

Syracuse University
School of Information Studies
School Media Program
Competency Assessment Instrument

Name: Denice Buchanan

Date: April 16, 2012

First Semester in Program: Summer 08

This competency assessment instrument is designed to assist you and your faculty advisor in documenting your incoming knowledge and assessing your progress the academic program. The 17 competencies integrate ALA/AASL Competency Standards, as well as information from the New York State Preparation Guide to the Content Specialty Exam for Library Media Specialists, in order to adequately prepare you for New York State Certification requirements.

Use the following steps to rate your competence in each competency area:

- 1) **Level:** In this space and using the codes below, indicate an estimation of your ability to perform each competency, based on your successful completion of the related course assignment (and an additional experience, if applicable).

4 = Proficiency level	I feel very confident in my ability to perform this competency.
3 = Moderate level	I am somewhat confident in my ability to perform this competency.
2 = Familiarity level	I have some elementary knowledge in this area, and may have performed it once or twice.
1 = Entrance level	I have little to no knowledge or experience in this area.

- 2) **Acquisition Method:** Each competency is linked to a course in your academic program that provided you with an opportunity to acquire that competency. However, you may also have gained expertise in that competency area from other experiences, such as fieldwork, professional work experience, or some other relevant activity. At a minimum, you should check the course assignment for that competency once you have successfully completed it (**grade B or better**). Space is provided for you to specify, if applicable, one additional experience, using one of the codes below.

FP = Fieldwork Project PA = Practicum Activity WE = Work Experience OTH = Other (please specify)

- 3) **Demonstration:** Use this space to specify exactly how you achieved this competency by describing the relevant assignment or activity. A description of the course assignment is already provided for you. If you have another activity related to this competency, you need to briefly describe it. You are required to include a copy of each graded, competency-related assignment in your portfolio.
- 4) **Total:** Total your scores for each section in the box marked "Total." Your total scores and advisor's comments are valuable to you for identifying gaps in your competencies and to select appropriate projects during your coursework, fieldwork and practicum experiences.

This record should be updated electronically *four* times (following the table below. Each version should be submitted to your School Media Forum WebCT dropbox.

1. **Baseline:** You must submit the completed baseline competency assessment instrument *at the very beginning of your program (during your first semester), before you take any courses*. The instrument is valuable as a tool for selection of fieldwork projects, class projects, and other course-related activities.
2. **Prior to 2nd Fieldwork:** This version of the competency assessment instrument must be submitted *before beginning your second 50-hour fieldwork experience*. This formative version is valuable to you, your advisor, the fieldwork coordinator, and your site supervisor as a way of identifying gaps in your knowledge/skills that need filling or for project selection during your final fieldwork experience.
3. **Prior to 2nd Practicum:** This version of the competency assessment instrument must be submitted *with your second practicum Learning Agreement*. This formative version is valuable to you and your practicum site supervisor as a way of identifying gaps in your knowledge, skills, or experiences that need filling, or for project selection during your final practicum experience.
4. **Final:** A fourth and final competency assessment instrument should be submitted *after your final practicum and all coursework has been completed*. The final instrument is a critical part of your portfolio, the exit requirement for the School Media Program. This summative version is valuable to you, your advisor, and the SM Director for assessing your intellectual and professional growth during your academic program. A copy of each graded, competency-related assignment must be included in your portfolio.

STANDARD 1: Use of Information & Ideas

School library media candidates encourage reading and lifelong learning by stimulating interests and fostering competencies in the effective use of ideas and information. They apply a variety of strategies to ensure access to resources and information in a variety of formats to all members of the learning community. Candidates promote efficient and ethical information-seeking-behavior as part of the school library media program and its services.

SECTION 1.A. Efficient and Ethical Information-Seeking Behavior

Competency	Level	Acquisition Method	Demonstration	Advisor Check
1.A.1.Demonstrate an understanding of the laws and professional responsibilities regarding copyright, patent, and the duplication of protected materials.	4	IST618: Survey of Telecom. and Info. Policy	<input checked="" type="checkbox"/> Final Exam - Students complete a comprehensive final paper addressing issues of intellectual freedom & property rights. <input checked="" type="checkbox"/> IST605 Lesson Plan - How to Create a Blog for the Library Media Center, including blogging safely	<input type="checkbox"/>
Total: 4		Advisor Comments:		

SECTION 1.B. Literacy and Reading

Competency	Level	Acquisition Method	Demonstration	Advisor Check
1.B.1. Design programs that provide guidance in reading, listening, and viewing experiences for students and teachers.	4	IST668: Literacy thru School Lib.	<input checked="" type="checkbox"/> Collaborative Literacy Unit Plan - Students develop a literacy instruction unit plan for a specific student audience that includes annotated bibliographies for selected readings in various formats and genres. <input checked="" type="checkbox"/> FP: After School Library Club - Students were responsible for planning and promoting club activities	<input type="checkbox"/>
1.B.2. Design programs that motivate students to read.	4	IST612: Youth Services in Lib. and Info. Ctrs.	<input checked="" type="checkbox"/> Booktalk Assignments - Students select 3-5 books to read, annotate booktalk to a specific age group. <input checked="" type="checkbox"/> FP: Bookapalooza - Assisted in organizing and promoting school and community wide reading program <input checked="" type="checkbox"/> PA: Book Club - Led book club comprised of eight-7 th grade students	<input type="checkbox"/>
Total: 8		Advisor Comments:		

SECTION 1.C. Access to Information

Competency	Level	Acquisition Method	Demonstration	Advisor Check
1.C.1. Provide access to and guidance in the use of a variety of information resources (print, media, and technology, human) for teaching and learning.	4	IST605: Info. Resources: Users & Services	<input checked="" type="checkbox"/> VRD Assignment - Students provide reference service via email to both practice and 'live' users. <input checked="" type="checkbox"/> FP: Researching Careers - Collaborative unit with Consumer & Family Studies teacher, instructed students in researching topic in relevant books and through online sources; assisted with proper note taking skills <input checked="" type="checkbox"/> FP: Homepage Redesign - Reorganize homepage of library website for easier access to most frequently used sections of site; provided more user friendly access to databases	<input type="checkbox"/>

Total: 4	Advisor Comments:
-----------------	--------------------------

SECTION 1.D. Stimulating Learning Environment

Competency	Level	Acquisition Method	Demonstration	Advisor Check
1.D.1. Design instruction that encourages use of library media center services and resources and promotes lifelong learning.	4	IST663: Motivation & Info. Literacy	<input checked="" type="checkbox"/> Motivational IL Lesson Plan- Students develop an information literacy lesson plan using proven motivational strategies and the IM-PACT model. <input checked="" type="checkbox"/> PA: Dewey Decimal Lesson – create motivational and interactive lesson to introduce Dewey Decimal System	<input type="checkbox"/>
Total: 4		Advisor Comments:		

STANDARD 2: Teaching and Learning

School library media candidates model and promote collaborative planning with classroom teachers in order to teach concepts and skills of information processes integrated with classroom content. They partner with other education professionals to develop and deliver an integrated information skills curriculum. Candidates design and implement instruction that engages the student's interests, passions, and needs which drive their learning.

SECTION 2.A. Knowledge of Learners and Learning

Competency	Level	Acquisition Method	Demonstration	Advisor Check
2.A.1. Identify instructional goals and objectives appropriate to the learning audience.	4	IST663: Motivation & Info. Literacy	<input checked="" type="checkbox"/> Lesson Planning Assignment- Students complete an audience analysis to determine learner characteristics and needs. <input checked="" type="checkbox"/> PA: Lesson Plans- create various lesson plans to correlate with library curriculum <input checked="" type="checkbox"/> PA: Storyboard Lesson- Collaborative unit with special education teacher; teach students to use storyboard to plan out iMovie project.	<input type="checkbox"/>
Total: 4		Advisor Comments:		

SECTION 2.B. Effective and Knowledgeable Teacher

Competency	Level	Acquisition Method	Demonstration	Advisor Check
2.B.1. Apply appropriate instructional strategies and resources to assist students with diverse learning abilities, styles, and needs.	4	IST972: SM Practicum	<input checked="" type="checkbox"/> Teaching Video- Students design and deliver information literacy lessons.	<input type="checkbox"/>
2.B.2. Integrate technology into library and information skills education.	4	IST611: Info.Tech. in Educ.Orgs.	<input checked="" type="checkbox"/> Collaborative Technology Project- Students work with a site-based practitioner to develop and implement technology solutions to an identified need in an educational setting. <input checked="" type="checkbox"/> IST611 Technology Tutorial- Created tutorial YouTube video and handout on utilizing Web 2.0 tool Tagxedo <input checked="" type="checkbox"/> FW: PowerPoint Tips- lesson to students on adding advanced features in PowerPoint presentation <input checked="" type="checkbox"/> FW: Web 2.0 Technologies- Teaching students to use PBWorks, Voicethread and Glogster to	<input type="checkbox"/>

			present information learned <input checked="" type="checkbox"/> PA: Comic Creation Lesson- Collaborative lesson with Spanish student teacher for 6 th grade students to display basic Spanish conversation skills in comic book format	
	Total: 8	Advisor Comments:		

SECTION 2.C. Information Literacy Curriculum

Competency	Level	Acquisition Method	Demonstration	Advisor Check
2.C.1. Plan, implement, and evaluate collaborative information literacy teaching units and lessons that meet students' learning needs.	4	IST663: Motivation & Info. Literacy	<input checked="" type="checkbox"/> buILder Lesson Plan- Students develop an online lesson using buILder, an information literacy lesson building tool. <input checked="" type="checkbox"/> PA: Research to Glogster Lesson Plan- Lesson for 2 nd grade students to complete research in print and online and complete class Glogster about President Obama	<input type="checkbox"/>
	Total: 4	Advisor Comments:		

STANDARD 3: Collaboration and Leadership

School library media candidates provide leadership and establish connections with the greater library and education community to create school library media programs that focus on students learning and achievement; encourage the personal and professional growth of teachers and other educators, and model the efficient use of information and ideas.

SECTION 3.A. Connection with the Library Community

Competency	Level	Acquisition Method	Demonstration	Advisor Check
3.A.1. Participate in professional organizations through membership and/or attendance at meetings and conferences, on listservs, or through publications in professional journals or newsletters.	4	IST511: Intro. to the Lib. & Info. Profession	<input checked="" type="checkbox"/> Professional Organization Membership- Students are required to research and select one professional organization. <input checked="" type="checkbox"/> OTH: Web maintenance for CNYMS <input checked="" type="checkbox"/> FW: Board Meeting- attend meeting of all librarians in district; discussions included budget concerns, collection development, and future of library program <input checked="" type="checkbox"/> PA: Professional Development- attend professional development workshops for all librarians in district; topics include assessment and integration of technology into classrooms	<input type="checkbox"/>
	Total: 4	Advisor Comments:		

SECTION 3.B. Instructional Partner

Competency	Level	Acquisition Method	Demonstration	Advisor Check
3.B.1. Collaborate with classroom teachers to integrate library programs and information literacy instruction into the general curriculum.	4	IST611: Info.Tech. in Educ.Orgs.	<input checked="" type="checkbox"/> Collaborative Technology Project- Students work with a site-based practitioner to develop and implement technology solutions to an identified need in an educational setting. <input checked="" type="checkbox"/> FW: Voicethread Project- Collaborate with art	<input type="checkbox"/>

			and English teachers for students display of poetry project. ☒ PA: MLK Jr Research- Collaborate with 2 nd grade classroom teachers for MLK Jr. Research Project and presentation	
3.B.2. Collaborate with classroom teachers to design, deliver and evaluate teaching and learning designs.	4	IST663: Motivation & Info. Literacy	☒ IM-PACT Lesson Plan- Students develop a collaborative information literacy lesson plan. ☒ Spanish Collaborative Unit- Collaborate with Spanish student teacher to create interactive unit on clothing and body parts	<input type="checkbox"/>
Total: 8		Advisor Comments:		

SECTION 3.C. Educational Leader

Competency	Level	Acquisition Method	Demonstration	Advisor Check
3.C.1. Promote the library as a vehicle for sustaining lifelong learning in a democratic society.	4	IST668: Literacy thru School Lib.	☒ Family Literacy Event Proposal- Students submit a proposal for a family literacy outreach event planned in collaboration with other school and/or community members. ☒ FP: Display Board- created display board for librarian to take to teacher's conference promoting after school & library club and other library activities. ☒ PA: Professional Development Technology Courses- held after school workshops for teachers on integration of technology into classroom; topics included the integration of Math curriculum and SmartBoard activities and using a student response system in the classroom	<input type="checkbox"/>
Total: 4		Advisor Comments:		

STANDARD 4: Program Administration

School library media candidates administer the library media program in order to support the mission of the school, and according to the principles of best practice in library science and program administration.

SECTION 4.A. Managing Information Resources: Selecting, Organizing, Using

Competency	Level	Acquisition Method	Demonstration	Advisor Check
4.A.1. Design a collection development plan that supports instructional objectives.	4	IST613: Lib. Systems & Processes	☒ Collection Development Project- Students work with a professional librarian and a specific collection to determine both a weeding and selection plan/policy. ☒ PA: Weeding Project- Using circulation statistics and timeliness of materials, weeded Biography section of the library ☒ PA: Nutrition Collection Project- Utilizing list of suggested materials, created book order to expand collection on nutrition and health	<input type="checkbox"/>
4.A.2. Identify procedures for utilizing information retrieval systems (e.g., catalogs, indexes).	4	IST616: Info. Resources: Org. & Access	☒ Skills Workshops I and II- Students create (3) catalog records and assign subject terms. ☒ PA: Cataloging Lending Library- create new cataloging scheme for "reader" books for parents	<input type="checkbox"/>

			can check out	
	Total: 8	Advisor Comments:		

SECTION 4.B. Managing Program Resources: Human, Financial, Physical

Competency	Level	Acquisition Method	Demonstration	Advisor Check
4.B.1. Develop a service or program enhancement plan that addresses personnel, staff development, facility use, and resource and budget planning.	4	IST661: Info. Mgmt. in Schools	<input checked="" type="checkbox"/> <i>Program Planning Project-</i> Students work with a professional librarian to identify and develop a service or program enhancement plan that addresses personnel, staff development, resource and budget planning. <input checked="" type="checkbox"/> <i>IST511: Library Issue Poster-</i> Researched potential issue of rezoning libraries by noise level	<input type="checkbox"/>
	Total: 4	Advisor Comments:		

SECTION 4.C. Comprehensive and Collaborative Strategic Planning and Assessment

Competency	Level	Acquisition Method	Demonstration	Advisor Check
4.C.1. Develop a library media program assessment plan based on stated goals and objectives and in accordance with recognized, accepted local, state, and federal policies and standards.	4	IST613: Lib. Systems & Processes	<input checked="" type="checkbox"/> <i>Planning, Marketing & Assessment Package-</i> Students prepare and present (3) Plans to the class (Strategic/Project plan, Marketing plan, Assessment plan) for a selected service/system offered by a library.	<input type="checkbox"/>
	Total: 4	Advisor Comments:		