

**UNIVERSITY SUPERVISOR
WRITTEN STATEMENT OF REFERENCE**

Student Teacher Cheryl Williams ID Number 1145542
 School/City: Parker High School in Janesville, WI
 Curriculum: Elementary Secondary X Special Education
 Semester Spring Year 2002
 Licensures: (1) 901 School Library Media (2)
 (3) (4)

PLEASE RETURN THIS FORM TO OFFICE OF FIELD EXPERIENCES, UW-WHITEWATER, WHITEWATER, WI 53190.

Cheryl Williams completed her Secondary Library/Media Practicum at Parker High School in Janesville, WI under my supervision during the spring semester of 2002.

Cheryl set realistic goals and achieved them. She coordinated her practicum experience with her present position as a visual impaired educator.

Her friendliness and helpfulness gave her a good rapport with students and faculty. Cheryl understands the importance of collaboration in a well rounded library/media program by working with other teachers in developing class projects and programs

It was a pleasure to observe Cheryl at work. She presented a lesson to a diversified Global Food class on using the Power Point program. She demonstrated planning and organization. She gave clear oral instructions to students. These instructions were enhanced with a written handout. She gave a visual presentation showing the do's and don'ts of a Power Point program. Afterwards, she circulated and helped individual students where needed. The students were kept on task and were interested in the lesson.

Cheryl is a well organized, conscientious and a professional individual. She is knowledgeable about computers, reference works, automated circulation systems, minor computer repairs / operation and technical processing of materials. She is well versed in the administrative tasks in the secondary school setting. She had experience in selection, ordering, receiving materials, weeding and the total development of a library collection.

She is concerned about educating students in information literacy so that they can retrieve the information needed quickly and accurately. She was enthused about what she was doing and exceeded the required hours in order to complete an activity she was working on with another teacher. She completed a weekly as well as a final reflection of her experience.

In my opinion, Cheryl Williams is an asset to the library/media field. She met the criteria for her practicum. She is well-versed in library/media procedures and the various roles of the library/media staff. She has my recommendation as a Secondary School Library/Media Specialist.

University Supervisor

Print Name Margaret Birk

Signature Margaret Birk

Title: Adjunct Instructor

Date: May 29, 2002

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