

REQUEST FOR SUMMER STUDENT TEACHING IN LIBRARY SCIENCE

Requests are received each year from employed teachers who wish to obtain a library science endorsement by completing the required student teaching in a school library during the summer.

ELIGIBILITY: Individuals wishing to student teach during the summer must have initial certification as a teacher and be currently employed in an accredited school. A student will be eligible to be considered for summer student teaching when he or she has completed **all library science course requirements**, has been offered a position as a school librarian, or is currently employed as a non-certified school librarian. In the later two instances, the student should have no more than one library science course to complete during the fall semester in order to be licensed.

Students seeking an initial certification as a school librarian are expected to student teach for one semester and are not eligible for summer student teaching.

APPLYING FOR SUMMER STUDENT TEACHING: A prospective library science student teacher must submit a packet with the following information to the Program Director of library science **no later than March 15**. This packet must include the following.

1. A completed copy of the form
2. A letter stating the applicant's desire to obtain a summer placement with a justification of the need to student teach in the summer including any and all alternatives which have been explored
3. A transcript of all graduate work. (A copy from LEO is acceptable.)
4. A completed copy of the student teaching application packet from the Office of Teacher Education Services, 152 Education Building, ODU.
5. A copy of the applicant's library portfolio for evaluation.

Applicants will be notified by early April via e-mail whether their request has been approved.

INFORMATION FOR APPROVED APPLICANTS:

- ✓ Do NOT attempt to set up your own summer student teaching! This will hinder rather than help and may result in your being denied a summer placement.
- ✓ Be patient. Summer placements can only be made after the school districts have determined who will staff their libraries in the summer. You may not know until the middle of June where you will be placed. If approved, you will be placed somewhere.
- ✓ Be prepared to spend ALL SUMMER student teaching. If you can not commit the entire summer, please do not apply.
- ✓ Do NOT contact Teacher Education Services. All information on the summer student teaching in school librarianship is handled by the library science program.
- ✓ Be prepared to work in several different school libraries during the summer in order to meet the 300 hour requirement.

Send the completed information including the following form to: Dr. Carol Doll, Department of Curriculum and Instruction, Old Dominion University, Norfolk, VA 23529-0161.

Summer Student Teaching

Year: _____

Name: _____ Student ID _____

Address: _____

Telephone: _____ E-mail: _____

School where currently employed: _____

Level of placement desired (K-5, 6-8, 9-12) _____

Division in which you would like to student teach: _____

While we will attempt to honor requests, there is no guarantee that you will be placed in this school division.

I am requesting a school library student teaching internship placement during the summer. If approved, I agree to abide by the stated guidelines of both the library science program and the Office of Teacher Education Services.

Name

Date