

## **A Checklist of Certification Requirements for School Library Media Candidates**

### **Learning Outcomes of this Program Meet the AASL Standards and the South Carolina ADEPT (Assisting, Developing, and Evaluating Professional Teaching) Standards for School Library Media Specialists**

#### **Foundations in Library and Information Science**

Candidates complete the core courses (SLIS 701, SLIS 705, and SLIS 707), the materials courses (SLIS 757 and SLIS 756), the curriculum and technology integration courses (SLIS 706, SLIS 742, and SLIS 761), the technical services course (SLIS 702), and the reference sources and services course (SLIS 703) before enrolling in SLIS 720. School Library Media Program Development (SLIS 720) is a pre-requisite or co-requisite for enrollment in SLIS 794 (the internship). Candidates seeking initial certification complete education course requirements before enrolling in SLIS 720 and SLIS 794. SLIS 720 and SLIS 794 are the last courses or capstone courses for candidates pursuing both a MLIS and certification in school library media and are offered in fall and spring semesters only. Enrollment in SLIS 794 is by permission of the school library media committee through an application process. It is strongly recommended that candidates complete SLIS 706 with SLIS 701 in the first semester or as a second course after completing SLIS 701, a first course requirement for the MLIS degree. .

#### **Requirements**

##### **Core (9 hours)**

SLIS 701 Introduction to Library, Media, and Information Professions

SLIS 705 Introduction to Research in Library & Information Science

SLIS 707 Information Organization and Retrieval

##### **Material Selection (6 hours)**

SLIS 756\* Children's Materials SLIS

757 Young Adult Materials

Materials courses must not be more than six years old at the time candidates complete the school media certification program. Materials courses from other institutions will not be considered for transfer unless they cover multiple media and selection criteria. At least one of the two materials courses must be taken at the graduate level.

##### **Curriculum and Technology Integration (9 hours)**

SLIS 706 Introduction to Information Technologies (students may exempt

SLIS 706 from their program of study and substitute another technology course, e.g. 740, 775, and 780.)

SLIS 742 Curricular Role of the School Media Library Specialist

SLIS 761 Information Technologies in the School Library Media Program

**Technical Services (3 hours)**

SLIS 702 Introduction to Technical Services

**Reference Sources and Services (3 hours)**

SLIS 703 Introduction to Information Sources & Services

**Capstone Courses (6 or 9 hours)**

SLIS 720 School Library Media Program Development.

SLIS 794 Internship in Library and Information Science (3 or 6 hours)

\*Candidates who plan to work in prison libraries should enroll in SLIS 755 in lieu of SLIS 756.

**Portfolio Requirements**

Successful completion of the End-of-Program Portfolio is a requirement for the master's degree and successful completion of the school library media preparation program. Portfolios are submitted twice during the program of study. "Portfolios in Progress" are submitted prior to enrolling in the capstone courses (SLIS 720 and SLIS 794). End-of-Program Portfolios are submitted prior to graduation. "Portfolios in Progress" contain five examples of competency – one for each of the five dimensions (Learning Outcomes aligned with the South Carolina ADEPT standards for school librarians) with reflective writing. End-of-Program Portfolios build on the "Portfolios in Progress" to highlight ten examples of competency – two for each of the five dimensions (Learning Outcomes aligned with the South Carolina ADEPT standards for school librarians) with reflective writing. With the exception of three specific course assignments that are designated as portfolio artifacts, candidates choose their best examples to showcase in their portfolios.

**Foundations in Education**

Candidates who hold a current and valid teaching license should submit a photocopy of their certificate to the SLIS Student Services Office. Candidates who hold a current and valid teaching certificate are not required to complete the courses listed below.

Candidates who do not hold a current teaching certificate must complete required education prior to enrolling in the capstone courses (SLIS 720 and SLIS 794). Candidates must earn a grade of "B" or better in all courses that are used to meet the "Foundations in Education" requirements. At least 6 hours of the required 12 hours of Foundations of Education courses must have been completed in the past ten years. Candidates seeking approval of prior education course work should submit transcripts and course descriptions for review by their advisor. Candidates who plan to complete education courses at institutions other than USC-Columbia must have prior written approval from their advisor as part of their student file in the SLIS Student Services Office before enrolling in the course.

## **Requirements**

### **Contemporary Education: Principles & Issues**

(one 3-hour course required)

EDFN 592	Historical Foundations of American Educational Thought
EDFN 744	Philosophy and Education
EDFN 749	The School in Modern Society
	Other

### **Curriculum Development**

(one 3-hour course required)

EDCS 725	Principles of Curriculum Construction	Other
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### **Psychology of Learning**

(two 3-hour courses required)

EDPY 705	Human Growth and Development
EDPY 706	Human Development and Learning Situations
EDEX 523	Introduction to Exceptional Children
	Other

## **Requirements for Certification**

The courses listed in this document meet the National Council of Teacher Education (NCATE) requirements as approved in 2003 for the University of South Carolina School of Library and Information Science. A candidate who completes the courses and examination requirements listed in this folder is eligible to apply for certification as a school library media specialist in most states that recognize NCATE approved programs. Candidates should be aware, however, that each state maintains the right to require other courses and testing beyond that required in the SLIS. Candidates who plan to apply for certification in a state other than South Carolina should contact that state's department of education to determine the exact requirements.

Candidates should be aware that the Master of Library and Information Science degree, the Specialist in Library and Information Science degree, and certification through the NCATE approved course of study are three separate pursuits. The MLIS degree is recognition of successful completion of the 36 credit hour Master's degree program. The Specialist in Library and Information Science degree is awarded at the completion of a 30 credit hour post-Master's degree program. The NCATE course of study is required for certification as a school library media specialist. Completion of the NCATE approved program may be accomplished in

conjunction with either the MLIS or SLIS degree, but remains separate from either academic degree.

The actual recommendation for certification comes from the USC Professional Education Unit and is administered by the Office of Teacher Certification, Office of Student Affairs in the College of Education. At the candidate's request, the School of Library and Information Science submits a letter stating that requirements for certification have been completed. The Office of Certification assembles the candidate's application packet and sends it to the South Carolina Department of Education and/or any other state or department of education to which the candidate may be making application for certification. The cost for this service is a one-time fee of \$173 for initial certification and \$65 for adding library media to an existing certificate. This fee includes workers' compensation insurance during the internship(s).

### **Certification Applications**

**Certification application packets for initial certification** must be submitted to the USC-COE Office of Student Affairs approximately one year in advance of an internship placement. Deadlines for submission are:

Spring semester interns - deadline for certification applications is April 15 of preceding spring semester

Fall semester interns - deadline for certification application is December 1 of preceding fall semester

To obtain a certification application packet, contact the USC College of Education Office of Student Affairs at 803-777-6732.

**Certification packets for advanced certification** must be submitted to the USC-COE Office of Student Affairs according to the following deadlines:

May graduates -- March 1

December graduates -- October 1

### **PRAXIS**

Candidates who apply for certification in South Carolina are required to take the specialty area (Library Media) of the PRAXIS only. However, if there is any possibility of applying to other states, the candidate should contact those states to determine if other parts of the PRAXIS are required. Information concerning the PRAXIS may be obtained from the Office of Student Affairs in the USC College of Education (803-777-6732). PRAXIS scores should be submitted to the Office of Student Services (USC-COE) and the South Carolina Department of Education. The score on the PRAXIS specialty area examination must equal or exceed the South Carolina-mandated passing score before a recommendation for certification to the State Department of Education will be made.

## **Internships in School Library Media**

Candidates who have completed an internship or student teaching in a classroom setting prior to admission to the SLIS are required to complete 3 credit hours of internship in a school library media center. With no previous academic internship or student teaching credits, candidates must complete 6 credit hours of internship in school library media centers. Those candidates who have worked in libraries as paraprofessionals, aides, graduate assistants, or school library media specialists without certification will not receive credit for an internship based on that previous experience. Candidates may not complete internships in schools where they are employed.

Internships are offered during fall and spring semesters. Each three-credit hour internship requires 135 hours working in a school library during the USC fall or spring semester. Internship dates and times are scheduled prior to the internship semester in coordination with the candidate, the cooperating school librarian who supervises the internship, and the SLIS faculty internship supervisor. In addition, candidates must complete activities and hands-on experiences as outlined by the faculty internship supervisor, attend at least one state-level professional conference (e.g. SCASL, VEMA, GLMA), visit other school libraries, and participate at onsite scheduled for SLIS 794.

In addition to the certification application sent to the USC-COE Office of Student Affairs, **a separate application for internship placement must be submitted to the SLIS Student Services Office.** To obtain an application for an internship placement, contact the SLIS Student Services Office at 803-777-3887 or (800) 304-3153. Deadlines for submitting internship applications are:

The end of the first week in March for Fall internships  
The end of the first week in October for Spring internships

Candidates applying for internships (SLIS 794) will be contacted by the Coordinator of School Library Media Field Experiences before placements are made in K-12 school library media centers. Placements for spring are made in November and December and placements for fall are made in April and May. Once placements are made, the SLIS Student Services Offices will register candidates for SLIS 794. Candidates should confirm their registration in SLIS 794 using VIP and pay fees before the deadline so that enrollment is not cancelled for non-payment.

For further information please contact:  
Student Services  
Office School of Library and Information Science  
University of South Carolina,  
Columbia, SC 29208 phone: (803) 777-3887 toll free:  
1-800-304-3153  
email: <mailto:slisss@mailbox.sc.edu>