

Queens College School Library Media Specialist Handbook

Welcome to The Graduate School of Library and Information Studies School Media Specialist Program. There are three different programs offered at Queens College that will provide you with the course work, workshops, and exams that lead to NYS Teaching Certification in School Media.

- I. **School Library Media Specialist**- This program is for students who are looking to become NYS certified teacher-librarians and they DO NOT already possess a teaching certificate in another area. This is a 45-credit master's program. There are 9 credits required in education and 36 credits required in library. There are 14 classes that are required and one elective.

EDUCATION CLASSES

Classes can be taken in either the Elementary/Early Childhood Education Department or the Secondary Education Department.

- Required courses in Education:
 - EECE 702 Social Foundations of Education Or SEYS 705 School and Community Or Equivalent
 - EECE 711 Ecological Perspectives on Development: The Childhood Years Or SEYS 710 The Psychology of Adolescence Or Equivalent
 - ECPSE 700 Foundations of Special Education Or Equivalent (20 hours field work)

Course equivalents

For EECE 702 Social Foundations of Education-

- SEYS 701 – History of Ideas in Education.
SEYS 702 – The History of Education in the United States.

SEYS 703 – Philosophies of Education.
SEYS 704 - The Philosophy of Teaching.
SEYS 705 – School and Community.
SEYS 706 - Introduction to Comparative Education.
SEYS 707 – Major Issues in Education.
SEYS 708 – Seminar in Theoretical Study of Education.
SEYS 720 –The Education of Immigrants’ Children in the United States.

For EECE 711 Ecological Perspectives on Development: The Childhood Years

- SEYS 709 Humanistic Psychology: Educational Applications
- SEYS 710 Psychology of Adolescence
- SEYS 717 Learning Theory in Education
- SEYS 718 Classroom Management
- SEYS 719 Understanding Group Behavior and Cultural Differences in School

GSLIS required core courses:

- LBSCI 700 The Technology of Information
- LBSCI 701 Fundamentals of Library and Information Science
- LBSCI 702 Information Sources and Service: General
- LBSCI 703 Introduction to Organization of Information
- LBSCI 709 Research in Library and Information Studies (After completion of 21 credits) (or 791 Indep. Study if qualified)

GSLIS required LMS courses:

- LBSCI 737 Literature for Children and Adolescents
- LBSCI 761 Organization and Management: School Library Media Centers (25 hrs field work) prereq: 700/706, 701
- LBSCI 764 Instructional Technologies for K-12 Information Literacy) (25 hrs field work) prereq: 700/706, 702, 703
- LBSCI 765 Resources for the School Curriculum (25 hrs field work) prereq: 700/706, 702, 703
- LBSCI 767 Reading Motivation Techniques for Children & Adolescents (25 hrs field work) prereq: 700/706, 702, 737 or 739
- LBSCI 795 Internship (70 days supervised by a NYS certified LMS) (After completion of 21 credits)
- One elective

- II. MLS- School Library Media Specialist for Certified Teachers** - This program is for students who hold a NYS teaching certificate and would like to get the additional certification as a School Library Media Specialist. This is a 36-credit master's program. There are 11 required classes and one elective.

GSLIS required core courses:

- LBSCI 700 The Technology of Information
- LBSCI 701 Fundamentals of Library and Information Science
- LBSCI 702 Information Sources and Service: General
- LBSCI 703 Introduction to Organization of Information
- LBSCI 709 Research in Library and Information Studies (After completion of 21 credits) (or 791 Indep. Study if qualified)

GSLIS required LMS courses:

- LBSCI 737 Literature for Children and Adolescents
- LBSCI 761 Organization and Management: School Library Media Centers (25 hrs field work) prereq/coreq: 700/706, 701
- LBSCI 764 Instructional Technologies for K-12 Information Literacy) (25 hrs field work) prereq: 700/706, 702, 703
- LBSCI 765 Resources for the School Curriculum (25 hrs field work) prereq: 700/706, 702, 703
- LBSCI 767 Reading Motivation Techniques for Children & Adolescents (25 hrs field work) prereq: 700/706, 702, 737 or 739
- LBSCI 795 Internship (Minimum of 50 hours supervised by a NYS certified LMS) (After completion of 21 credits)

One elective LBSCI course

- III. Advanced Certificate: School Media Specialist** – This is a program for students who already possess an MLS and would like to get NYS teaching certification as a School Library Media Specialist. It is a 27-credit program that includes 9-credits in education and 18-credits in a school media concentration.

- EDUCATION CLASSES

- **Classes can be taken in either the Elementary/Early Childhood Education Department or the Secondary Education Department.**
- **Required courses in Education:**
 - EECE 702 Social Foundations of Education Or SEYS 705 School and Community Or Equivalent
 - EECE 711 Ecological Perspectives on Development: The Childhood Years Or SEYS 710 The Psychology of Adolescence Or Equivalent
 - ECPSE 700 Foundations of Special Education Or Equivalent (20 hours field work)
- **Course equivalents**
- **For EECE 702 Social Foundations of Education-**
- SEYS 701 – History of Ideas in Education.
SEYS 702 – The History of Education in the United States.
SEYS 703 – Philosophies of Education.
SEYS 704 - The Philosophy of Teaching.
SEYS 705 – School and Community.
SEYS 706 - Introduction to Comparative Education.
SEYS 707 – Major Issues in Education.
SEYS 708 – Seminar in Theoretical Study of Education.
SEYS 720 –The Education of Immigrants’ Children in the United States.
- **For EECE 711 Ecological Perspectives on Development: The Childhood Years**
- SEYS 709 Humanistic Psychology: Educational Applications
SEYS 710 Psychology of Adolescence
SEYS 717 Learning Theory in Education
SEYS 718 Classroom Management
SEYS 719 Understanding Group Behavior and Cultural Differences in School

GSLIS required LMS courses:

- LBSCI 737 Literature for Children and Adolescents
- LBSCI 761 Organization and Management: School Library Media Centers (25 hrs field work)
prereq: 700/706, 701
- LBSCI 764 Instructional Technologies for K-12 Information Literacy) (25 hrs field work) prereq: 700/706, 702, 703
- LBSCI 765 Resources for the School Curriculum (25 hrs field work) prereq: 700/706, 702, 703
- LBSCI 767 Reading Motivation Techniques for Children & Adolescents (25 hrs field work) prereq: 700/706, 702, 737 or 739
- LBSCI 795 Internship (20 days elementary, 20 days secondary supervised by a NYS certified LMS)
(After completion of 21 credits)

Anthology

As of 2023 GSLIS students who are pursuing NYS Certification as a school librarian will be required to have an Anthology Portfolio. This has taken the place of the edTPA exam. The portfolio should be purchased through this link [Assessment Office - School of Education \(cuny.edu\)](https://assessment.office-school-of-education.cuny.edu). In the middle of the page you will see **Obtaining/Renewing an Anthology Portfolio Subscription (Candidates)**. **Do not purchase an account through the bookstore.** You will need an anthology account for your internship class. Some of the Education classes require an Anthology account as well.

anthologysupport@qc.cuny.edu

Exams

If you already hold a NYS teaching certification you have to take the **Content Specialty Test (CST) in Library Media Specialist**.

If you do not hold a NYS teaching certificate there are two exams required for certification. **The Educating All Students (EAS) exam** and the **Content Specialty Test (CST) in Library Media Specialist**. You can register for the exams here--[New York State Teacher Certification Examinations \(NYSTCE\) \(nesinc.com\)](https://www.nesinc.com)

It is recommended that you take the exams after you have completed the education and library fieldwork classes. If you would like to take the exams earlier, you should have taken at least two of the education classes before taking the EAS exam and at least three of the fieldwork classes before taking the CST exam.

You do not need to pass the exams to graduate BUT you do need the exams for NYS teaching certification.

Fieldwork

COURSE FIELD WORK

Every class for the LMS Sequence: 761, 764, 765, 767 requires 25 hours of field observations at schools. You must do 25 hours each at 3 types of school levels (elementary, middle, high school) and then the other 25 can be a repeated level. 25 hours is about 4 full days . You do not have to complete the 25 hours in four days. You can spread them out however you and your cooperating librarian deem, but it is also recommended that you try and do observations in blocks of time, so you get a better understanding of the workings of the space.

When completing fieldwork, you are not required to interact with students, but it is highly recommended you participate in any and all events.

Currently GLSIS school media students are asked to find their own placement for fieldwork. Please make sure that the school librarian you are planning to observe is a NYS certified school librarian. **They must have their certification for at least three years.** You can look up their certification here- [Teacher Certification Lookup \(nysed.gov\)](https://nysed.gov/Teacher-Certification-Lookup)

EDUCATION CLASSES—Fieldwork

Students who do not hold a NYS teaching certification are also required to take education classes. These classes also have a fieldwork component. Please speak to the professor of the education classes. Inform them that you are a student who is in the School Media Program, and you would like to do your hours in the school library. Remember they are in charge of their class and can deny this request.

INTERNSHIP FIELDWORK LBSCI 795

Per course catalog:

Required Field Experience and Internship (Student Teaching Practicum)

Successful completion of this program requires 100 hours of LMS field observation, 20 hours of ECPSE field observation (**THESE ARE THE FIELDWORK hours - 25 hours per class**) and 40 full days of internship experience to be completed as per NYSED requirements for registered LMS programs and to be completed as specified during functioning school hours. Students admitted into the program Fall of 2023 or later are required to complete 14 weeks of student teaching if they do not already hold a teaching certification.

For certified teachers as of Fall 2024 the internship hours have been reduced to a minimum of 50. (this is up to the program if the advisor feels that that the student requires more hours they can be increased.

Student Teaching placements will be facilitated by the program and the student.

Teacher/librarians who would like to host a student teacher from Queens College will be required to complete a set of modules outlining expectations.

Teach Account

All GSLIS students who are seeking NYS certification need to have a NYS TEACH Account. If students already have a certification, they should have an account. Students who do not hold a certification should set one up before they take any courses that require fieldwork.

You will submit your workshops, exams, and fingerprints to TEACH. If you plan to work for the NYC Department of Education make sure you get your fingerprints from Identgo. You can then use **OSPRA 104 Form**, to send your fingerprints to the state. If you get fingerprinted from the state first you will have to be fingerprinted by the city. The city will not get your prints from the state. Here is a link to the OSPRA 104 Form--[Microsoft Word - ospra104.doc \(nysed.gov\)](#)

You can create a TEACH account here - [Select NY.gov ID account type](#)

TEACHER CERTIFICATION OFFICE AT QC

The Teacher Certification Office serves students that are currently enrolled in or have previously completed a NYS Registered Education Program at Queens College.

- o [Teacher Certification Office - School of Education \(cuny.edu\)](#)
- o Email: The best way to contact our office is by emailing tcert@qc.cuny.edu. Please include your **CUNY ID#** in all emails.

Online Contact Hours:

Monday – Friday, 9am-5pm

Walk-in Office Hours:

Powdermaker Hall, Room 100 , Monday – Thursday, 12pm-4pm, Friday by appointment. Please email tcert@qc.cuny.edu to confirm in-person availability.

Internship Certificate

[Internship Certificate - School of Education \(cuny.edu\)](#)

Internship Certification is certification that allows you to work as a school library media specialist while completing your degree. There are very strict rules around internship certification for your protection. Internship certification expires after two years or upon graduation and CAN NOT be renewed. You must have met all of the requirements for INITIAL CERTIFICATION before two years or graduation. If you do not you will lose your certification and your job.

To qualify for Internship Certification you must:

- Have completed half of the degree required coursework
- Completed the three required workshops (Child Abuse, DASA, and School Violence Prevention) and posted to TEACH Account
- Fingerprint clearance posted to TEACH Account
- Complete exams (EAS and CST)
- Recommendation letter from program advisor stating you have met the requirements for internship certification
- JOB OFFER- on school letterhead signed by principal
 - Title and subject area of the position (must be consistent with your program of study)
 - The term of employment
 - The school is willing to hire you under an Internship Certificate.

Initial Certificate

If you do not already hold a NYS certification, you will be applying for an Initial Certificate upon graduation. You apply for the certificate through the TEACH hub. It is \$50.00 when you have completed an NYSED approved program, which Queens College is.

Requirements for Initial Certification:

- Master's Degree
- Three workshops (Child Abuse, DASA, and School Violence Prevention)
- Two exams (EAS and CST)

This certificate is valid for five years.

Professional Certificate

For the Professional certificate in the classroom teaching service, individuals must complete at least three years of acceptable teaching experience or its equivalent (540 full-time days).

Full-time and part-time experiences are acceptable. Once an individual has been issued a Professional certificate, the experience requirement will be satisfied for any future Professional classroom teaching certificate applications. Descriptions of acceptable and unacceptable teaching experiences are provided below. **This means if you are a NYS certified teacher who has a professional certificate in any other teaching area you are eligible for a Professional Certificate in School Library Media Specialist.**