



California State University, Long Beach

Advanced Studies in Education and Counseling Department

Teacher Librarian Services Credential Program

1250 Bellflower Blvd., Long Beach CA 90840-2201 / (562) 985-4509

FIELD EXPERIENCE INFORMATION FOR THE SITE PRINCIPAL

The purpose of Field Experience is to give the student/candidate an opportunity to apply the knowledge and skills learned in coursework. The candidate is expected to work with the site personnel for 45 hours at times that are convenient for both parties. The broader the sample of experience, and the greater the involvement with clientele and site personnel, the better the Field Experience will be. At the end of the Field Experience, candidates should be able to demonstrate the capability, experience, motivation, intelligence, initiative, and personal qualities necessary for independently developing and administering an educational technology or school library program, depending on the program emphasis.

An overall plan of action for the Field Experience should be co-developed by the candidate, site personnel and University field experience coordinator at the first meeting, and modified as needed during the first days of the experience. These activities should address as many of the program standards for candidate competency and performance as possible and should reflect the candidate's goals for demonstrating those standards. Clerical tasks should be kept to a minimum. Time should be scheduled each week for the site personnel to evaluate the candidate's work, planning and discussion.

Candidates should prepare for presentations or other special activities outside the scheduled site time, unless the school program is being delivered remotely/online. Plans for these should be submitted to the site personnel in advance for evaluation.

A grade of A or B is required for Field Experience. If a candidate shows signs of performing below a B, please make this clear immediately to the candidate and the university field experience coordinator so the candidate can be removed or the necessary adjustments be made. Candidates whose evaluations might fall into "Below Satisfactory" or "Poor" categories on the evaluation sheet may be encouraged to withdraw.

The written evaluation is to be made collaboratively at the end of the Field Experience assignment and signed by the site teacher librarian and candidate.

Because of University regulations and law, the candidate is also requested to evaluate the site personnel as part of the evaluation of the program. If the site personnel would like to see the results, a copy of the evaluation can be sent to that person at the end of the semester.

We appreciate your willingness to support Field experience candidates for one of the most important parts of their work, and are grateful for the effort, time and dedication that the site personnel gives in working with them. If you need assistance at any time, please feel free to call me at (562) 985-4509.

A handwritten signature in black ink, appearing to read "Lesley S. J. Farmer".

Dr. Lesley S. J. Farmer
Program Coordinator