

ONLINE NEWSLETTER

Number 5

February 2, 2002

Folklore and Facts

If you were a student who went to class here on campus, you would know about Sarah, the North Hall Ghost. According to folklore, Sarah was a music major who jumped to her death after being jilted by her boyfriend in the early 1900s'. Sarah's story is common knowledge and recently two different groups of ghostbusters have taken vigil in North Hall for a complete night so they could photograph and document her "ghostly" activities. The photographs have documented to some people that Sarah is here in the building, however, I am still waiting to be convinced!

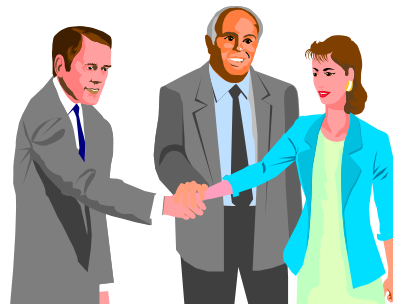
While I would categorize Sarah as a myth, your School Library Information Technologies program continues to thrive and this is a fact! In just one year, the enrollment has grown from 40 students to 108 and we anticipate having 150 students taking classes for Summer 2002. This dramatic increase is a testament to the power and viability of the Internet, to the faculty members who have created courses which emphasize applied problem solving over abstract research studies, to students like you who are willing to test a new idea, and to the institution for giving the program the opportunity to grow.

I applaud the students and the faculty for giving the School Library program at Mansfield University "a shot". Recently, Larry Schankman, Remote Services Librarian and your electronic problem solver, and I had the

opportunity to participate in a conference with Dr. Charles McClure. Dr. McClure is acknowledged as a leading library science professor who challenged the conference participants "to give it a shot!" He emphasized that many, many librarians are so caught up in the rigidity of current practices that they can't see new opportunities. While that may be true for many librarians, I know it does not fit the MU library instructors and I am almost certain it does not fit you because you took a chance on a new program offered online. So I would like to conclude this column by encouraging you "to give it a shot". Please write the grant you have been thinking about, talk to the teachers, parents or principals in your community who can help make a change to help people access, filter, and apply information to solve a problem. I sincerely urge you to use your position as a school librarian to make a difference and improve our society.

Please keep us posted on your successes and nothing would please me more than to list some in a future newsletter. Good luck!

Dr. Larry Nesbit



IMLS GRANT PROVIDES SCHOLARSHIPS FOR MINORITY STUDENTS!

By Debra Kachel

The School Library & Information Technologies Graduate Department has been awarded a prestigious Institute of Museum and Library Services (IMLS) federal grant for \$356,491. The funds will be used to create and administer graduate scholarships for teachers to become school library media specialists and to produce and implement an online library advocacy program for school principals. The concept behind the "SCALE: Systemic Change and Library Education" grant is to build partnerships between trained quality school librarians and informed building principals to develop or revitalize quality school library programs. In addition, Robert Berkowitz (of the "Big6" Information problem-Solving fame) will provide consulting services and evaluate our online program, as well as the principals' program. The federal grant is the second largest awarded nationally in 2001 in the Education and Training category. It addresses the critical shortage of school library professionals today, as well as the recruitment of individuals of diverse racial or cultural backgrounds.

SCALE Graduate Scholarships

Approximately thirty, half-tuition scholarships for a complete Master's degree will be available beginning Summer 2002 for Pennsylvania residents, as well as out-of-state and international applicants. Scholarship students must complete the program in three years, which is the length of the grant. Candidates will be judged on the

degree to which they meet the following criterion. However, at least one of the criteria must be met. All applicants must be certified teachers and be accepted into the Mansfield program.

- Be an ethnic minority (African American, Latino/Hispanic, Asian/Pacific Islander, Native American/Alaskan native, or other)
- Live beyond commutable distance of a graduate library science program
- Work in an under-served, high-need community (small, poor, rural or inner city)
- Recruit and enroll a principal in the online "Partners for Success" Advocacy Program

The IMLS grant is designed only for new enrollees in the School Library program. A special SCALE Scholarships website has been developed at:

<http://library.mnsfld.edu/scale/home.html>



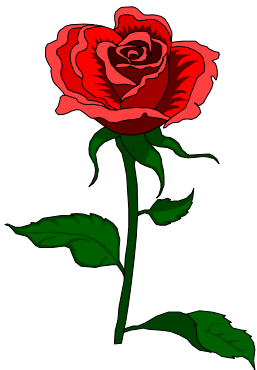
Dr. Larry Nesbit, Library Director, Dr. Doris Dorwart, Program Director, Dr. John Halstead, President of Mansfield University and Dr. Michael Lane, Provost, receiving recognition for obtaining the IMLS grant.

Spread the Word

If you know of a potential applicant for the scholarship program, please help us advertise this generous opportunity. Our timeline is short and we are currently accepting applications. There are no specific deadlines for applications. Scholarship monies will continue to be awarded until all funds are expended.

Our grant-writing expert, Doris Dorwart, is to be recognized for these scholarships since she is most responsible for drafting the grant application.

If you have further questions, contact:
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You Are Invited!

You are cordially invited to a reception being held during the Pennsylvania School Librarians Conference to celebrate the success of Mansfield University's Education Master's in School Library and Information Technologies online program. The reception, sponsored by Mitinet and

Mansfield University, will be held on April 19, 2002 from 500 PM to 6:30 PM in the BiLevel Suite of the Hershey Lodge. Come and join the students, instructors, technical staff, and administrators as we celebrate the success of our online program.

Please RSVP Chris Swanson, Mansfield University at 717-662-4872 or email her at cswanson@mnsfld.edu to let her know that you plan on attending our celebration! We filled the room last year -- now we have a larger one. Let's fill that one up too.

If you would like more information about the PSLA conference, go to <http://www.psla.org/conferences/conferences.php3>

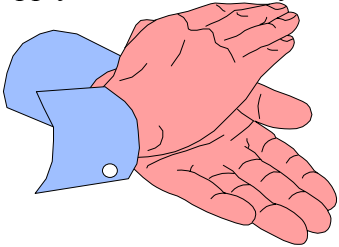


A Suggestion from a Student By Julie Feenaughty

When I began my program in August 2001, I wish that I had created a three-ring binder of all my completed modules and projects. Foolishly, when I was done with each class, I only saved my work on the computer and discarded the hard copies. I admit that this is my problem, but could you please encourage the instructors to suggest to the students that they make a three-ring binder to hold their finished projects. The three-year plan, grant, PowerPoint and other documents that are required for LSC560 Seminar/Residency and Practicum to reflect on and to use to complete the Competency Checklist.

From reading the Forum and emailing other students in the course, we are all brain-dead trying to remember what we did and when. I have incorporated what I have learned on my job. I now have the new copyright policy, library collaboration sheets, curriculum map, forms, web page information, forms for collaborating with teachers, and more. But looking back, I can't always remember which class taught me to do half of this.

I am extremely happy with what I have learned at Mansfield. I highly recommend to others that taking courses online as an excellent way to get an education if you are motivated enough to complete the work and meet deadlines. I am also very impressed with the course work from these classes since I can apply much of it to my actual work.



NEED A GUEST SPEAKER?

One of our students, Teresa Glossner, reports that she recently arranged for a guest speaker from PHEA (Pennsylvania Higher Education Association) who introduced her students to the new PHEA website. Students can use this site to explore various careers and to find information about Pennsylvania Colleges and is geared towards students in grades 7-12. Students may also store information about their honors and awards in their own accounts for free and may apply to colleges electronically. There is also a link for parents to use to search for financial aid.

www.pheamentor.org

Reading Has Advantages

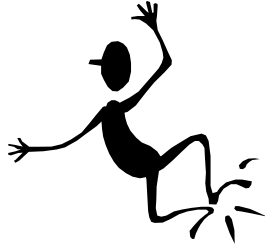
Librarians tend to read everything in sight. This love of reading and books can have distinct advantages, including a \$500 Target Teacher Scholarship, which enabled me to begin my Mansfield online program.

I stumbled across the grant application and in November of 2000 it was submitted. It was all so simple. In March, I received a congratulatory letter. I was ecstatic, not only could I now begin my masters, but a grant had been written and funded (OK, I carefully filled out the information on the correct lines).

Ironically, the course I chose to take with the grant monies was LSC 530 Library Advocacy that included "how" to write a grant proposal. I quickly discovered that the average grant requires more than filling out information. However, once I tasted success, and became knowledgeable about the grant-writing process, I developed a real interest. The course was fantastic. While a great deal of work was involved, the knowledge I gained was well worth the time. During the course, the instructor (a patient soul) read through my work and very encouragingly graded and commented on each module as well as the grant proposal. I realize that if I had not taken this course, I would not be writing this article, I would not be the presenter for the 2002 PSLA Regional session (IU10) or even on the PSLA curriculum committees because I would not have believed as strongly in library advocacy.

The love of reading does have many advantages. What started out as one

course has led to another and will lead to a masters taught by knowledgeable, well-known, highly respected instructors.



ANOTHER NEW SERVICE!

**By Shelia Kasperek
Mansfield Library**

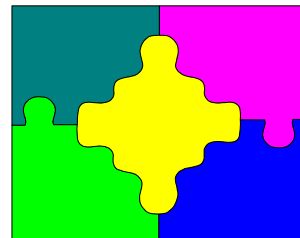
The North Hall Library has added yet another service, the Electronic Journals List. The library has access to the online full-text of over 12,000 journals, magazines and newspapers, but figuring out what journals are available, where they are located and what dates are available has been a chore. The Electronic Journals List solves this problem by providing a searchable or browseable list of available full-text journals from vendors like Ebsco, InfoTrac, Lexis-Nexis, Wilson Web, Ideal, American Chemical Society, and more.

The Electronic Journals List currently includes only the journals that are available online. The library intends to add our print holdings at a later date. Until then, to determine if a journal is available in print, the user must check PILOT, the online catalog. For those who are used to looking for full-text availability in PILOT, fear not, the library is not removing that information just yet. However, the information in the Electronic Journals List is more

complete, more current, more descriptive, and easier to use.

Look for the link for the Electronic Journals List on the library homepage or access it directly at:

<http://libweb.mnsfld.edu/ejournals.asp> If you have questions or need help with the Electronic Journals List, please email the Reference Desk at librefl@mnsfld.edu or call 570-662-4671.



Managing Information in the Electronic Environment By Candy Blessing

Are you overwhelmed by the amount of information building up on your computer? Are you taking/teaching more than one online course simultaneously? Have you lost files on your computer never to be found again? Is your email Inbox overflowing? Do you avoid joining professional listservs because you cannot deal with the amount of mail you receive along with all of the other messages you get daily?

If you answered yes to any of these questions you are a candidate for employing an information management system. This article will provide two suggestions that can facilitate management of files stored in hard drives and inboxes on the computer.

Folders to Organize Coursework

Using folders on the hard drive can save time in searching for files in the future. This practice comes in handy especially as one acquires files from more than one course during a semester. ***Before the semester begins*** create a folder for each course (i.e. LSC520 Cataloging). Within the course folder, create folders for each module to organize assignments, forum transcripts, email messages, feedback from the course instructor, and work shared among class members during group projects. Label each folder by mod number and the topic of the lesson. In the future it will be more likely to search for information about a particular topic than by the mod number. However, during the semester, the mod number denotes the progression of the course.

When a course concludes, the course folder can be sent to floppy disks, a writable CD, or a zip disk to free up space on the hard drive or to keep as a backup copy. Explicit labeling on the storage device is another key to finding the information at a later date. If you have a portable storage device as mentioned above, it can be placed in your course three-ring binder. Therefore, everything pertaining to a particular aspect of the school library information profession will be easily accessible when you are ready to apply the information on the job.

Folders to Control Traffic of Email

Email folders can be used for organizing read messages, but are also useful “traffic cops” for incoming email. Many people deny themselves the benefits of professional discussion groups because they do not like the amount of incoming

messages from the listserv mixed in with all other email. Email folders are also useful to separate incoming mail from particular people, such as your course facilitators or students.

Here are instructions for sending all of your incoming listserv messages into a separate mail folder so that the messages do not clutter up the email Inbox. Of course, you would use the same method to direct all incoming mail from a particular person or people.

These instructions apply to Outlook Express software. If you use other email software, there should be something similar you can set up. Look for instructions for “message rules.”

The LM_Net listserv will be the example used in the directions below to demonstrate how this type of message rule is created.

1. First , create a Folder in the **Inbox** called LM_Net. If you have not done that before, right-click on Inbox folder icon, choose New Folder, type folder name (LM_Net) and click OK.
2. Open **Tools** Menu, choose **Message Rules**, then click **Mail**.
3. Choose the **Mail Rules** tab, click **New**.
4. In “1. Select the Conditions for your rule” box, check the box for **Where the To or CC line contains people**
5. In “2. Select the actions for your rule” box, check the box for **Move it to a specified folder**
6. In “3. Rule description” box, click on the underlined hyperlink **People**. Type the name of your listserv (**LM_Net**) in the people link, and type **LM_Net** in the **Folder** hyperlink line.

7. In "4. Name of the rule" box, select the default name, and type the name of your new rule, Listserv Messages or whatever you want to call it. Click ok.

After setting up the rule, all messages with "LM_Net" in the To or CC line, will be placed in your LM_Net folder. You can retrieve the messages from the folder when you are ready to read the mail from the discussion group.

Hopefully, these two information management strategies will help you handle the massive amount of information that you will need to organize during and after your online educational experience at Mansfield University.



PRAXIS AND CERTIFICATION PROCESS:

As students near the end of their online program, there are "other" matters that need to be handled. First, students must file "An Intent to Graduate". When all classes have been completed, those students seeking certification must also take the PRAXIS test in order to file for certification. A step-by-step process is outlined below. Students are encouraged to read the following and save it for future reference.

1. The matriculated student must file "An Intent to Graduate" form (MU.A25) with the Academic Records Office, 112 South Hall. This may be submitted up to one year before the anticipated graduation date.
2. The student is responsible for scheduling time to take the required PRAXIS test. If the student has questions about where and when the Praxis test may be taken, contact Mr. Frank Kollar, 570-662-4820 fkollar@mnsfld.edu for the appropriate information. Students are strongly encouraged to review details of the PRAXIS by logging on to www.teachingandlearning.org/licnsure/prxtedt.html The test for School Library Media Specialist is Number 10310 and is a two-hour test that includes 120 questions in five different categories. This site provides sample questions and answers for review. The fee for the test is currently \$70.00. When completing the testing application, be certain to designate Mansfield University as a recipient of the scores and the scores will be forwarded by PRAXIS to the Placement Office.
3. The student may obtain a certification application from the Academic Records Office, 112 South Hall.
4. The student completes the form carefully following all the directions. For instance, if the

form indicates that 'letters' should be used, do not use a checkmark or X. Return the completed application accompanied by a \$15.00 money order made payable to Mansfield University to the Academic Records Office, 112 South Hall, Mansfield University, Mansfield, PA 16933.

5. The Academic Records Office will verify that the student has completed all the coursework, passed the Praxis test with required scores and asks Dr. Pautz to sign the form as the Mansfield Certification Officer. Please note that the student must request that the University be notified of the Praxis test score when they take the test because Mansfield must include it on the application for certification. If the student has questions about where and when the Praxis test may be taken, Mr. Frank Kollar, 570-662-4820 fkollar@mnsfld.edu will provide the information.

Mansfield submits the completed certification application to the PA Department of Education. PDE will process the applications, and if approved, will forward the teaching certificate.



What will be in the next newsletter? Do you have any suggestions? Would you be willing to write an article? Contact Doris Dorwart d.dorwart@worldnet.att.net