Library Media Certificate

Program Objectives
This program is geared toward licensed teachers who want to obtain the school library media endorsement. This endorsement can only be added to an existing teaching license.

We have received official approval from accreditation officials in Alaska, Colorado, Idaho, Montana, Oregon, South Dakota, North Dakota, Washington, and Wyoming. Many other states accept our program as well. Contact your state’s Department of Education to ensure that the program is accepted. Our education programs are accredited by the Montana Board of Public Education. We participate in the National Association of State Directors of Teacher Education and Certification’s (NASDTEC) Interstate Contract.

Additionally, the Library Media program offers an option to earn a Master’s degree (MEd) in Curriculum & Instruction after completion of all Library Media coursework. The Master’s portion involves completion of 9 additional credits past the 21 required by the Library Media Certificate program, and these courses are also offered online. A student must apply to the full MEd program either initially or before 9 credits of Library Media coursework have been completed. See Master of Education in Curriculum & Instruction - Professional Educator Option (http://catalog.montana.edu/graduate/education-health-human-development/education/med-curriculum-leadership/professional-educator-option/).

Program Flow
Following admission, the student should register for the course(s) offered in the upcoming semester. Two to three courses are typically offered each semester.

This is a fully online program. Therefore, students must have reliable Internet access. Students also need:

1. Basic understanding of word processing and email applications
2. Familiarity with spreadsheet and database applications and software
3. Basic knowledge of the Web, search engines, and experience using different browsers and online databases
4. Experience with software downloads and multimedia plug-ins

Program of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDCI 522</td>
<td>Info Resources &amp; Services</td>
<td>3</td>
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<tr>
<td>EDCI 546</td>
<td>School Library Media Specialist</td>
<td>3</td>
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<tr>
<td>EDCI 547</td>
<td>Info Inquiry &amp; Ed Change</td>
<td>3</td>
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<td>EDCI 548</td>
<td>Management of Information &amp; Resources</td>
<td>3</td>
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<td>EDCI 549</td>
<td>Applications of Literature for Children and Young Adults</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 598</td>
<td>Internship (One credit per first three semesters)</td>
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</tr>
<tr>
<td>EDCI 550</td>
<td>Ethics and Advocacy for School Librarians</td>
<td>3</td>
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<td><strong>Total Credits</strong></td>
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<td><strong>21</strong></td>
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Contact Information
Dr. Deborah Rinio, Program Leader
and Assistant Teaching Professor
Phone: 406-219-1046
Email: deborah.rinio@montana.edu

Application Process for the Library Media Certificate Program
Prior to applying for the Library Media Certificate program applicants must hold a teaching license and have gained at least one year teaching experience.

Applicants are required to complete the online application and submit the following documentation via the Graduate School Online Application System (http://www.montana.edu/wwwdgl/apply.html)

1. Completed Graduate School Application
2. Academic Transcripts: Applicants must provide official transcripts directly from each university attended. Official transcripts must verify all bachelor’s degree coursework as well as a confirmation of a bachelor’s degree. Unofficial transcripts may be uploaded during the application process. Official electronic transcripts may be emailed directly from the Institution to edgrad@montana.edu or mailed to the Department of Education Graduate Programs Office, 215 Reid Hall, PO Box 172880, Montana State University, 59717. Transcripts from a degree awarded through MSU do not need to be provided. NOTE: We require an undergraduate and graduate GPA of at least 3.00 (on a 4.00 scale). Transcripts will be evaluated for rigor and academic fit.
3. Personal Statement: A 500-word personal statement describing your previous teaching experience and motivation to become a school librarian; explain how you came to this decision.
4. Current Resume/Curriculum Vitae
5. Teaching Experience: Library Media Certificate program applicants must hold a valid teaching license in the United States (or its territories). You will be asked to supply the number of years you have been teaching on page 7 of the application. In the additional uploads section on Page 8, please include a short statement which answers the following questions: (1) Which State you are licensed in? (2) Have you been hired into a position that requires a provisional or emergency library endorsement?
6. For International Applicants ONLY: Please visit the Graduate School International Application Process (https://www.montana.edu/gradschool/policy/admissions_intl.html) website for application submission information. In addition to the above, International applicants will be required to submit the following application material.
   a. Evidence of English Language Proficiency (http://www.montana.edu/international/admissions/englishproficiencygraduate.htm) - MSU requires applicants from countries where English is a second language to present evidence of proficiency in the use of the English language. Typical tests and scores are as follows: TOEFL (http://www/toefl.org/); 80-internet-based [iBT] or 550-PBT, IELTS (http://www.ielts.org/); 6.5, or PTE Academic (http://www.vue.com/pte/); 54.
   b. Copy of applicant’s passport
   c. Degree certificates as well as an English translation for all non-English academic transcripts and credentials. Photocopies can be used to initiate the application process; however, official transcripts/credentials are still required upon admission.
   d. Students will need to submit the International Student Financial Certificate found on the OIP Forms Page (http://www.montana.edu/international/admissions/forms.html), and proof of funds when offered admission to MSU.
Application Deadlines
Below is the deadline by which all of the application materials for the Library Media Certificate program must be submitted via the online application system.

• Summer Semester: April 1
• Fall Semester: April 1
• Spring Semester: November 1

*A second review for Fall applicants will occur on July 15th. If you are a Fall applicant and cannot submit your complete application (including all required materials) by April 1st, you may submit by July 15th and will be considered in the second review, if space is still available.

Admission Process
Complete applications will be reviewed by the Graduate Admissions Committee. Once a decision has been made the application will be forwarded to the Graduate School for final administrative processing. Please note that the application review process will begin on the application deadline dates and not before.

For answers to questions on this or any program at the Department of Education, contact: Micki MacGregor, Graduate Program Assistant, Phone: 406-994-6786 edgrad@montana.edu. If you are ready to apply, do so through the Graduate School Online Application System (http://www.montana.edu/wwwdg/apply.html)