

SCHOOL LIBRARY / MEDIA (SLiM) Concentration STUDENT HANDBOOK

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Director of the Concentration

Delia Neuman, PhD
215.895.0474
dneuman@drexel.edu

Prospective Students

General Admissions Information
215.895.2474

Enrolled Students

Lynne Hickie
SLiM Academic Advisor
215.895.2474
leh25@drexel.edu

College of Computing & Informatics

Drexel University
3141 Chestnut Street
Philadelphia, PA 19104-2875
drexel.edu/cci



DREXEL UNIVERSITY

College of

Computing & Informatics

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Introduction

Drexel's College of Computing & Informatics (CCI) has been preparing school library media specialists since the 1920s. The School Library Media (SLiM) Concentration is housed within the overall MS(LIS) degree program offered by the CCI, which is accredited by the American Library Association.

Students in the SLiM Concentration (1) earn the MS(LIS) degree and (2) receive the educational preparation necessary for "Library Science K-12" certification in the Commonwealth of Pennsylvania. This arrangement ensures that graduates have the widest possible employability because they have both an ALA-accredited MS(LIS)—which qualifies them for positions in all kinds of libraries and other information organizations—and eligibility for certification from the Pennsylvania Department of Education (PDE)—which attests that they have the specialized knowledge and skills required to work in libraries and media centers within the public education system.

Designed to prepare graduates specifically for school-library certification in Pennsylvania, the SLiM Concentration generally meets or exceeds the certification requirements for school librarians and media specialists in other jurisdictions as well. While there is no direct reciprocity for certification in individual states throughout the country, the strength of the Concentration and its designation on each graduate's transcript provide a strong basis for seeking certification elsewhere. SLiM Concentration graduates work at all levels of education and in both public and private schools throughout the Delaware Valley and in other localities across the United States.

The faculty and staff working within the SLiM Concentration maintain relationships with practitioners and school districts throughout the greater Delaware Valley, with the American Association of School Librarians, with the Association for Educational Communications and Technology, with the International Society for Technology in Education, with the Pennsylvania School Librarians Association, and with the Association of Philadelphia School Librarians.

SLiM Concentration Mission and Goals

The SLiM Concentration mission focuses on the librarian's or media specialist's role in the school community's use of information to create knowledge:

The mission of the library media program is to ensure that students and staff are effective users of ideas and information.

The SLiM mission statement was taken directly from the mission statement presented in the national documents that have guided the school library media profession for more than twenty years—*Information Power* (AASL & AECT, 1988); *Information Power: Building Partnerships for Learning* (AASL and AECT, 1998); and *Empowering Learners: Guidelines for School Library Media Programs* (AASL, 2009). By adopting the mission endorsed by the professional organizations that represent the school library media field nationally, the SLiM mission statement grounds the Concentration in a national context.

Goals of the SLiM Concentration

The SLiM Concentration draws from these general statements to address the specific nature of school library media programs and services. Because today's schools require librarians and media specialists who are broadly educated, capable of collaborative planning with teachers, and able to deliver both traditional library media services and those made possible through emerging technologies, the SLiM Concentration is guided by the following goals:

- To provide students with a theoretical, historical, and research-based foundation in the field of information studies and in the school library media field.
- To help students develop the understanding and skills necessary to fulfill the five roles of the contemporary school library media specialist—teacher, instructional partner, information specialist, program administrator, and leader.
- To prepare students to be effective members of the instructional team who collaborate with teachers and others to integrate information literacy throughout the curriculum.
- To prepare students to be leaders in using technology to enhance learning.
- To help students master the most advanced thinking about learning theory, pedagogy, information access and delivery, educational and information-studies research, and concepts and techniques of program management.
- To provide rich field experiences that enable students to apply theoretical and conceptual understandings to practical settings.
- To foster among students professional attitudes, a commitment to the ethics of the information and school library media professions, and a dedication to becoming engaged and active leaders in creating and sustaining the learning community of the school.

SLiM Concentration Learning Objectives

The SLiM Concentration is also grounded in the “Drexel University Student Learning Priorities” (adopted by the University in 2011) and in the CCI’s “Learning Objectives Specific to the MS(LIS) Degree” (approved by the faculty in 2012):

Drexel University Student Learning Priorities

All graduates of Drexel University are prepared to achieve the following outcomes to at least some extent:

- **Communication:** Employ an understanding of audience, purpose, and context to communicate in a range of situations using appropriate media
- **Creative and Critical Thinking:** Use divergent and convergent thinking to generate novel and relevant ideas, strategies, approaches, or products
- **Ethical Reasoning:** Assess their own ethical values and the social context of ethical problems, recognize ethical issues in a variety of settings, think about how different ethical perspectives might be applied to an ethical problem, and consider the consequences of alternative actions
- **Information Literacy:** Possess the skills and knowledge to access, evaluate, and use information effectively, competently, and creatively
- **Self-Directed Learning:** Establish goals and monitor progress toward them by developing an awareness of the personal, environmental, and task-specific factors that affect an attainment of the goals
- **Technology Use:** Make appropriate use of technologies to communicate, collaborate, solve problems, make decisions, and conduct research as well as foster creativity and lifelong learning
- **Global Competence:** Engage in, reflect upon, and demonstrate open-mindedness toward all issues of diversity at the local, national, and international levels
- **Leadership:** Develop a vision, translate that vision into shared goals, and effectively work with others to achieve these goals
- **Professional Practice:** Apply knowledge and skills gained from a program of study to the achievement of goals in a work, clinical, or other professional setting
- **Research, Scholarship, and Creative Expression:** Make meaningful contributions in their chosen fields, participating in use-inspired research, scholarship, or creative activity as individuals or in collaborative efforts
- **Responsible Citizenship:** Create and sustain a healthy, engaged public life

Learning Objectives Specific to the MS(LIS) Degree

The College has couched the objectives for its own degree programs within the framework provided by the University's Learning Priorities. Students in the MS(LIS) degree program—including those who pursue the SLiM Concentration—are prepared to:

- Explain the foundational principles, professional ethics and values, and social context within which various information professionals work
- Design and deliver library and information services and/or products using appropriate resources in libraries, archives, and/or other information organizations
- Analyze the structure, description, and bibliographic control of literatures
- Develop appropriate information-seeking strategies to select information resources for given audiences
- Retrieve information in various formats and from various technologies/platforms
- Communicate knowledge and skills related to accessing, evaluating, and using information, information resources, and/or information technology
- Manage information organizations using appropriate strategies and approaches

Learning Objectives of the SLiM Concentration

Derived directly from these goals, the learning objectives for the Concentration address knowledge and skills related to a variety of areas. Graduates of the Concentration are prepared to:

- Organize and manage school libraries and media centers
- Select, evaluate, and organize resources for learning
- Collaborate with teachers to apply teaching and learning theory to the design, implementation, and assessment of student learning
- Through direct and collaborative instruction, integrate information literacy concepts and skills into the curriculum.
- Create an information environment supportive of all students' learning needs
- Use technology effectively for teaching and learning and develop resources such as web pages and portals, multimedia presentations, and social-computing tools to make information available and to enhance learning

Admission

NOTE: Effective Fall 2015, students are no longer being accepted into the School Library Media Concentration.

Admission to the University and the College

Drexel University students are admitted directly to the colleges in which they plan to enroll. Prospective SLiM students should consult the Drexel Catalog for detailed information about admission to the Library and Information Science degree program with a SLiM Concentration: <http://catalog.drexel.edu/graduate/collegeofcomputingandinformatics/libraryandinformationscience/#degreerequirementstext>

Admission to the SLiM Concentration

Students who wish to enroll in the SLiM Concentration must declare that intention early in their program. Students should (1) select the SLiM Concentration on the online application to the CCI and (2) contact the SLiM Academic Advisor upon acceptance into the program (as explained in “How to Get Started” in the student acceptance package). (Students who have not selected the SLiM Concentration during the online admissions process should contact the Advisor to whom they have been assigned, who will connect them with the SLiM Academic Advisor.) Students should also reply affirmatively to an e-mail sent from the College during their first quarter of study. The e-mail asks them to indicate their interest in the Concentration and to specify which of the three options is appropriate for them (see p. 8).

During their first quarter, SLiM students should also begin to obtain the required clearances to conduct classroom observations early in their coursework and to complete placements for the field study at its conclusion. These clearances include a criminal background check, FBI clearance, child-abuse clearance, and (if required by any placement) TB clearance. The forms for these clearances for Pennsylvania may be downloaded at <https://drexel.edu/soe/academics/certifications/teacher-certification/post-bachelors-teacher-certification-requirements/> under “Required Clearances.” Students who desire placements outside of Pennsylvania must check with the appropriate state department of education and/or school district regarding any state or local clearances that might be required.

Financial Assistance

Students should consult <http://www.drexel.edu/drexelcentral/about/forms/> for further information.

An Important Note About Certification

Drexel's SLiM program has been approved by the Commonwealth of Pennsylvania and leads directly to eligibility for "Library Science K-12" certification in the Commonwealth for "program completers." To be considered a program completer, a candidate must complete all the coursework required in Drexel's SLiM program in either Course Sequence A (for students working toward initial Pennsylvania teacher certification) or Course Sequence B (for students who hold previous teacher certification). Only students (1) who hold current certification as teachers from the Pennsylvania Department of Education (PDE) or (2) who earn PDE certification as part of the Drexel degree can be formally endorsed by the University as program completers.

Students who are certified as teachers in other states and who do not wish to apply for the PDE credential but who plan to seek SLiM certification in other states are responsible for determining what their particular states require and for making arrangements with those states to apply for certification. The website <http://www.schoollibrarymonthly.com/cert/> is the first stop for students seeking certification outside of Pennsylvania, but the CCI cannot vouch for the currency or accuracy of the information provided there. Students seeking certification outside Pennsylvania should contact the SLiM Advisor early in the program to be sure that they are proceeding appropriately.

In Drexel's experience, it is easier to obtain another state's equivalent library media certification with a valid PDE certification in hand than to use parts or all of our completed program as the basis for applying for initial certification through an "alternative route." While it is tempting to select courses that appear to meet another state's requirements rather than to complete Drexel's full approved program, those requirements are subject to change without notice. When that happens, students who have not completed the full program can face serious barriers to gaining certification in other states. Most states honor the Interstate Agreement of the National Association of State Directors of Teacher Education and Certification (see <http://www.nasdtc.net/?page=Interstate>), and graduates who can attest that they have been prepared by an "out-of-state, state-approved teacher education program" are in conformity with the basics of that agreement.

The Curriculum

The SLiM curriculum is designed to provide both theoretical and practical insights into the role of the librarian or media specialist. Class work involves a variety of approaches—lectures, seminars, small-group projects, individual study, structured observations, and an extended clinical internship. Classes include a heavy emphasis on the use of pedagogical best practices, especially as these relate to the use of technological and other information resources for teaching and learning.

The SLiM Concentration is designed specifically to meet the certification requirements of the Pennsylvania Department of Education (PDE). SLiM offerings are in compliance with PDE requirements as implemented by the Drexel University School of Education, which acts as the certification agent for CCI. *A grade of B or higher in all courses is required to maintain eligibility for PDE certification.*

SLiM students fall primarily into three categories: (1) students seeking PDE certification both as teachers and as school librarians; (2) PDE-certified teachers who wish to add certification in school librarianship to their credentials; and (3) students with and without teaching certification who plan to seek certification as school librarians/media specialists in other states. Students in a fourth category—those who hold ALA-accredited master's degrees—can also pursue certification through the SLiM Concentration.

Students in each of the first three categories follow a particular sequence of courses that enables them to meet the PDE requirements for certification (see p. 10). Students who hold ALA-accredited degrees work directly with the SLiM Program Director to design course sequences that ensure that graduates meet PDE requirements.

Scheduling

All courses are offered online except the two courses that provide field experience: INFO 891: Twelve-Week School Library/Media Field Study and INFO 892: Six-Week School Library/Media Field Study. Both INFO 891 and INFO 892 include a twelve-week online component. The term-by-term schedule of all courses is available at https://duapp2.drexel.edu/webtms_du/app. INFO 891 and INFO 892 are offered only in the Fall and Winter/Spring terms, as described below.

Students should take INFO 525: School Library Programs and Services early in their programs. This course provides foundational information about the SLiM field and is a prerequisite to INFO 891 and INFO 892. In general, students should also complete the MS(LIS) degree core requirements before registering for advanced courses.

In general, students without PDE teaching certification must take INFO 891; students with PDE or other teaching certification must take INFO 892. Students with questions about this requirement should contact the SLiM Academic Advisor for more information.

Course Sequences

The following course sequences lay out the specific course requirements for students seeking certification from PDE. Accompanying text explains how they apply to other situations. Official course descriptions may be found at <http://catalog.drexel.edu/graduate/collegeofinformationscienceandtechnology/libraryandinformationscience#courseinventory>, and course syllabi may be requested from individual faculty.

Students should discuss the possibility of waiving individual courses with the SLiM Academic Advisor. In some cases, credit for transferred courses and for work experience might provide justification for waivers.

Course Sequence A: For Students *Without* PDE Teaching Certification

Students pursuing eligibility for full PDE certification must take a total of 60 credits (15 beyond the MS(LIS) degree). Of these, 45 credits must be taken in the CCI; the remaining 15 are taken in the School of Education.

In most instances, students without teaching certification who wish to work outside Pennsylvania should also take this sequence, earn PDE certification, and apply to transfer that certification to the state in which they plan to work.

Required Courses	
INFO 515	Research in Information Organizations
INFO 520	Social Context of the Information Professions
INFO 521	Information Users and Services
INFO 522	Information Access and Resources
INFO 525	School Library Programs and Services
INFO 530	Foundations of Information Systems
INFO 552	Introduction to Web Design for Information Organizations
INFO 640	Managing Information Organizations
INFO 660	Cataloging and Classification
INFO 665	Collection Management
INFO 683	Resources for Children
INFO 684	Resources for Young Adults
INFO 688	Instructional Role of the Information Professional
INFO 891	Twelve-Week Field Study in School Library/Media (6 credits)
EDUC 515	The Adolescent Learner in Secondary Schools
EDEX 542	Fundamentals of Special Education
EDEX 544	The Inclusive Classroom
EDEX 546 or EDEX 566	Literacy and Content Skill Development (PreK-4) Literacy and Content Skill Development (Grs 7-12)
EDUC 565	Foundations in Instructing ELLs

Students beginning the program in September 2013 and thereafter are required to take the curriculum displayed in the table on p. 9. That curriculum is slightly different from the required curriculum that was in place previously, and students who began the program prior to September 2013 should be aware of several points:

- EDEX 542 and 544 are the same as EDUC 542 and EDUC 544. Only the course prefix—not the course requirement—has been changed.
- The former course EDUC 546 has been split into two versions, one for students who plan to work in elementary schools and one for students who plan to work in middle or high schools. All students—including students who began the program under the earlier curriculum—now have a choice of taking either EDEX 546: Literacy and Content Skill Development (PreK-4) or EDEX 566: Literacy and Content Skill Development (Grs 7-12). Regardless of the choice, graduates with “Library Science K-12” certification may seek employment at any level. Students should work with the SLiM Academic Advisor to determine which course meets their personal and employment goals.
- EDUC 522 has been removed as a requirement from the new curriculum. The course is still acceptable for students who enrolled under the previous curriculum, although students who have not yet taken the course are encouraged to enroll in EDUC 515 because it addresses the newest requirements for PDE certification. Students who have already taken EDUC 522 are **not** required to take EDUC 515 as well.

Course Sequence B: For Students *with* PDE or Other Teaching Certification

Students wishing to add “Library Science K-12” certification to existing PDE teacher certification take most or all of their courses (42 credits) within the MS(LIS) program and may take their 3-credit elective within that program or in the School of Education.

Students who hold teaching certification in other states must also complete this sequence to be endorsed by Drexel University as completers of the SLiM-specific segment of our approved program. Students who plan to work in states that do *not* require teaching certification are also required to complete Course Sequence B.

Required Courses	
INFO 515	Research in Information Organizations
INFO 520	Social Context of the Information Professions
INFO 521	Information Users and Services
INFO 522	Information Access and Resources
INFO 525	School Library Programs and Services
INFO 530	Foundations of Information Systems
INFO 552	Introduction to Web Design for Information Organizations
INFO 640	Managing Information Organizations
INFO 660	Cataloging and Classification
INFO 665	Collection Management
INFO 683	Resources for Children
INFO 684	Resources for Young Adults
INFO 688	Instructional Role of the Information Professional
INFO 892	Six-Week Field Study in School Library/Media (3 credits)
	Elective

Course Sequence C: For Students Who Hold ALA-Accredited Master's Degrees

Students in this category earn a Certificate of Advanced Study rather than a degree. Individualized course sequences are designed for these students to enable them to pursue eligibility for PDE certification in school librarianship. Several general requirements apply:

- A minimum of eight courses is required for this program, and the total number of courses varies according to students' backgrounds.
- Two courses—INFO 525 and INFO 891 (or, in rare cases, INFO 892)—are required. Other courses are selected to ensure that students meet the PDE requirements.
- All the requirements and procedures described below for taking INFO 891/INFO 892 and for applying for certification apply to students in this category.

The Field Study

INFO 891: Twelve-Week Field Study in School Library/Media (6 credits)

INFO 892: Six-Week Field Study in School Library/Media (3 credits)

INFO 891 is a 12-week course consisting of two concurrent components, an online seminar and a practicum. The practicum is comprised of two segments: 6 weeks of full-time, in-school experience in an elementary school and 6 weeks of full-time, in-school experience in a middle/high school. Each student is observed and evaluated once at each site by the Field Experience Supervisor. In addition, each student is evaluated by the cooperating library media specialist at each site. This course is generally required for any student who does not already hold a state-issued teaching certificate.

INFO 892 is also a 12-week course, but it requires only 6 weeks of field experience; in addition, the field work may be spread over the 12-week period. Students in this section complete the full online seminar but work in only one site (either elementary or secondary, according to their career plans). Each student is evaluated by the cooperating library media specialist and observed once by the Field Experience Supervisor. This course is generally required for any student who wishes to add “Library Science K-12” certification to an existing state-issued teaching certificate.

INFO 891 and INFO 892 are offered only during the Fall (Sept.-Dec.) and Winter/Spring (Feb.-May) terms. They are not offered in the Summer, when sites are not readily available, or in the early part of the Winter quarter, when school holidays and exam schedules make it difficult to complete the full 12 weeks required for INFO 891. Because of the nature of the course, students cannot hold full-time jobs while they take INFO 891 and should not take other courses during this period. Students taking INFO 892 should check with the SLiM Program Director about employment during the course. In most cases, INFO 891 or INFO 892 is the last course students take in the SLiM Concentration and in the MS(LIS) degree program.

Students must apply for INFO 891 and INFO 892 online. Deadlines are **January 31** for applying for fall placements and **June 1** for applying for Winter/Spring. The application form allows students to request placement sites, and the SLiM Academic Advisor can suggest sites to students who request assistance.

All sites that host SLiM students must be approved by the SLiM Program Director. Each site must be supervised by a certified school librarian/media specialist with at least three years of successful library experience, including at least one year at the site. Every effort is made to select field study experiences in a variety of communities and to accommodate students’ needs and preferences for sites (as long as the sites meet PDE and Drexel University regulations and requirements).

Traditionally, sites have been within approximately 50 miles of Drexel. Exceptions beyond that limit but still close to Philadelphia are made on a case-by-case basis by the SLiM Program Director in consultation with the Field Experience Supervisor. The main criteria are the availability of appropriate sites and the distance the Field Experience Supervisor would have to drive to conduct observations.

Students who live outside the Philadelphia area may make arrangements through the SLiM Program Director and the SLiM Academic Advisor to complete the field experience at sites across the United States (except in North Dakota, Ohio, Washington State, and Wyoming). These arrangements are complex, and students contemplating this option should begin discussions with the SLiM Program Director early in their studies.

Students should meet with the SLiM Academic Advisor as soon as they begin to make plans to take the field study to be sure that they have completed (or will complete) all the course work required for eligibility for the field study and that all the arrangements for their placements are in place. Placement sites must be approved by the SLiM Program Director, various clearances must be obtained, and students must pass two PRAXIS

exams before beginning the field study. The SLiM Academic Advisor is integral to helping students meet these requirements in a timely and efficient way.

Students should have obtained the necessary clearances for their field placements during their first quarter in the SLiM Concentration. No other general forms are required. However, students should check with individual school districts to determine whether they require additional information before they can be approved to begin their field experiences.

Two PRAXIS exams offered by the Educational Testing Service (ETS) are required for certification, and students should take them before they begin their placements:

1. “Fundamental Subjects: Content Knowledge” (code 5511) and
2. “Library Media Specialist” (code 5311)

When registering for the exams, the candidate should list both Drexel University (code RA2194) and the Pennsylvania Department of Education (code 8033) as “score recipients.”

The exams are typically computer-based and must be taken at an ETS testing center. ETS offers webinars to help students prepare for these tests as well as free and for-payment preparation guides and materials. Students themselves are responsible for registering for any webinars and/or for obtaining preparation materials. Please see www.ets.org/praxis/webinars for information about the webinars; information about the testing centers and the exams themselves is available at www.ets.org/praxis. Students should register for the exams by the test code numbers for Pennsylvania noted above; students with special needs may be able to take the exams in pencil-and-paper form and are invited to discuss this option with ETS.

Once placement arrangements have been solidified, each cooperating librarian/media specialist is sent a letter via email that includes the name of the student, the dates of the placement, a list of competencies to be demonstrated by the student, and a blank form on which the cooperating librarian/media specialist is to document that demonstration. The competency documentation is required by the CCI rather than by PDE.

At the conclusion of the field experience, the Program Director, the Field Experience Supervisor, and the student discuss the student’s experiences, portfolio, and the evaluation(s) provided by the cooperating library media specialist(s). In addition, they review the positive qualities the student brings to the profession and address any characteristics that might hinder the student’s performance in the profession. If, in the judgment of the Program Director and the Field Experience Supervisor, the student has completed the course successfully, he or she and the Field Experience Supervisor complete and sign the PDE forms that are required for certification.

Applying for Certification

Students may begin the process of applying for Pennsylvania Instructional I certification upon receipt of an email from the SLiM Academic Advisor that the student's grades are final and that he or she has been cleared for graduation. (*Note:* If students are interested in obtaining Pennsylvania Intern Teaching Certification in order to begin working as school librarians prior to receiving full Instructional I certification, they should inform the SLiM Academic Advisor at the beginning of the program to make the appropriate arrangements.)

The Pennsylvania Department of Education (PDE) now requires that all applications for certification be completed and submitted through TIMS—PDE's new Teacher Information Management System, which can be accessed at <http://www.PA-TIMS.com>. This website contains all the information that candidates will need, and it should be read carefully.

The TIMS *User Guides* available through the website are especially useful. Here are some highlights:

You will need to create an account to access TIMS for the first time. In addition, current law mandates that all candidates log in periodically and update their contact information to keep state-issued certification active and current.

- To create your account, click “Register” under the “Log In” link at the top part of the menu. After creating your username and password, go back to and click “Log In.” When the page reloads, scroll down to “PDE Online Services” and click “TIMS.” Then, click “Access TIMS” in the horizontal menu at the top of the embedded window; follow the instructions.
- When you submit your materials, you will pay your \$125 application fee electronically directly to PDE with a credit card or a United States money order payable to the Commonwealth of Pennsylvania.
- Most likely, you will be applying for PA Instructional I certification:
 - If you are completing Course Sequence A, you will apply as a “Graduate-Traditional” student. Your Program End Date is the month in which you completed the last course required for certification *and* for your degree.
 - If you are completing course Sequence B, you will apply as a “Post-baccalaureate-Non-Traditional” student, and your Program End Date is the month in which you completed the last course required for PA Instructional I certification.
 - If you were previously credentialed with a PA Intern Teaching Certificate, you will also apply as “Post-baccalaureate-Non-Traditional” student; your Program End Date is the month in which you completed the last course required for PA Instructional I certification.
 - If you are completing Course Sequence C, please consult the SLiM Academic Advisor for further instructions.
 - If you are applying for PA Intern Teaching Certification, please consult the SLiM Academic Advisor for further instructions.
- On the TIMS application, be sure (a) to list all the colleges and universities that you intended, including Drexel University; (b) to select “yes” for Drexel as the institution where you completed your education preparation (ED PREP) program; and (c) to select “no” for the ED PREP question for any other institution(s) you listed.

- If the “exact” major for your baccalaureate degree does not appear as an option in PDE’s menu, select the closest fit.
- Do *not* list any work experience for your certification. Work experience is not expected for the type of certification for which you’re applying, and listing anything for “Work Experience” will significantly delay the processing of your application. It might even lead to a need to reset the application and apply again.
- Because you completed a Pennsylvania-approved program, you do not need to submit the transcripts mentioned under “Education.” Drexel will certify that you have an earned baccalaureate degree (whether you obtained that degree here or elsewhere) as a regular part of recommending you for certification.
- PDE no longer issues paper certifications, so be sure to monitor TIMS to track the status of your application. Candidates typically receive an email from PDE when an application is in the Certification Office at Drexel, and it generally takes that Office 1-2 weeks to approve the application and forward it to PDE. PDE then generally takes 4-6 weeks to update a candidate’s record in TIMS to reflect the issuance of the teaching credential.

The SLiM Academic Advisor and other CCI Advisors are not responsible for knowing or determining the certification requirements of states other than Pennsylvania. As noted on p. 7, students who want to be certified in other jurisdictions are responsible for contacting those jurisdictions themselves and completing whatever paperwork they might require.

10 Steps for Completing the SLiM Concentration

1. _____ Declare your interest in the School Library/Media (SLiM) Concentration as described on p. 6.
2. _____ During your first quarter, obtain the required clearances to conduct classroom-based observations and placement(s) for the field study:
 - _____ Criminal-background check
 - _____ FBI clearance
 - _____ Child-abuse clearance
 - _____ TB clearance, if required by placement(s)

The forms for Pennsylvania may be downloaded at <https://webedit.drexel.edu/soe/academics/certifications/teacher-certification/post-bachelors-teacher-certification-requirements/> under “Required Clearances.” Candidates who desire placements outside Pennsylvania must check with the appropriate state department of education and/or school district regarding any required state or federal clearances.

3. _____ Make a plan to complete the appropriate SLiM course sequence as directed by the SLiM Academic Advisor. Be sure to schedule INFO 525 early in your program.
4. _____ Note that the deadline for applying for fall field placements is January 31; for winter/spring, it's June 1.
5. _____ As soon as you begin planning to take INFO 891 or INFO 892, meet with the SLiM Academic Advisor to be sure (a) that you will be eligible to take the course and (b) that all the arrangements will be in place by the time you plan to enroll.
6. _____ Complete all the requirements in the appropriate course sequence except INFO 891 or INFO 892.
7. _____ Before taking INFO 891 or INFO 892, pass the two specialized PRAXIS exams:
 - _____ Fundamental Subjects: Content Knowledge
 - _____ Library Media Specialist

8. _____ Apply to the SLiM Academic Advisor to register for INFO 891 or INFO 892 and complete the course successfully:
- a. _____ Online seminar
- b. INFO 891
- _____ Placement 1:
- _____ Be observed by Field Experience Supervisor
- _____ Complete list of competencies with cooperating LMS
- _____ Placement 2:
- _____ Be observed by Field Experience Supervisor
- _____ Complete list of competencies with cooperating LMS
- c. INFO 892
- _____ Placement:
- _____ Be observed by Field Experience Supervisor
- _____ Complete list of competencies with cooperating LMS
9. _____ Meet with the SLiM Program Director and the Field Experience Supervisor at the end of INFO 891 or INFO 892 to review the following, as appropriate:
- _____ Your experience during your placement(s)
- _____ Your portfolio
- _____ The cooperating librarian's completed form, one for each placement
- _____ PDE Form 430, one for each placement
- Both you and the Field Experience Supervisor must sign these forms.*
10. _____ Apply for certification through the Teacher Information Management System (TIMS).

Helpful Resources

College of Computing & Informatics

Drexel University
3141 Chestnut Street
Philadelphia, PA
19104-2875
1.215.895.2474
www.drexel.edu/cci
cciinfo@drexel.edu

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