

# El Monte Union High School District

Date:  
05-18-2017

## Course Outline

High School          District         

Title: <u>Library Science 1 &amp; 2</u> =	This course meets graduation requirements:  <input type="checkbox"/> English <input type="checkbox"/> Fine Arts <input type="checkbox"/> Foreign Language <input type="checkbox"/> Health & Safety <input type="checkbox"/> Math <input type="checkbox"/> Physical Education <input type="checkbox"/> Science <input type="checkbox"/> Social Science <input checked="" type="checkbox"/> Elective	Department/Cluster Approval	Date
Transitional* _____ (Eng. Dept. Only)		_____	_____
Sheltered (SDAIE)* _____ Bilingual* _____		_____	_____
AP** _____ Honors** _____		_____	_____
Department: <u>Library</u>		_____	_____
Grade Level (s): <u>10 - 12</u> _____		_____	_____
Semester _____ Year <u>X</u>		_____	_____
Year of State Framework Adoption _____		_____	_____

\*Instructional materials appropriate for English Language Learners are required.

\*\*For AP/Honors course attach a page describing how this course is above and beyond a regular course. Also, explain why this course is the equivalent of a college level class.

1. Prerequisite(s):

A "B" or better in English

Approval of librarian and counselor

Basic computer competency

Library Science 2 students must complete Library Science 1 before enrolled

2. Short description of course which may also be used in the registration manual:

A one or two-year course in Library Science designed to give students a thorough understanding of how to access, use, and appreciate information, books, and libraries as well as to promote skills that parallel those needed for college-level research as well as career and life situations. Students learn skills that prepare them for college success and future jobs requiring accuracy and attention to detail. Students will be exposed to a variety of subjects and materials that will promote library skills including information literacy, personal reading, computer literacy, and life-long learning.
3. Describe how this course integrates the school's ESLRs (Expected School-wide Learning Results):

Critical Thinkers: Students are required to problem solve and think critically about customer service and library management.

Powerful Communicators: Students work in teams, requiring them to collaborate. Students work with patrons at the circulation desk and assist patrons with finding resources.

Responsible Citizens: Students are required to be on time, use proper customer service behaviors, and fulfill all required assignments in a timely manner.
4. Describe the additional efforts/teaching techniques/methodology to be used to meet the needs of English Language Learners:

Lessons and activities will be scaffolded as necessary, so that they are accessible to all students. Vocabulary unique to understanding how to use the library will be explicitly taught to ensure all students have a solid understanding of these terms in order to be successful in utilizing library resources. Technology will be used as appropriate to further enhance understanding.
5. Describe the interdepartmental articulation process for this course:

Students will help the librarian to create pathfinders, booklists, and other research tools that will assist teachers in all curricular areas. Additionally, Library Science students will model information literacy skills while helping other students and faculty members access information in all curricular areas.
6. Describe how this course will integrate academic and vocational concepts, possibly through connecting activities. Describe how this course will address work-based learning/school-to-career concepts:

Pre-vocational training for students interested in a library career.

Enabling students to acquire extensive knowledge of media resources for use in their own schoolwork and in assisting others.

Teaching students to work cooperatively as part of the media center team

Students will develop skills in: spelling, alphabetizing, locating information, working with decimals and fractions, following directions, summarizing, and filing.

Library Science provides students the opportunity to practice basic employability skills, job success skills, and employee relations and customer service skills such as; manners, courtesy, honesty, punctuality, and attendance. This course also addresses Common Core Standards in various disciplines through speaking

and listening skills, problem-solving skills, decision-making skills, critical thinking skills, math skills, reading and writing skills, study skills, cooperation skills, and collaboration skills.

7. Materials of Instruction (Note: Materials of instruction for English Language Learners are required and should be listed below.)

A. Textbook(s) and Core Reading(s):

Materials in the library will be used

B. Supplemental Materials and Resources:

Materials in the library will be used

C. Tools, Equipment, Technology, Manipulatives, Audio-Visual:

Equipment in the library will be used

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8.

● **Objectives of Course**

Students will be able to use the library media center effectively to locate, access and utilize ideas and information.

Students will be able to assist patrons in a friendly, courteous, and businesslike manner.

Students will know the classification system and material arrangement in the library media center.

Students will be able to accurately locate, arrange, and shelve material for patron use.

Students will be able to follow circulation procedures and aid in the retrieval of materials.

Students will utilize information literacy strategies.

Students will develop positive personal reading habits.

Students will demonstrate the ability to utilize the Internet and computer programs available in the LMC.

Students will assist others (students and faculty) with the Internet and computer programs available in the LMC.

Students will create projects that promote reading to others.

Students will use information literacy skills to research and report on a topic of personal interest.

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- **Unit detail including projects and activities including duration of units (pacing plan)**  
Students will be able to accurately locate, arrange, and shelve material for patron use.

Students will be able to follow circulation procedures and aid in the retrieval of materials.

Use the Online Public Access Catalog (OPAC) to track and retrieve materials.

Students will utilize information literacy strategies.

Students will develop positive personal reading habits.

Students will demonstrate the ability to utilize the Internet and computer programs available in the LMC.

Students will assist others (students and faculty) with the Internet and computer programs available in the LMC.

Students will create projects that promote reading to others.

Students will use information literacy skills to research and report on a topic of personal interest.

Students will assist with inventory, and process and display current newspapers, magazines and books.

Students will prepare displays.

Students will demonstrate proficiency and continuing improvement in “workplace skills” as appropriate for the designated coursework.

- **Indicate references to state framework(s)/standards (If state standard is not applicable then national standard should be used)**

Model School Library Standards for California Public Schools

Standard 1: Students will access information.

Standard 2: Students evaluate information.

Standard 3: Students use information.

Standard 4: Students integrate information literacy skills into all areas of learning.

- **Student performance standards**

Model School Library Standards for California Public Schools

Standard 1: Students will access information.

Standard 2: Students evaluate information.

Standard 3: Students use information.

Standard 4: Students integrate information literacy skills into all areas of learning.

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- **Evaluation/assessment/rubrics**

Students will complete all assignments with 80% accuracy.

Students will demonstrate professional attitude. Assessment will be ongoing by teacher observation.

Students will demonstrate the ability to maintain materials in proper classification order with 80% accuracy.

Students will demonstrate the ability to perform circulation tasks with 80% accuracy.

Students will read at least one book per grading period and complete a related assignment with at least 80% accuracy.

Assessments will be ongoing and evaluated by teacher observation.

Students will demonstrate an ability to assist others with computer related questions, assessment will be ongoing by teacher evaluation.

Students will demonstrate good work habits. Assessed by teacher observation.

- **Include minimal attainment for student to pass course**

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