

Index to Educator Accomplished Practices and Field Experiences in Educational Media

Student Name		Student Number	
Data Collection Start Date			

Directions to instructors: Sign and date your verification of the student’s completion of the data source for the *Accomplished Practices* that apply to your course.

Directions to students: As verification of your completion of the required data source for the *Accomplished Practice*, you will complete the required data sources and present them to the instructor of the designated course. You are responsible for asking your instructor to sign and date the section of *Instructor Checklist* (below) for each data source item during the course, as assignments are completed. You are also responsible for retaining copies of your *evaluated* assignments.

<u>Educator Accomplished Practice</u>	<u>Course Number</u>	<u>Activity Number - Activity Related to Educator Accomplished Practice</u>	<u>Data Source</u>	<u>Level</u> B=Basic I=Intermediate A=Advanced	<u>Instructor Checklist</u>	
					<u>Instructor Signature</u>	<u>Completion Date</u>
1. Assessment	EM 510	1.1 – Assignment 2 – Literature Reading File (Locates standardized test score data and determines reading levels for grade levels)	Assignment Rubric	B		
	EM 515	1.2 – Assignment 4 – Teaching Reference Skills with Pathfinders – Field Experience (Assesses reference skill performance after instruction)	Assignment Rubric/ Field Experience Rubric	I		
	EM 540	1.3 – Assignment 5 – Teaching OPAC Search Skills – Field Experience (Assesses student searching skill performance after instruction)	Assignment Rubric/ Field Experience Rubric	A		
	EM 520	1.4 – Assignment 2 – Information Literacy Unit Plan (Develops assessment methods for instruction)	Assignment Rubric	A		
2. Communication	EM 510	2.1 – Assignment 4 – Special Event Promotion (Develops newsletter to communicate special event to school community, including parents of diverse students)	Assignment Rubric	B		
	EM 510	2.2 – Assignment 5 – Story Time – Field Experience (Prepares and delivers positive story time activities to promote enjoyment of literature)	Assignment Rubric/ Field Experience Rubric	I		
	EM 515	2.3 – Assignment 1 – Reference Interview (Communicates with students and staff during the reference process)	Assignment Rubric	I		
	EM 520	2.4 – Assignment 3 – Information Literacy Lesson Plans – Field Experience (Communicates in a positive way with students)	Assignment Rubric/ Field Experience Rubric	A		
3. Continuous Improvement	EM 500	3.1 – Assignment 4 – School Library Media Center Review (Observes and reviews a school library media center based on an evaluation checklist, making commendations and recommendations for improvement)	Assignment Rubric	B		
	EM 530	3.2 – Assignment 5 - Spreadsheet and Purchase Requisitions (Summarizes and reflects on how the purchasing process leads to the continuous improvement of the school library media center and how to continue to improve purchasing skills)	Assignment Rubric	I		

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	EM 540	3.3 – Assignment 3 – Copy/Original Cataloging –(Identifies resources and strategies for continued professional development in cataloging) committee)	Assignment Rubric	I		
	EM 565	3.4 – Assignment 3 – Media Center Floor Plan and Network Plan (Evaluates plan and identifies areas for future improvement)	Assignment Rubric	A		
4. Critical Thinking	EM 505	4.1 – Assignment 5 – Media Production Project and Critical Thinking Skills (Creates strategies to develop and evaluate students’ critical thinking abilities through active participation/ demonstration of skills)	Assignment Rubric	B		
	EM 510	4.2 – Assignment 5 – Story Time – Field Experience (Uses strategies to teach students to practice critical thinking skills during field experience)	Field Experience Rubric	I		
	EM 515	4.3 – Assignment 4 – Teaching Reference Skills with Pathfinders – Field Experience (Practices critical thinking skills with students during field experience)	Field Experience Rubric	I		
	EM 565	4.4 – Assignment 5 – WebQuests – Field Experience (Uses critical thinking skills activities and assessment during field experience)	Field Experience Rubric	A		
5. Diversity	EM 510	5.1 – Assignment 4 – Special Event Promotion Newsletter (Develops newsletter to communicate school library media program to school community, including parents of diverse students)	Assignment Rubric	B		
	EM 525	5.2 – Assignment 2 – Selection of Materials for Diverse Learners (Consults with teachers to identify and select appropriate materials for diverse learners.)				
	EM 535	5.3 – Assignment 4 – Video of Booktalk (Selects and presents materials for diverse students)	Assignment Rubric	I		
	EM 540	5.4 – Assignment 5 – Teaching OPAC Search Skills – Field Experience (Develops instructional strategies to provide OPAC instruction to diverse students)	Assignment Rubric/Field Experience Rubric	A		
6. Ethics	EM 500	6.1 – Assignment 5 – Personal Code of Ethics (Reviews professional statements and composes personal statement of ethics)	Assignment Rubric	B		
	EM 505	6.2 – Assignment 1 – ASSURE Plan for Educational Media Instruction (Develops instruction on Fair Use / Copyright Law)	Assignment Rubric	B		
	EM 515	6.3 – Assignment 1 – Reference Interview (Practices answering questions for students and staff in an ethical manner)	Assignment Rubric	I		
	EM 540	6.4 – Assignment 3 – Copy/Original Cataloging (Provides accurate records for databases and applies ethical management practices to OPACs by defining course of action for an intellectual freedom issue)	Assignment Rubric	A		
7. Human Development & Learning	EM 505	7.1 – Assignment 1 – ASSURE Plan for Educational Media Instruction (Develops age and level appropriate instruction for students)	Assignment Rubric	B		
	EM 515	7.2 – Assignment 2 – Ready Reference Resources (Identifies content and grade appropriate reference materials)	Assignment Rubric	I		

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	EM 535	7.3 – Assignment 3 – Literacy Programs for the Young Adult (Identifies age and level appropriate activities as part of a promotion to improve literacy)	Assignment Rubric	I		
	EM 565	7.4 – Assignment 1 – Keeping Kids Safe: Internet Filtering and E-Rate Funding (Selects content and grade appropriate skill standards and materials for instruction)	Assignment Rubric	A		
8. Knowledge of Subject Matter	EM 505	8.1 – Assignment 3 – Interactive Bulletin Board and Critical Thinking Skills (Researches Copyright Law and develops visuals that focus on compliance with these guidelines)	Assignment Rubric	B		
	EM 515	8.2 – Assignment 2 – Ready Reference Resources (Applies knowledge of reference selection criteria and tools to reference purchases)	Assignment Rubric	I		
	EM 525	8.3 – Assignment 4 – Collection Plan (Develops collection plan, based on professional collection development theory)	Assignment Rubric	I		
	EM 540	8.4 – Assignment 3 – Copy/Original Cataloging (Uses professional cataloging tools to create catalog records)	Assignment Rubric	A		
9. Learning Environment	EM 505	9.1 – Assignment 4 – Equipment Operation (Prepares the learning environment for use of each piece of equipment by observing safety rules and traffic patterns)	Assignment Rubric/ Equipment Operations Checklist	B		
	EM 510	9.2 – Assignment 5 – Story Time (Sets learning environment and delivers positive story time activities to promote enjoyment of literature)	Assignment Rubric	I		
	EM 530	9.3 – Assignment 6 – School Library Media Center Policy Manual (Develops and identifies policies, including behavioral rules, that impact the learning environment of the school library media center)	Assignment Rubric	I		
	EM 540	9.4 – Assignment 5 – Teaching OPAC Search Skills – Field Experience (Sets learning environment for students to learn to use the OPAC)	Assignment Rubric/ Field Experience Rubric	A		
10. Planning	EM 505	10.1 – Assignment 6 – Video Project – Field Experience (Develops instructional plan on copyright)	Assignment Rubric	B		
	EM 530	10.2 – Assignment 3 – Organizing for the School Year (Plans a year-long calendar of events)	Assignment Rubric	I		
	EM 565	10.3 – Assignment 4 – Information Technology Plan (Develops a needs-based plan with evaluation component)	Assignment Rubric/	A		
	EM 520	10.4 – Assignment 3 – Information Literacy Lesson Plans – Field Experience (Develops two information literacy lesson plans)	Assignment Rubric/ Field Experience Rubric	A		

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11. Role of the Teacher	EM 500	11.1 – Assignment 2 – Roles of the Media Specialist (Identifies and evaluates the roles of the school library media specialist)	Assignment Rubric	B		
	EM 530	11.2 – Assignment 1 – School Improvement (Attends school and district meeting and identifies ways in which the school library media center can support school and/or district initiatives)	Assignment Rubric	I		
	EM 535	11.3 – Assignment 3 – Literacy Programs for the Young Adult (Develops literacy program to encourage reading and lifelong learning for students)	Assignment Rubric	I		
	EM 520	11.4 – Assignment 4 – Curriculum Leadership for Teacher Inservice Workshop (Assumes role of instructional leader to offer teacher inservice)	Assignment Rubric	A		
12. Technology	EM 505	12.1 – Assignment 4 – Equipment Operation (Demonstrates use of a variety of media technology currently found in PreK-12 schools)	Assignment Rubric	B		
	EM 525	12.2 – Assignment 3 – Collection Development Resources Research (Identifies online and digital resources to use to select age and content appropriate materials)	Assignment Rubric	B		
	EM 530	12.3 – Assignment 5 – Spreadsheet and Purchase Requisitions (Develops spreadsheet to manage purchasing activities)	Assignment Rubric	I		
	EM 565	12.4 – Assignment 5 – WebQuests – Field Experience (Develops Web-based materials to deliver instruction)	Assignment Rubric/ Field Experience Rubric	A		
Field Experiences	EM 505	FE1 – Assignment 6 - Video Project (Develops and delivers faculty inservice presentation on copyright)	Field Experience Rubric	B		
	EM 510	FE2 – Assignment 5 – Story Time (Selects and presents stories to students)	Field Experience Rubric	I		
	EM 515	FE3 – Assignment 4 – Teaching Reference Skills with Pathfinders (Develops and presents pathfinder and reference lesson)	Field Experience Rubric	I		
	EM 540	FE4 – Assignment 5 – Teaching OPAC Search Skills (Develops tutorials and plans for teaching the use of the OPAC)	Field Experience Rubric	A		
	EM 520	FE5 – Assignment 3 – Information Literacy Lesson Plans (Develops and presents integrated curriculum lesson to students)	Field Experience Rubric	A		
	EM 565	FE6 – Assignment 5 – WebQuests – Field Experience (Develops Web-based materials to deliver instruction)	Field Experience Rubric	A		