Clinical Experience Site Evaluation  
(to be completed by student)  
Submit this form with your Work Journal to your University Supervisor  

K-12 LIS Certification Program  
Graduate School of Library and Information Science  
University of Illinois, Champaign  

Student __________________________________________   Date __________________________

Cooperating School ____________________________________________________________________  
District __________________________

Cooperating Librarian _________________________________________   City____________________________

Directions: While it is not possible for a single clinical experience to provide opportunities in all the areas listed below, please score all areas to provide a complete profile of this clinical experience.

Use the following scale:  
(0) No opportunity   (1) Discussed   (2) Observed   (3) Participated

Rating  

**Information Access & Delivery**  
0 1 2 3 Catalogue and classify library resources  
0 1 2 3 Inventory and weed collection  
0 1 2 3 Circulate library materials and equipment  
0 1 2 3 Process and arrange (shelve/house) library resources  
0 1 2 3 Prepare bibliographies, pathfinders, and web resources for instructional units  

**Teaching and Learning**  
0 1 2 3 Become familiar with the school’s curriculum and the information literacy curriculum  
0 1 2 3 Collaborate with faculty in the instructional design of a teaching unit  
0 1 2 3 Provide instruction in the utilization of library resources (information literacy skill)  
0 1 2 3 Provide information to reference requests by students and teachers  
0 1 2 3 Assist students and faculty in the production of instructional resources and provide production services to teachers  
0 1 2 3 Train students and staff in the use of library resources and equipment  
0 1 2 3 Plan and conduct professional development for teachers, administrators, or library personnel  
0 1 2 3 Provide reading, listening and viewing guidance; and story hours, book talks, etc.  
0 1 2 3 Plan and administer formal assessment of learning
Communication
0 1 2 3 Become oriented to the library staff, faculty, student body, school, school district and community
0 1 2 3 Assist with ongoing publicity and public relations activities for the library media program
0 1 2 3 Attend faculty, curriculum, grade level, department, PTA, etc. meetings

Administration
0 1 2 3 Review existing library policies and procedures and school policies related to the school library media program
0 1 2 3 Schedule use of library facilities, services, and materials
0 1 2 3 Select and order library resources
0 1 2 3 Identify the present components of the program, e.g., planning, evaluation, budgeting, etc.
0 1 2 3 Review the mission statement and both short and long term library media program goals and objectives
0 1 2 3 Assess the program in relation to state and national guidelines
0 1 2 3 Direct student assistants and volunteers
0 1 2 3 Review job descriptions of library personnel
0 1 2 3 Review budgeting process for the library media program

How would you rate your overall experience?

_____ Outstanding _____ Above average _____ Average _____ Marginal

Would you recommend this site for another student? (Explain)

Other Comments:

Signature ____________________________________________________  Date ______________________