

## Advisor's Checklist to MLIS Degree with Library Media Certification Recommendation

### During Program

1. Student applies and is admitted into the MLIS program on **regular** status.
2. Early in the program, student expresses an interest in the dual-emphasis to MLIS Advisor.
3. MLIS Advisor goes over the dual-emphasis Program of Study with student. Most courses are taken in the MLIS program (MLIS prefix); others in the IT-LM program (ITED and CIED prefixes), and one in the Special Education program (SPEC). **Note: Most, but not all, of the courses are offered online.** Course load is 2 courses per semester for students who are working and three courses per semester for students who are not working.
4. **Prior to taking the first IT-LM course**, student secures liability insurance and has a criminal background check verified (can be done through the Office of Field Placement and Certification in the Dewar College of Education). This is a legal requirement for any student to do field-based work in a P-12 school; many of the IT-LM courses have such a component.
5. **Prior to taking the first IT-LM course**, student must purchase *LiveText*, an online software application. Due to assessment reporting requirements of the State of Georgia, Georgia Professional Standards Commission, Board of Regents, and Dewar College of Education, students taking the IT-LM courses must have this software and upload materials into it, as directed by the course instructor. They must also monitor their VSU emails, and respond to periodic *LiveText* surveys for Unit Assessment.
6. CLT faculty recommend any of the following courses as a starting point for IT-LM courses: ITED 7300 *Instructional Design* (online course), CIED 7060 *Curriculum, Instruction, and Technology Integration* (online course), ITED 7201 *Information Resources and Services* (part online, part face-to-face in Valdosta).
7. Student makes application to the Graduate School for **non-degree admission** with a major of Instructional Technology – Library Media. This second application is **required**, even though the student has been admitted to the MLIS program. The application and **application fee** would be the only requirements since the Graduate School has the documents required for non-degree admission in the student's MLIS file. **NOTE: The non-degree application must be in a different, subsequent semester from the MLIS degree program application.**
8. Students follow the Program of Study as indicated by the MLIS Advisor. The MLIS Advisor is kept informed of progress in courses by the student and through student records. All IT-LM assessments will be entered into *LiveText*. All IT-LM coursework must be completed prior to the Internship (ITED 7299).
9. In the semester prior to the Internship in Media Centers, ITED 7299, student makes contact with the Library Media Certification Advisor (LMCA) in the Department of Curriculum, Leadership, and Technology, and states intention to do Internship. At this point, the MLIS Advisor will send a copy of the student's Program of Study to the LMCA, for inclusion in the student's Library Media Certification Folder. The LMCA will prepare a certification-only Program of Study sheet for the folder.
10. Student will plan, propose, document, and carry out field-based internship activities (100 hours, including work at elementary, middle, and secondary levels) as indicated by the course instructor.
11. Library Media Certification Advisor (LMCA) guides student through Certification Application described on the following page. Students must complete all coursework and

fieldwork, maintaining a GPA of 2.5 or above, and the GACE II Exam must be passed prior to Certification Application.

### Certification Steps

1. **Student** satisfactorily completes all coursework and internship designated by program of study.
2. **Student** takes and passes the GACE II exam (State-required exam of knowledge and skills specific for media specialists).
3. **Student** contacts Office of Field Placement and Certification (**OFPC**) in the VSU Dewar College of Education (229.249.2786; email [jklein@valdosta.edu](mailto:jklein@valdosta.edu) ) to request paperwork for certification application.
4. **Student** returns completed paperwork to **OFPC** along with a copy of GACE II results.
5. **Student** notifies Library Media Certification Advisor (**LMCA**) in the Department of Curriculum, Leadership, and Technology of intent to apply for certification.
6. **LMCA** prepares three copies of a packet including Certification Requirements Completion form and completed copy of the Library Media Certification Only Program of Study.
7. **LMCA** sends one copy of the packet to the Office of Field Placement and Certification, files the second packet in the Library Media Certification Only student folder (housed in the CLT Department), and sends the third packet to the School of Library and Information Science to be filed in the student's advising folder.
8. **LMCA** turns in advising folder to department secretary for placement in the inactive file.
9. **OFPC** assembles the certification package including paperwork, GACE II results, official transcript printed from Banner.
10. **OFPC** submits the certification package to the Professional Standards Commission (PSC)
11. **GaPSC** sends student notification and documentation of certification.

NOTE: Library Media Certification can occur during or after the MLIS degree is conferred. If the degree is conferred, and the student continues to take non-degree courses, those courses are generally not covered by financial aid. Graduation could be deferred until the non-degree courses are completed, allowing for financial aid support.