Course Syllabus

Franklin High School	2020-2021

Course Overview

NOTE: For core classes, all elements of this section (except for name and contact information) are the same.

Course Title: Library Assistant Internship

Instructor Name: Ayn Frazee	Contact Info: afrazee@pps.net

Grade Level(s): 10, 11, 12

Credit Type: elective	# of credits per semester:

Prerequisites (if applicable): Approval of teacher

General Course Description: Library Aides will develop customer service, communication and information retrieval skills as a result of this course. Each Library Aide will also be given a variety of personalized responsibilities and will be graded according to their performance.

Prioritized National/State Standards:

LIB 1.1.C   Develop, select, clarify and use questions and strategies to search for information

LIB 1.1.G   Read, view and listen to information in a variety of formats

LIB 1.1.H   Collaborate to broaden and deepen understanding

LIB 1.2.C Use information to answer questions, solve real-world problems and inspire further investigation

Course Details

Learning Expectations

Materials/Texts

Course Content and Schedule:

The Library Aide curriculum helps students gain skills and knowledge in library services by:

1. Using information and resources in various formats
2. Connecting information to real life experiences
3. Gaining proficiency in the use of FHS databases
4. Demonstrating ethical behavior when using technology
5. Learning and putting customer service skills into action
6. Helping foster a student-first environment in the library
7. Growing self-confidence

Differentiation/accessibility strategies and supports (TAG, ELL, SpEd, other):

Directions will be provided in a variety of formats to meet the needs of different learners. Assignments will be tailored to each individual aide. Special consideration will be paid to IEP and 504 plans.

Safety issues and requirements (if applicable):

Classroom norms and expectations: ● Assisting students, staff and visitors in the library is a Library Aide's first priority. ● Library Aides are expected to be kind, welcoming and helpful to *all* students, staff and visitors. ● Library Aides are expected to follow all FHS policies. ● Socializing with friends outside of your duties as Library Aide is not encouraged while you are working in the library. ● Library Aides are expected to follow the FHS/PPS computer and internet use policies. ● Library Aides sent out of the library on errands are expected to go directly to and return directly from the errand without disturbing other classes. ● Under NO circumstances are Library Aides to make any student's library/circulation records visible/available to any other student. Library/circulation records are private and protected by privacy laws. ● Electronic devices, cell phones and headphones should be off and away while performing aide duties.

Evidence of Course Completion

Assessment of Progress and Achievement: A student's grade each semester will be calculated based on the following criteria: ● Daily work = 60% ● Digital assignments = 10% each for a total of 40% Daily work grades will be generated from completion of tasks and working to ensure the library is kept in great working order. Students will enhance their technology and critical thinking skills and put their collaboration skills and creativity into action. The term will begin by covering ethical computer use, digital citizenship, copyright and fair use laws, and an introduction to the Canvas and Chromebook use. Students will then learn to create a website, utilize Web 2.0 tools to share information, generate meaningful content, as well as use technology creatively to reinforce 21st Century learning. All assignments will be compiled onto their personal websites in an online portfolio. After the web portfolio is completed, students will be assigned to write a reflection paper discussing their creative process and recording what they learned about themselves as they worked.

Progress Reports/Report Cards (what a grade means):

A = 90-100% You have met or exceeded expectations for this assignment

B = 80-89% You are near or just meeting expectations for this assignment

C = 70-79% You are still working on meeting expectations

D = 69< Your work is incomplete or missing

Plagiarism will result in a 0 grade for assignments where copying another's work is evident.

Career Related Learning Experience (CRLEs) and Essential Skills:
- Demonstrate effective professional communication skills and practices that enable positive customer relationships.
- Provide high quality customer service
- In addition to having strong listening and speaking skills, library aides must be able to coordinate with others

Communication with Parent/Guardian

What methods are used to communicate curriculum, successes, concerns, etc.?

Synergy ParentVUE is a tool to help families stay informed about their high school student's progress. If you'd like to check in with me personally about your student's progress in our class, please email me at afrazee@pps.net

Personal Statement and other needed info

The Franklin High School Library promotes literacy and inquiry, celebrates diversity and curiosity, and cultivates a vibrant, safe, and inclusive space. Meaningful and constructive dialogue is encouraged in this class and requires a degree of mutual respect, willingness to listen, and tolerance of opposing points of view. Respect for individual differences and alternative viewpoints will be maintained at all times in this class. Since every student is entitled to full participation in class without interruption, all students are expected to come to class prepared and on time, and remain for the full class period.