

# COLLABORATIVE PLANNING GUIDE

Let's Work Together for Student Success!

Planning to bring your class to the library?

Please take a minute to complete this form before we meet to share ideas and plan a dynamic research experience for your students!

Teacher \_\_\_\_\_ Today's Date \_\_\_\_\_

Course Code \_\_\_\_\_ Block \_\_\_\_\_ # of students \_\_\_\_\_

Unit of Study \_\_\_\_\_

Projected Timeline of Unit \_\_\_\_\_

Preferred meeting time(s) \_\_\_\_\_

Expectations:

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Student grouping:

- Small groups
- Large groups
- Pairs
- Individuals

Assessment:

- Teacher
- Teacher-librarian
- Peer
- Self

Evaluation:

- Summative
- Formative
- Rubric
- Grade
- Checklist
- Anecdotal
- Other

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Culminating Task \_\_\_\_\_

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Anticipated Resources:

- Fiction
- Non-fiction
- Reference
- Online databases
- Videos
- Internet
- Other

Circulation requests:

- Overnight
- No loan
- 3 week loan

Required Library/Information Centre guides:

- MLA Style Guide
- APA Style Guide
- Web site Evaluation
- Note-taking Sheets
- How to Search our Online database
- How to Form a Thesis Statement
- How to Write an Annotated Bibliography
- How to Give a Seminar
- How to Give a BookTalk
- How to Prepare for a Debate
- Designing Brochures and Newsletters
- Tips on Giving a Slide Presentation
- Essay Writing Outline
- Other

Other requests/concerns \_\_\_\_\_

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