



### **ELMT 7660 – Internship in Library Media Technology**

All students in the LMT program are expected to accrue a minimum of 100 hours of internship as part of Georgia State University’s program to train school library media specialists. This internship is served in metro area elementary, middle or high school media centers. Interns may request placement in either public or independent schools.

Experience has shown us that there are a very limited number of schools open in the metro area and fewer still open that employ media specialists during the summer. Generally, the mission of a school offering summer classes is dramatically different from the regular school year. Students in the LMT program who are coming from outside of education will have a much more profound experience by serving their internship hours during fall or spring semesters. The summer internship class will be severely limited in number and will include only certified teachers or experienced media center paraprofessionals/clerks willing to complete all 100 hours during summer semester.

### **ELMT 7660 Application Deadlines**

Students should be aware of the following application deadlines for ELMT 7660:

|                           |  |
|---------------------------|--|
| <b><u>April 1</u></b>     | Those students requesting <u>fall semester</u> placement             |
| <b><u>September 1</u></b> | Those students requesting <u>spring semester</u> placement           |
| <b><u>February 1</u></b>  | Those students requesting <u>Maymester/summer</u> semester placement |

**A very important component of your job as a future media specialist will be the ability to meet deadlines.**

**Applications received after these dates will not be processed.**

### **ELMT 7660 Prerequisites**

A student must have the instructor’s approval to register for ELMT 7660. This approval will be granted when the student has completed any six of the LMT/IT classes listed in the program of study. This number does not include LMT/IT classes you may be taking at the same time as your internship. Professional educational courses will not be considered as part of these required six courses.

The media specialist who supervises the intern expects that person to come to his/her school with knowledge of basic librarianship (reference & cataloging), administration, selection, collaboration, and literature for young people. The supervisor will build on that basic knowledge to teach specific skills relating to running a school library media center and working within a school environment.

Experience has shown us that interns arriving at the school without advance knowledge gained in at least six LMT/IT classes often face a supervisor who quickly becomes frustrated by the student's lack of preparation. A less-than-glowing evaluation is the end result. It really is in your best interest to go into the internship experience with a solid foundation from your Georgia State LMT/IT classes.

### **Variable Hours**

Students enrolling in ELMT 7660 have the opportunity to spread the internship experience over one, two, or three semesters. We have found that this flexibility works well with our part-time students. Be aware that the registration program in GoSOLAR defaults to one credit hour. If you do, indeed, wish to receive three credit hours for ELMT 7660, please be certain that you select "3" from the drop-down menu.

Please note that students are responsible for appropriate fees and tuition for each semester in which they are accruing internship hours.

### **ELMT 7660 Documentation**

Five documents must be submitted to begin the placement process. These documents should be sent to Dr. Brown either electronically or via traditional mail.

1. **ELMT 7660 Application Form.** Use this opportunity to give as much information as possible to facilitate placement. You may request specific schools, but remember that these requests may not be met. All metro counties are geographically very large. For example, you may want to indicate north Gwinnett, south DeKalb or west Cobb. You should also indicate whether you are requesting placement in an elementary, middle or high school. You may request a specific school or schools, but be aware that the district media coordinator will make the final decision regarding your placement.
2. **Criminal Background Check Form.** Georgia State requires its own criminal background check. It does not make any difference that you have one on file in your district office if you are a currently practicing classroom teacher. Send a MONEY ORDER made out to "Georgia State University" for \$10. Do not send cash or personal checks. If you have any offenses or charges to declare, do so at the time you submit this form. If you have no offenses or charges to declare, it is imperative that you write the word "**None**" in the area provided as the university instructor is not authorized to make this notation.
3. **Tort Liability Insurance Form.** You do not have to have liability insurance before entering a school to do your internship, though it is certainly in your best interest to do so. Signing the tort liability insurance form only indicates that you have been told that you should get the insurance. We do not need to see proof of the insurance. Inexpensive liability insurance may be purchased through student membership in either PAGE or GAE.
4. **Copies of your driver's license and Georgia State University student ID** on one sheet of paper.

## **ELMT 7660 Authorization and Placement**

Once Dr. Brown has your application, criminal background form, money order, tort liability form, driver's license and GSU ID, she will request authorization for the course. Please note that this authorization usually does not take place until close to the semester in which you will be interning. Be assured that a place will be saved for you in the class, so it is not necessary to e-mail repeatedly to inquire about why you have not yet been authorized. You will be informed by a MSIT staff person via GSU student e-mail when you have been authorized in the GoSOLAR system and will then be able to register for the class.

The ELMT 7660 application form encourages students to list school districts and even request specific schools for the internship experience. However, please note that Dr. Brown does not do the actual intern placement. She conveys all information from a student's ELMT 7660 application to the district media coordinator in each county.

The county's district media coordinator knows those media specialists in her district who have demonstrated exceptional professional competence and outstanding practices in the field. The media coordinator seeks permission from both the school library media specialist and school principal regarding their willingness to accept an intern. Not all media specialists and principals welcome interns in their schools. Not all media specialists are considered by the district media coordinator to be the kind of role models we want for our students. The final word is that your information is read, noted, and assessed. The district media coordinator has the final say on placement.

The amount of time needed to hear about placement varies greatly, depending on the district. Some media coordinators act on the requests within days. Others will sit on the information and need countless phone calls and e-mails to take action. Please note that neither your frantic phone calls nor urgent e-mails will speed the process. Some districts take months to place interns, thus prompting the early deadlines listed above. You should never contact a district media coordinator directly. We remind you that school systems are huge bureaucracies, that progress is often measured in tiny increments and that we are guests in their schools.

### **Live Text**

Students will be expected to post required materials directly to Live Text throughout the semester/s they are interning. Such postings will include the following: a profile of the intern, a specific proposal, required journal entries and reflections, tips for future interns, digital pictures taken during your internship, and a detailed log of hours and experiences completed during the semester.

The final evaluation form to be submitted by your supervisor will be located in Live Text. This form should be submitted directly to Dr. Brown and is not to be shared.

### **Final Thoughts**

Thanks to all of our students for noting these directions and for carrying them out. Your instructors at Georgia State have given your internship experience careful consideration and have worked closely with our GSU colleagues, district media coordinators, and practicing school library media specialists to assure that you have the very best professional experience possible.

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