

# FIELDWORK GUIDE

## Contact Information

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## THE FIELDWORK EXPERIENCE: GUIDELINES

New York State certification requires school media students to complete 100 hours of on-site fieldwork in elementary (50 hours) and secondary (50 hours) schools prior to their practicum experiences. These are non-credit experiences monitored by the Fieldwork Coordinator and supervised on-site with a certified library media specialist.

You must have completed at least six credits within the School Media Program before you can begin your fieldwork.

Students can complete one or both of their 50-hour fieldwork requirements in any single semester (Fall, Spring, or Summer...our summer semester is May-August, so there are about six weeks of public school session during our summer semester). It is expected that fieldwork experiences for each level (elementary, secondary) will be completed in the semester in which they are initiated, but we can be somewhat flexible. For example, a student who begins an elementary fieldwork project in January 2010 is expected to complete all 50 hours of elementary fieldwork in the Spring 2010 semester. The Fieldwork Coordinator must approve any exceptions. If necessary to extend beyond the semester, please submit the **Request for Amendment to Fieldwork or Practica** form.

Fifty hours of fieldwork must be completed in an elementary school and fifty hours in a secondary school. Middle school fieldwork may be substituted for either of these as long as the focus of the project is on either the elementary (grades 6 and below) or secondary level (grades 7 and above). For example, a student may have completed 40 hours of fieldwork in an elementary school and a fifth grade fieldwork project for 10 hours in a middle school.

## Develop Your Fieldwork Project

Students will coordinate fieldwork placement and fieldwork projects with guidance from the Fieldwork Coordinator and the School Media Advisor. The following are guidelines for selecting projects:

Students are advised to complete 1 to 3 projects during one 50-hour fieldwork experience. This is dependent on: (1) how many competencies one hopes to address during the fieldwork experience; and (2) the extent or number of hours required for completion of chosen projects.

Fieldwork projects should be selected that help to improve the student's scores on the competency instrument. For example, a student who has had little background and experience in teaching should select fieldwork projects that allow him or her to design and teach information literacy skills to students at various grade levels in an elementary school.

Students are encouraged to select projects that also meet the requirements of their current course assignments. For example, a student taking IST 612 who has little experience with book-talks may want to develop and deliver a series of book-talks to middle school students.

**At least ONE lesson plan must be written and presented to students.** It does not need to be for the whole class, but a small group will be fine. Use the lesson plan template that is found in the fieldwork folder on the thumb drive. The lesson plan must be submitted with the Record of Fieldwork at the end of the placement.

### **Select the Fieldwork Site and Site Supervisor**

The site supervisor must be a certified Library Media Specialist (LMS) in New York State or in the state in which you are doing your fieldwork. You may spend your 50 hours at more than one site, but no more than two. You MAY do your fieldwork in your own town, unlike your practica.

If you need help selecting a site, please contact the Fieldwork Coordinator or your School Media Advisor for suggestions.

Keep in mind, 50 hours of fieldwork should be completed in an elementary setting and the other 50 in a secondary setting. Middle school fieldwork may be substituted for either of these as long as the focus of the project is on either the elementary (grades 6 and below) or secondary level (grades 7 and above).

**Note: preparation and lesson planning done at home may not be included as part of the 50 hours.**

Before the actual on-site fieldwork hours begin, you should meet with your site supervisor at least once. First, contact your potential site supervisor by telephone or email to ask if they would be willing mentor you and to have you conduct your fieldwork projects in their library media center. Library Media Specialists are typically very busy with complicated weekly schedules and appreciate when you set up an appointment at a time that is convenient for them.

Once he/she has agreed to be your site supervisor, schedule an appointment for your initial in-person meeting. You should have your project ideas already outlined so you can let your site supervisor know exactly what it is you will be doing during the hours you spend in their school. However, keep in mind that your site supervisor may have suggestions for your project as it relates to his/her school.

### **Fieldwork Learning Agreement**

Once you and the site supervisor have agreed on your fieldwork experience, including the project(s) on which you will work, you must submit the Fieldwork Learning Agreement via email to Blythe Bennett

[babennet@syr.edu](mailto:babennet@syr.edu) . It is imperative that you submit this form at least one week BEFORE you begin your actual fieldwork hours.

### **Fieldwork Journal**

Send Blythe a weekly journal entry via email [babennet@syr.edu](mailto:babennet@syr.edu) of your fieldwork experience. These are due by midnight Sunday evenings during your fieldwork experience. In the journal entry, indicate how many hours were spent in the school, activities you observed or conducted, and your reflections upon those. These entries are required but not graded. Feel free to say what you really think, because the content will not be passed along to your site supervisor. It is ok to have good days and not so good days.

### **Updating the Fieldwork Coordinator of Project Adjustments and Changes**

If during the course of your fieldwork, you modify or change your project, or if you have questions about your progress, contact the Fieldwork Coordinator. It is ok to have changes, but they need to be noted.

### **Record of Fieldwork**

Once you have completed 50 hours at your fieldwork site(s), you are required to submit a final report titled "Record of Fieldwork" via email to Blythe Bennett [babennet@syr.edu](mailto:babennet@syr.edu) . Include the lesson plan also.

### **Site Supervisor Follow-up**

After you submit the Record of Fieldwork forms, the Fieldwork Coordinator will contact your site supervisor via email for a brief evaluation of your time spent at his/her site. This evaluation will allow your site supervisor to provide us with some input on your performance, ensuring you completed the work to which you committed and that it was done satisfactorily. There is no grade attached to Fieldwork.

### **Update Competency Checklist and Setting up the Fieldwork**

After you complete your second fieldwork placement, submit an updated Competency Checklist (the second time you rate yourself) to Blythe Bennett [babennet@syr.edu](mailto:babennet@syr.edu) . You have likely gained new knowledge and skills in your coursework to date related to at least some of your competencies since your Baseline assessment. Updating helps to make clear the competency areas that you would like to address through projects you take on in your practica experience. Having your Competency Checklist up-to-date also makes it easier for the Fieldwork Coordinator and your School Media Advisor to guide you in developing projects. If, for example, you have had little experience with teaching, a good idea for a project would be developing and teaching lesson plans or other instructional program. Or, if you need more experience in addressing program administration, attending committee meetings or taking on a budgeting project are ways of filling in those competencies. A list of project ideas, broken down by competency area and School Media course content is available in the School Media Forum, under

“Fieldwork Resources.” Before beginning any project, discuss your project with your School Media Advisor, the Fieldwork Coordinator, and your site supervisor.

### **Completion of Fieldwork**

When you have finished both fieldwork placements, email the Completion of Fieldwork Form to Blythe Bennett [babennet@syr.edu](mailto:babennet@syr.edu) in order to have this placed on your transcript as a Milestone.

You will need this Milestone as a requirement for Syracuse University’s School of Education to recommend you for state certification.

Blythe will then set your permission in MySlice to register for your practica.

### **Professional Portfolio**

Although you will not submit your portfolio until you have completed your practica and all of your coursework, it is a good idea to start saving materials for possible inclusion in your portfolio. Therefore, any materials you develop during your fieldwork should be saved, such as: reports, lesson plans, instructional aids, handouts, pictures, videos, etc. You might want to consider taking digital pictures of your work or videotaping your performance (or asking your site supervisor to do so). For example, if your project consists of planning and delivering a series of information literacy lessons, you could submit your lesson plans, any handouts or other materials from the lessons, and photos or a video of your teaching experience.

### **Review of the School Media Fieldwork Process**

1. Complete a minimum of six credits in the School Media Program.
2. Read the Fieldwork Guide.
3. Email Blythe Bennett, Assistant Director School Media Program [babennet@syr.edu](mailto:babennet@syr.edu) stating intent to begin fieldwork.
4. Find a placement via networking, suggestions from other students in the program, Blythe Bennett, Dr. Franklin Hill, or Dr. Small, or calling local schools.
5. Complete Fieldwork Learning Agreement and email it to Blythe.
6. Blythe will review the Learning Agreement and approve or ask for revisions, and notify you via email.
7. Begin your 50 hours.
8. Send Blythe a weekly journal entry via email of your fieldwork experience by midnight on Sundays.
9. At the end of your 50 hours, complete and submit Record of Fieldwork Form and lesson plan to Blythe via email.

10. Complete the second competency checklist after your second fieldwork placement. Email to Blythe.
11. When you have finished both fieldwork placements, email the Completion of Fieldwork Form to Blythe in order to have this placed on your transcript as a Milestone.
12. When you know which semester you want to start your practica, email Blythe to set you with permission to register for 972 in MySlice.