

# Memo

**To:** Jennie Stapp, State Librarian & the Montana Library Commission

**From:** Joann Flick, MT State Library CE Coordinator

**Date:** March 21, 2019

**Re:** **Continuing Education Credit for Practicum Supervision**

In consultation with Commissioner Anne Kish, UM Western, and Library Development Division Director, Tracy Cook, a logic model was formulated to frame the investigation that led to this proposal. This proposal is based on the formula used at OPI for granting CE credit for teacher librarians. If approved, a new page will be added to the MSL Certification Manual to permit credit to be granted for site supervision. The proposed contents of that page are found below:

## [For Serving as the Site Supervisor for Library School Practicum Students](#)

Librarians are encouraged to support learners attending library school by accepting internships when possible. Some programs of study for librarianship require a practicum experience, and for those seeking post-graduate credentials while working/living here in Montana, it can be challenging to find a site. Furthermore, librarians gain significant insights in providing supervision to students in library school while also contributing to field by supporting practicum programs.

The process of supervising an intern in your library is recognized for credit when the practicum meets all the following requirements:

- The practicum is structured within a specific time frame with objectives and responsibilities for both the practicum student and the supervisor and the practicum is under the direction of faculty of a program of library science at an accredited university

- The practicum is a minimum of 20 hours of student work
- Normally, the designated site supervisor may claim credit for the practicum as the primary supervisor of the student; if the supervising plan for the practicum involves the student working under more than one person at the library, or more than one library site, then the credits may be divided, provided each supervising period is at least 10 hours of student work time
- The site supervisor fulfills all requirements of the college and retains documentation that all requirements have been fulfilled
- Librarians may claim credit for more than one practicum, but not if they supervise more than one practicum student for the same academic time period. For example, if a site supervisor takes on a student one year, and a different student the next year, they may claim credit for both supervision periods. If they supervise two students during the same semester, though, they may only claim credit for one.

Site supervision is applied to the library administration category with credits earned according to the following formula:

Practicum hours*:	CE credits:
10	3
20	7
30	10
40	14
60	20

\*Practicum hours refers to the total number of hours that the student spends working at the site library

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Expected outcomes for implementing this policy:

- A participating library's activities benefit from the addition of energetic interns that are prepared to add value to library services
- Site supervising librarians broaden their perspectives & sharpen their managerial skills
- Practicum students (student interns) are well prepared to enter the workplace as public librarians or teacher librarians
- Faculty coordinators observe fewer problems & improved benefits for students & their program

Potential impacts for implementing this policy:

- The Montana library profession is bolstered by the stewardship of site supervisors & their relationship with the practicum student
- The presence of a practicum student enhances the culture of learning at the library
- Montanans enjoy access to world-class professional library services

Required work by MSL staff to implement this policy:

- Append current certification manual
- Write instructions for how to claim credit in ASPeN
- Monitor & evaluate program: Jo Flick & Tracy Cook (with assistance from Commissioner Kish)

## CE credit for site supervisors of practicum students LOGIC MODEL

Inputs	Outputs	Outcomes	Impacts
<ul style="list-style-type: none"> <li>• Staff &amp; partner faculty time for research &amp; development: Jo Flick, Anne Kish, Ann Ewbank, Tava Smathers</li> <li>• Append current certification manual &amp; create forms in ASPeN: Jo Flick &amp; MSL IT staff</li> <li>• Monitor &amp; evaluate program: Jo Flick &amp; Anne Kish</li> </ul>	<ul style="list-style-type: none"> <li>• Resources for site supervisor librarians to promote &amp; train them to be effective supervisors</li> <li>• A greater variety of placement libraries for practicum students</li> <li>• ASPeN form for submitting credit application to MSL</li> <li>• Evaluation instrument &amp; analytical report(s)</li> </ul>	<ul style="list-style-type: none"> <li>• A participating library's busy summertime activities benefit from the addition of energetic interns that are prepared to add value to library services</li> <li>• Site supervising librarians broaden their perspectives &amp; sharpen their managerial skills</li> <li>• Practicum students (student interns) are well prepared to enter the workplace as public librarians or teacher librarians</li> <li>• Faculty coordinators observe fewer problems &amp; improved benefits for students &amp; their program</li> </ul>	<ul style="list-style-type: none"> <li>• The Montana library profession is bolstered by the stewardship of site supervisors &amp; their relationship with the practicum student</li> <li>• The presence of a practicum student enhances the culture of learning at the library</li> <li>• Montanans enjoy access to world-class professional library services</li> </ul>

Created by: Joann Flick, Anne Kish, Tracy Cook, November 2018