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:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student grouping:
• Small groups • Pairs
• Large groups • Individuals

Assessment:
• Teacher • Peer
• Teacher-librarian • Self

Evaluation:
• Summative • Rubric • Checklist
• Formative • Grade • Anecdotal
• Rubric • Grade • Other

Culminating Task _________________________________________________________
________________________________________________________________________
________________________________________________________________________

Anticipated Resources:
• Fiction • Videos
• Non-fiction • Internet
• Reference • Other
• Online databases
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 __________________________________________________________________________
________________________________________________________________________