary setting; some experience in urban, suburban, and rural schools if possible). All fieldwork must be achieved through two 50-hour experiences, each completed during the course of a semester. 15 of these hours must be with students with special needs.

It is the student’s responsibility to document all fieldwork and submit documentation at the time of certification. This documentation is done by filing a Learning Agreement and a Record of Fieldwork form for each site where fieldwork is completed.

For detailed information on the Fieldwork Process, please consult the Fieldwork Guide or contact your School Media Advisor.

**Practicum**

Students will register for a 3-credit school-based practica (one practicum should be completed at the elementary level and one at the secondary level) as part of their degree program. The course number for school media practica is IST 972. The student registers for 972 once, and does both 120-hour practica for that grade. You MAY carry practica hours into two semesters, not only the semester in which you enroll. The school media program uses the apprenticeship model for all practicum experiences. The site supervisor acts as teacher/mentor/role model with the student observing and then doing various tasks.
with site supervisor feedback. Students should be considered colleagues-in-training and not substitute librarians or library aides.

School media students are advised to enroll in their practicum experiences late in their programs and not until at least 25 credits of coursework and 100 hours of fieldwork experience have been completed.

Setting up the Practicum

- Update Competency Checklist/Meet (email) with Faculty Advisor for Review of Competencies
- Obtain Practicum Handbook from the School Media Forum in Blackboard
- Select the Practicum Site and Site Supervisor
- Enroll in IST 972 School Media Practicum Seminar/Participate in the online seminar

All school media practica must be completed in K-12 school settings.* One of those practica should be in an urban or high-needs school district. The student and faculty supervisor will determine an appropriate site for each of the student's practica. Some criteria for selection are:

- A fully-functioning library and information literacy program
- Regular information skills instruction with students
- Technology
- Planning and collaboration with teachers
- Interaction with administrators and parents

Note: Practicum sites must be approved by the faculty supervisor/instructor for IST 972. The site supervisor must have an MLS or LIS with school media certification and should provide a role model for the student.

The student should not choose a practicum site in a school district in which he or she is currently employed, where his or her spouse is employed, or where his or her child is a current student or where he or she own property and pay school taxes because of possible conflict of interest. *Residents of Albany, Buffalo, NYC, Rochester, and Syracuse may do practica in the ir district, just not the neighborhood school.

*Occasionally, students with sufficient experience in school libraries are allowed to do one administrative practicum with a library system director. Permission must be granted by the Faculty Advisor.

Beginning the Process

The student must meet with the faculty supervisor/IST 972 instructor to discuss site selection (based on results of competency checklist) and practicum requirements. The student must bring his or her completed competency checklist and résumé to the meeting. This will allow the faculty supervisor to identify areas of strength and weakness in order to better select an appropriate practicum site for you. Make an appointment to see the faculty practicum supervisor or the program director; they can advise you on possible practicum sites. Talk to fellow students who have been through the process; they may have insights about various sites. Where possible, students should complete one practicum experience in a high needs setting.

For each practicum, the student must submit a:

- Proposal Form (one week before beginning the practica)
- Learning Agreement (30 hours into the practica)
Journal of all practicum activities
One-page description and summary of one or more major on-site projects completed during the practicum
Student Evaluation

The student will arrange to meet with the site supervisor. At this meeting they will determine if they both wish to proceed with the practicum. If affirmative, the student will complete the practicum proposal form and submit it according to instructions in the 972 syllabus.

It is highly recommended that the student arrange to spend five full days a week at a site. If this is not possible, the student should spend a minimum of two full days a week at a site. This allows for continuity and a richer professional experience.

All students participating in school media practica are required to participate in an online seminar for each semester that the student is involved in a practicum.

The practicum seminar will include sessions on specific relevant topics and opportunities to discuss general practicum issues with other students and specific practicum problems and questions with the faculty supervisor.

The Practicum Experience

Some students work full-time for the required 120 hours, some work a couple days a week, some work half-days. It depends on their schedule and the needs of the library. By the 30th hour of the practicum, the student and site supervisor are expected to complete the School Media Learning Agreement in accordance with the specifications in the internship handbook.

If the site supervisor is absent for any reason and a certified (MS/LIS) substitute is not on site, the student may not count those hours as part of the practicum. The practicum is considered an academic learning experience; it is assumed that the site supervisor is always available for instruction and professional consultation.

The student is expected to do the tasks that the site supervisor does. This may entail some routine tasks (e.g. weeding, circulation, etc.) but the majority of the time should be spent on higher level, professional activities. Some appropriate activities include (but are not limited to):

- information literacy/research skills lessons
- in-service teacher training
- technology selection and implementation
- budgeting
- long-range planning
- collaborative instructional planning with teachers
- presentations to school board
- development of a school/library web site
- curriculum mapping
- development of a library newsletter and other public relations materials

Note: Attendance at professional conferences and preparation and lesson planning done at home, while laudatory, may not be included as part of the 120 practicum hours. However, students may include regular faculty meetings and district-wide librarian’s meetings. Lesson planning and preparation at home does not count toward the 120 hours.
During the practicum experience, the student is expected to work with students, teachers, administrators, and parents, when possible.

Each practicum is expected to give the student a broad range of experiences as well as specific experiences in each of the competency areas.

At approximately the mid-point in the practicum (60 hours), students (both local and distance) completing their practica in Central New York schools must contact the faculty supervisor to arrange a site visit for a time during the latter half of the practicum experience. For distance students outside of Central New York, the faculty practicum supervisor will contact both you and your site supervisor (either in person, by phone, or by e-mail) at some point during your practicum for a discussion of your progress.

It is always a good idea to communicate with your faculty supervisor regularly during each practicum. This is easily done through the Practicum Seminar. On rare occasions, personality differences or other such problems emerge during the practicum. If this occurs, contact the faculty supervisor or director of career planning immediately so that they may try to resolve any problem.

*Note: Do not wait until near or at the end of the practicum to communicate problems as it may not be possible to correct the situation at that point.*

**Completing the Practicum**

Students hand in completed practicum assignments to the faculty supervisor during the last week of classes of that semester. These assignments include a description and/or a copy of the major practicum project(s), and the weekly log. At the end of each practicum, students also turn in the completed student evaluation form (see practicum handbook) that allows the student to evaluate their practicum experience. Site supervisors submit the site supervisor evaluation form on practicum student performance and the practicum experience to the Office of Career Services and Experiential Learning.

**New York State Certification Requirements**

Instructions and code numbers you will need are found on our Certification page: https://ischool.syr.edu/academics/graduate/masters-degrees/lis-school-media-certification/

Students are required to fulfill the following requirements for NYS Certification. *

*For complete information on the requirements for NYS certification as a School Media specialist, consult the New York State Education Department Office of Teaching Initiatives at the following URL and making the selections in the screen shot below: http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do.*
Completion of Masters of Science, Library and Information Science/School Media

Pathway: Approved Teacher Preparation Program

Requirements:

- Completion of a NYS Registered Program - Library Media Specialist (awarded from the iSchool/Syracuse University)
- Institutional Recommendation - Library Media Specialist (awarded through the School of Education/Syracuse University)

New York State Teachers’ Exams

Take all three NYS teacher’s exams. These should be taken toward the end of the School Media Program.

- Academic Literacy Skills Test (ALST)
- Educating All Students (EAS)
- Content Specialty Test (CST) for Library Media Specialists

In addition, the edTPA is required of all students who do not already hold a teaching certification. For more information, see:
http://ischool.syr.edu/academics/graduate/masters-degrees/lis-school-media-certification/

When are the tests offered?

Test dates are found at this site:
http://www.nystce.nesinc.com/

If I don’t pass the test on the first try, how often may I retake it?

There is no restriction on the number of times the exams may be taken. You may continue to take them until you receive a passing score. Note that some tests have a “Safety Net”, and more information about specific safety nets are available at the URL above.
What if I already hold a valid teaching certificate from another state?

Candidates who possess a certificate from a state that is party to the Interstate Certification Compact may be issued a conditional certificate valid for two years, to allow the candidate time to meet New York State’s testing requirement. Visit the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert. The only test required for certified teachers is the CST in School Library Media.

You may register for the exams online at http://www.nystce.nesinc.com/.

Mandatory New York State Workshops

Students must complete SIX New York State mandatory workshops:

- Child Abuse Recognition & Reporting
- School Violence Prevention and Intervention
- Fire & Arson Prevention
- Highway Safety & Traffic Regulations & School Safety Patrols
- Child Abduction Prevention
- Prevention of Alcohol, Tobacco, and Drug Abuse

The School of Education at Syracuse University offers no-credit/no-tuition course for campus students, EED640. Check MySlice for times is it offered each semester.

For distance students, you may choose to take the two original child safety workshops through a local BOCES or have already taken them for a prior teacher certification:

These links also have information about taking these workshops online.

In order for the School of Education at Syracuse University to provide you with an Institutional Recommendation (rather than the individual transcript review pathway), you must also complete a workshop with four topics required after 2004:
- Alcohol/Tobacco/Drug Abuse Prevention
- Child Abduction Prevention
- Fire and Arson Prevention
- Highway safety/Traffic Regulations/Safety Patrols

These four extra workshops are offered for free through the School Media Program. You may review the materials and take the exam online with a proctor. There is a proctor document to be signed, and is found in the School Media Forum, under Organizations in Blackboard.

Fingerprinting

It is best to get this process started even before you begin fieldwork, as some school districts are now requiring fingerprint clearance for anyone doing fieldwork or practica.
Applying for Professional Certification in New York State

Students must apply for NYS (Initial) School Library Media Certification online using The New York State Education Department Office of Teaching Initiatives (OTI) TEACH Online Services system.

In order to apply online, students must create a TEACH login and password at the New York State Directory Services. Instructions are provided as you go through the self-registration process. To self-register and login to TEACH go to http://www.highered.nysed.gov/tcert/teach/login.html and follow the instructions provided at Self-Registration.

While the application process itself is easy (it takes approximately 30 minutes), there is specific information that graduates of the Syracuse University, School of Information Studies Master of Science in Library and Information Science: School Media (MS/LIS: School Media) degree program, must know in order to assure that the application and Syracuse University’s institutional recommendation match, so that TEACH issues the appropriate certificate.

Where given a variety of choices to select from a pull down menu, use the selections listed below:

- **Institution:** Syracuse University
- **Award Title:** Master of Science
- **Program:** 27274 Library and Information Science: School Media
- **Major:** Other
- **Date Degree Received:** Leave Blank
- **Attended From:** Matriculation date
- **Attended To:** The first day of the month you graduate/graduated (ex. 5/1/16)
- **Number of Credits Earned:** Leave Blank
- **Select your Area of Interest:** Classroom Teacher
- **Select your Subject Area:** Library Science
- **Select the Grade Level:** Pre K-12 – All Grades (defaults from Classroom Teacher/Library Science)
- **Select the Title:** Library Media Specialist
- **Select the Type of Certificate:** *Initial
- **Select Pathway:** Approved Teacher Preparation Program

*Unless you have three years of professional library working experience and are applying for “Permanent Certification.” You must provide verification of this employment.

TEACH Online Services will always be available so that you may enter your application online and check its status at your convenience. TEACH Technical support will be available to you by telephone Monday-Friday from 8:00 a.m. until 6:30 p.m. at (518) 486-6041 or via email at teachhelp@mail.nysed.gov. Please note, the above venues are only able to supply technical assistance as you access TEACH Online Services. If you have questions concerning your certification, you should contact Brenda Hoefler at blhoefle@syr.edu or 315-443-4759 or you may contact the Office of Teaching Initiatives at tcert@mail.nysed.gov.

When ready to apply online, students should contact Blythe Bennett, babennet@syr.edu (315-443-5445), to receive a form required by the School of Education. Please fill out the form and return it to Blythe at 110 Hinds Hall (must have original signature, so not via fax or email). Once the degree is certified by the iSchool, the form and a letter verifying degree certification will be sent to the School of Education. The School of Education will verify the award date and submit the institutional
recommendation online in TEACH. The degree certification process should take approximately two weeks. Please note: students can apply for NYS certification before the college recommendation is submitted, however the college recommendation will not be submitted online until an award date is posted on the SU transcript. This can take several weeks after graduation.

Please remember that the Syracuse University School of Information Studies and School of Education must institutionally recommend your application for NYS certification. Do not apply through any other agency (BOCES).

New York State Certification Resources

The NYSED Office of Teaching Initiatives website is located at: http://www.highered.nysed.gov/tcert/

The specific exam website http://www.nystce.nesinc.com/ for NYS Teacher Certification Examinations is also a good source of information.

Information for non-NYS Residents

School media certification requirements for each state differ and are always changing. Although some graduates are planning to seek a School Media specialist position within New York State, others may be moving and will need to know the requirements in other states. You should contact your state’s Department of Education as a source for such information.

The American Association of School Librarians (AASL) provides an excellent web site for information on School Media degree programs, roles and responsibilities of the profession, certification requirements in various states, and other useful information. http://www.ala.org/aasl/education

Contact Information

For questions regarding the Certification process, please contact Brenda Hoefler at blhoefle@syr.edu or 315-443-4759.

For information about your degree or NYS requirements please contact:

Blythe Bennett
Syracuse University
School of Information Studies
110 Hinds Hall
Syracuse, NY 13244-4100
Phone: (315) 443-5445
Fax: (315) 443-5673
babennet@syr.edu

Competency Checklist Questions

How many times do I need to fill out the competency checklist?

Students are required to fill out and submit the competency checklist four times during the course of the program: 1. Baseline: before you begin any coursework; 2. Fieldwork: After you finish your second
fieldwork; 3. Practicum: Before you begin your second practicum; 4. Final: Once you are finished with the program.

**Where do I submit the competency checklist?**

Students are required to submit their competency checklist via the School Media Forum.

**Where can I get a copy of the competency checklist?**

You can obtain a copy of the competency checklist in several places: under “School Media Resources” in the School Media Forum.

**Fieldwork Questions**

**How do I complete the 100 hours of fieldwork?**

Students are required to satisfy 100 hours of fieldwork experience in K-12 schools (50 hours in an elementary setting, 50 hours in a secondary setting; some experience in a high needs urban or rural school). All fieldwork must be achieved through two 50-hour experiences, each completed during the course of a semester.

**What is the process for arranging my fieldwork?**

The most important thing you can do before you begin the fieldwork process is to read the Fieldwork Guide. The Fieldwork Guide can be obtained under “Fieldwork Resources” in the School Media Forum or by contacting your advisor. The basic steps of the process are:

1. Notify Blythe Bennett babennet@syr.edu and Fieldwork Supervisor, Judi Dzikowski jdzi77@gmail.com to let them know you are beginning the process.
2. Develop your Fieldwork Project using your Competency Checklist and advice from your advisor.
3. Select the Fieldwork Site and Site Supervisor, who must be a certified school librarian, and have a discussion with that person to talk about potential projects.
4. Submit the Learning Agreement a week before beginning the hours in the school.

**How do I decide what type of project to do?**

Students should use their competency checklist as a guide for selecting which competencies to address in their fieldwork projects. Once a student has selected which competencies to address in their fieldwork project, they can consult the list of Fieldwork Project Ideas and consult with Judi to develop an appropriate project. The list of Fieldwork Project Ideas can be found in the School Media Forum.

**If I have already worked in a school library, do I still need to complete the fieldwork hours?**

Yes. All students enrolled in the School Media Program must complete the 100 fieldwork hours. This is an agreement that the School Media Program has with New York State as part of our accreditation.

**Practicum Questions**

**What is the process for finding a school media practicum site?**

Students are encouraged to meet with their advisor to determine an appropriate site in which to gain valuable insight and skills necessary in the school media profession. We can often suggest a list of
schools and previous school media supervisors who can serve as contacts when looking for a practica site. It is recommended that the student meet with the School Media Specialist at the prospective sites in order to determine the best fit for the practica.

**What's the process for arranging a school media practicum?**

The basic steps of the process are:
1. Contact the faculty supervisor, Patty Vilello [pcvilell@syr.edu](mailto:pcvilell@syr.edu) to complete appropriate paperwork, which will be found in the IST972 section of Blackboard.
2. Meet (can be online) with the faculty supervisor to select the practicum site.
3. Meet with the site supervisor to determine the parameters of the practicum. See the Fieldwork and Practica section of this web site for complete details.

**If I have already completed my school media coursework at another university, can I do my practica here at Syracuse University?**

No, you would have to complete the five core school media courses at Syracuse University before you would qualify to do the practica. This is because Syracuse University’s School of Information Studies has worked with the New York State Department of Education to design a curriculum that integrates all necessary educational preparation as part of our comprehensive school media program.

**If I am a (non-certified) practicing librarian, do I have to take a leave-of-absence from my job to complete the practica?**

Students will need to find a way to arrange the time off to complete their practica. Since this is not only an academic requirement but also a New York State certification requirement, most administrators understand the need to do this. Start early, making sure your administrator is well informed about everything you will need to get this program done. Communication is critical and agreements should be in writing. The more your principal knows and understands, the easier it will be for you when it comes time to do fieldwork and practica.

**If I am already working as a teacher or teacher’s aide in a school, can I complete one of the practica in that building’s LMC with the certified SLMS?**

Under certain circumstances, we have allowed students to do one practicum in their own school but this is a case-by-case decision. This is assuming you would complete the other practicum in a different district and at another educational level. We prefer to have students do their practica in schools that they (or their spouse/partner) do not work in or have children in and, in fact, ask students to find practicum placements outside their communities, as well. If you live in a city, such as Syracuse or Rochester, you may do your practica in that city as long as you don’t work in the school or have children there. While these rules may seem inconvenient, they are in place to protect you.

**How do I register for my practica (IST 972)?**

Because fieldwork hours must be completed before registering for the practicum, IST 972 School Media Practicum, Blythe Bennett will need to set your permission within MySlice to register for IST 972. Students then register for three credits for the practica.

**New York State School Media Certification Requirements**
What if I have already received my MLS or MS/LIS, and want to get certified as a School Library Media specialist?

Students who already possess a master’s degree in library science from Syracuse University, or another accredited institution, can be certified as school library media specialists by completing the coursework requirements described under our Certificate of Advanced Study in School Media.

See above for the six workshops required by New York State for certification, three state teacher exams, fingerprinting, field work, practica, and other requirements.

**Education Courses**

**Why are education courses no longer required?**

Syracuse University School of Information Studies has worked with the New York State Department of Education to design a curriculum that integrates all necessary educational preparation as part of our comprehensive school media program. At the completion of this program all requirements for NYS certification will be satisfied. This includes the 2011 mandate from NYSED for a three credit course on working with students with disabilities, IST 564.

**How do I find out about jobs?**

Here are a few different ideas:

* subscribe to schmedia@listerv.syr.edu, if you aren’t already
* subscribe to LM_NET lm_net@listserv.syr.edu. Sometimes jobs are listed
* read your local paper
* contact your local school administrations and BOCES school library systems and send them your resume. Sometimes vacancies are sudden and you would have a current resume already on file
* attend the Annual Teacher’s Recruitment Day, at SUNY Cortland (a joint effort through Syracuse University and other school and colleges) or a similar recruitment day near you.
* upon completion of an internship, the site supervisor may be able to assist you in determining opportunities within the school district or provide contact information for other school media professionals who can be helpful in the job search.

**What is a credentials file?**

The School of Education at Syracuse University offers a service for maintaining students’ credentials file, which contains copies of your letters of recommendations, materials from your portfolio and transcripts. A credentials file allows you to send copies of your records from a central location instead of asking your professor or former employer to write a letter each time you interview or apply for a job (this is annoying and time-consuming for both of you).

To establish a credentials file, you must contact SU’s School of Education

Brenda Hoeﬂer at bhoefle@syr.edu or 315-443-4759. Start with this file:

Does SU sponsor any job fairs?

For students in the Central New York area, there is the Annual Teacher’s Recruitment Day, at SUNY Cortland in the spring (a joint effort through Syracuse University and other school and colleges). Representatives from school systems across the country come to find teachers and library media specialists. Professional attire is recommended. Bring a professional resume and speak with the representatives from the school districts that interest you. Colleges around the country host job fairs at various times during the academic year. Contact your local college(s) for information.

Updated August 2016