



- 3) I understand to provide an optimal experience a school-based library media specialist mentor will be assigned to the candidate. I also understand and agree to provide the following:

Provide the necessary technology (i.e., computer, software, etc...), tech. support, and access to the Internet (broad band). *I understand this requirement and agree to cooperate with it.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- 4) Minnesota State University, Mankato will provide a LME supervisor to conduct formal and informal observations throughout the internship. During the internship, the LME supervisor will meet face to face with the mentor school library media specialist and candidate to discuss the progress and performance of the candidate. *I understand this requirement and agree to cooperate with it.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- 7) I understand that all data created or collected as part of the School Library Media program is part of an educational program and will not be used by the District for evaluation or other purposes. I specifically recognize that the school-based mentor will not be required to provide any evaluative or observation data to the District.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete the following contact information below.

School Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

School Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Acknowledgment & Acceptance:**

I have reviewed this document. My signature means that I understand what is expected of me as a site-based administrator in School Library Media, and that I will do my best to follow the aforementioned guidelines/agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Mailing address:** Graduate Coordinator, Educational Studies: K-12 and Secondary Programs, 313 Armstrong Hall, Mankato, MN 56001. (507)-389-6116 Karla Worden: Administrative Assistant or (507)-389-1965 Vicky Hudson: Administrative Assistant.