

Media and Technology

Middle/High School Student Assistant

Course Syllabus

Course Overview

To introduce students to the field of library and information studies. To assist the media specialist and academic teachers with daily routines and tasks associated with the school library media program.

Book – You will be required to read at least *one* book!

Course Outline

I. The Student Media Assistant Experience –

Assignments:

- a. Course Overview/Introduction - **Assignment 1, 40, (22) & (23)**
 - i. Duties and responsibilities – **Assignment 1**
 - ii. Media Center Policies and Procedures – **Assignment 1 & (15)**
 - b. Student Introduction – **Assignment 2 & 3**
 - c. Circulation Desk - **Assignment 3a, 23 & 24**
 - d. Areas & organization of the Media Center and school campus - **Assignment 4-6, (3) & (13)**
- II. Library – locating resources
- a. Dewey Decimal Classification - **Assignment 8-11**
 - b. Shelving – Numeric and Alphabetical Order – **Assignment 7, 13, 22, 31, 38, (6), (13) & (17)**
 - c. Introduction to Print and Digital Resources – **Assignment 10, 20, 28-30, 33, (4), (5) & (18-21)**
 - d. Destiny Online Catalog - **Assignment 23-27, (7) & (12)**
- III. Library Literacy (Access and Usage)
- a. Copyright & Plagiarism – **Assignment 17-20, (4) & (5)**
 - b. Books – **Assignment 21, 34-36, 39, (2), (13), (14), (16) & (18)**
- IV. Research, Research, Research
- a. The Research Process, (The Big 6) MLA Documentation – **Assignment 12, 20, (4), (18) & (33)**
 - b. Using the Internet and Evaluating Websites – **Assignment 28-33 & (8)**
 - c. Microsoft Office – Technical Tips and Design Principles- **Assignment 3a, 20, 39, (3), (8), (11), (13) & (18)**
- V. Technology
- a. Principals, Pointers, and Practices - **Assignments 14, 20 & (9)**
 - b. Social Media – **Assignments 15 & 16**
 - c. Creating Multimedia Presentations – **Assignment 23, 37, 39 & (16)**

*(#) differentiates Assignments for 2nd and 4th 9wks.

Student Signature: _____ Date: _____