

**Chino Valley USD – Chino High School
CTE Library Science 1
Course Syllabus**

INSTRUCTOR: Ms. Dorinda Sullivan
PHONE: Chino High School (909) 627-7351 ext. 3286
Ayala High School (909) 627-3584 ext. 2201
EMAIL: dorinda_sullivan@chino.k12.ca.us
ROOM: Library Media Center, D218

COURSE SCHEDULE/MEETING DATES AND TIMES:

Monday-Friday*

- Period 1
- Period 2
- Period 3
- Period 4
- Period 5
- Period 6 – Prep Period

*times may change based on school calendar, bell schedule, and late start/rally days.

COURSE CREDIT:	5 credits per semester/10 credits total
COURSE HOURS:	2 Semesters/172 Hours
CLASS HOURS:	2 Semesters/129 Hours
LAB/FIELDWORK HOURS:	2 Semesters/43 Hours

COURSE DESCRIPTION:

This competency-based course gives students an opportunity to learn various aspects of duties performed at both school libraries and public libraries. This course will provide students with a foundation and understanding of library practices and prepare the student to pursue an entry-level position in a public or school library, a placement in a library science or library technology program at a junior college, or placement in a college-level program in the pursuit of a teaching credential in education

and librarianship. Integrated throughout the course are California Common Core State Standards, California Model School Library Standards, ISTE Standards for Students, and AASL National School Library Standards for Learners, as well as career preparations CTE ECDFS standards, which include basic academic skills, communication and interpersonal skills, ethical responsibilities, problem solving, workplace safety, technology knowledge and technical skills, and career planning and education literacy.

CLASS GOALS:

- Students will experience and have an appreciation for the library and its team members.
- Students will understand the skills necessary in daily library operations and be able to perform those skills by the end of the course.
- Students will develop the skills necessary in choosing appropriate library content for a collection, library promotions, library technical mechanic skills, digital technology including appropriate use of social media, and community events.
- Students will gain skills necessary to gain employment in either a school library or public library.

STUDENT LEARNING OUTCOMES:

- Students will be able to map a career and educational pathway of the various library team members.
- Students will perform the various skills necessary to work in any library including the technical mechanical skills, such as book selection and presentation.
- Students will develop an understanding of technology and its role in education and the library.

CLASSROOM RULES:

- A. Library Rules are posted in the library.
 - a. Respect the instructor and classmates. (Students will be respectful of others property, in speaking and listening, and will follow all school and library rules and procedures.)
 - b. Follow directions the first time.
 - c. Ask for help.
 - d. MP3/music players may be used only during individual work time at a volume that others cannot hear.
 - e. No food or drinks, except water in a closed container.
- B. Consequences: if you violate one of the classroom rules:
 - a. 1st time: Warning in class
 - b. 2nd time: Lunch Detention & written assignment
 - c. 3rd time: Call parents to discuss behavior issue
 - d. 4th time: Parent-Student-Teacher Conference
 - e. 5th time: Referral to the Administration Office
 - f. 6th time or severe offense (i.e., fighting): Removal from class

DISTANCE LEARNING CLASSROOM RULES:

- A. Students will use kind citizenship behavior and words when connecting with others online and in online classroom instruction.
 - a. Respect the instructor and classmates. (Students will be respectful of others when speaking and listening.)
 - b. Ask for help.

TEXTBOOKS, READINGS, AND OTHER MATERIALS:

Every student is expected to be ready to work and prepared for every class with the following materials:

- Student portfolio (will be done electronically)
- Reflection journal (will be done electronically)
- Pen/pencil
- A good attitude and a smile!

COURSE REQUIREMENTS:

Class Participation: Class participation is dependent on class attendance. Class participation includes paying attention in class, sharing in class discussions, and taking part in class activities/team projects/fieldwork.

Classwork: Classwork will be assigned daily as reflection journals, activities, and projects. All work will be done in class. Students will be given time to complete all projects and computer work in class. There will not be any homework in this course. This is why attendance is essential to this course!

Projects: There will be individual projects, 1 class novel, teamwork projects, and a whole class project. Projects will be due on the assigned dates given. Any deviations from the assigned dates need to be discussed with the instructor in advance.

Assessments/Quizzes: There will be assessments after each unit or skills learned. Assessments and projects are a majority of the student's grade. Most assessments will be in small group or one-on-one with the instructor for understanding and competency.

Fieldwork/Lab: Fieldwork or lab performance will be assessed by the instructor during class and will be based on skills performed, interaction with patrons, library staff, and classmates.

COURSE POLICIES:

- Entering the Classroom/Library: Students are to enter the library in an orderly fashion. There is no food or drinks allowed in the library except water in a sealed container. Water/books/technology do NOT mix well together! Any students who enter the library roughhousing or loud will be asked to leave and reenter. When the bell rings, the student should have logged on to a computer and be accessing the electronic classroom for their daily reflection journal.
- Leaving the Classroom: Students will be dismissed from the library by the instructor NOT THE BELL. It is expected for students to return all materials used in the library that day, their computer station area cleaned and logged off, and their trash thrown away prior to leaving the library.

- Tardies: Students who are not in the library when the bell rings will be considered tardy and must sign-in upon entering the library.
- Absences: Attendance is an essential part of education. In the event of an absence, students are responsible for the missed work, including skills learned while absent. When a student returns to class, they are to check our electronic classroom for missed work assigned. It is NOT the instructor's responsibility to remind the student to make up the work, IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP ANY WORK. Students will need to coordinate with the instructor if essential skills were missed and will need to be made up during lunch period, after school, or upon arrangement. If a student misses an assessment or quiz, they will have the amount of days absent to prepare for the test. I am here to encourage, engage, and teach you not only Library Science but also to be responsible students but I will need your help too!
- Class Participation: In the classroom, students are expected to be respectful of others. Language and behavior should be modified so that all students are shown respect for their beliefs. All questions are valid questions! Group discussions and exchanges are a vital part of this course.
- Class Group Work: When a class assignment calls for group work, the students are expected to participate equally in the activity.
- Homework: There will not be any homework assigned in this course. Attendance is essential to success in this course.
- Student Portfolio: Each student will be developing an electronic portfolio to be updated and maintained in this course. The portfolio is an essential tool used to show employers the abilities and skills learned in this course.
- Grading: Students will receive grades on their reflection journal, individual and group projects, assessments/quizzes, and fieldwork. If a student disagrees or has a question about their grade they should set up an appointment with the instructor during lunch, nutrition, or before/after school.
- Special Accommodations: Students who need special accommodations should contact me early in the semester, so I can ensure that your learning needs are met appropriately. If you do not tell me your needs, I cannot help you become the best possible student you can be.
- Academic Integrity: Honest behavior is an expectation for all students at Chino Valley Unified School District. The purpose of this regulation is to create and maintain an ethical academic atmosphere. Academic dishonesty such as: cheating on written quizzes, plagiarism, and/or transfer of any test materials will not be tolerated. Depending on the severity of academic dishonesty, the following consequences may occur:
 - Referral to the Assistant Principal/Principal and parent/guardian will be contacted.
 - Loss of all credit for the assignment/assessment with no make-up permitted.
 - Placement on probation with a contract for the remainder of the class.
 - Dropped from class with no credit.
 - Suspension from school.

TYPES OF ASSESSMENTS:

Assessments/Quizzes: Most assessments and quizzes will be on skills learned and practiced in class. All skills will be practiced before an assessment is made. Attendance is essential in this course.

Individual Projects: Individual projects will receive an individual grade based on the student's work.

Group Projects: Group projects will receive a combination of an overall group grade and an individual portion grade for the work contributed by each group member.

Evaluations will be given by group members on the extent and participation of each group member. The instructor will combine these evaluations along with their own observations in determining the individual portion grade.

GRADING:

The grade breakdown is as follows:

- | | |
|---------------------------------------|-----|
| • Attendance and Participation | 15% |
| • Reflection Journal | 10% |
| • Portfolio, Write-ups, Lab/Fieldwork | 30% |
| • Quizzes/Assessments, Projects | 45% |

Grading Scale

Grade	Student Performance
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

SAFETY:

The library requires the use of lifting and carrying textbooks. Students will never be required to carry an unsafe load. Carts will always be available for moving materials around the library. Students will also be instructed in safe work practices while working in the library.

COURSE SCHEDULE:

Unit 1 (August/September): Class introduction, Safe Work Practices, and Library Classification Systems

- Students will identify the characteristics and team members of the library environment.
- Students will begin their reflection journals.
- Students will identify safety, evacuation, and lockdown procedures.

- Students will verbally discuss library classification systems and their need.
- Students will describe the use of a library classification system in a school library.
- Students will perform accurate shelving of library materials.
- There will be an assessment of accurate shelving.
- Students will differentiate between the Dewey Decimal classification system and the Library of Congress classification system.
- Students will be assigned their responsible shelving areas.

Unit 2 (September): History of Libraries

- Students will verbally discuss the history of various libraries and how they have changed over time.
- Students will produce an essay comparing two types of libraries, their similarities and differences.
- Students will take a virtual library fieldtrip.
- Students will complete an assessment of the virtual fieldtrip of their choosing.

Unit 3 (October): Career Planning and Resumes

- Students will formulate a clear career pathway and/or educational plan.
- Students will create a professional resume with work experience suitable for employment.
- Students will develop their digital portfolio.

Unit 4 (November): OPAC's

- Students will define OPAC systems and their use in the library.
- Students will perform searches for patrons using the OPAC system.
- Students will verbally discuss the Patron's Library Bill of Rights.

Unit 5 (December): Customer Service & Patron Interviews

- Students will define the process of conducting a patron interview.
- Students will practice performing patron interviews.
- Students will demonstrate the ability to find the patron requested library material.
- Students will develop a mock interview for their portfolio.
- There will be an assessment of conducting a patron interview.

Unit 6 (January/February): Age Appropriate Materials

- Students will demonstrate an understanding of age appropriate material in various libraries.
- Students will review library material for age appropriateness.
- Students will list appropriate books given an age range.
- Students will perform book reviews using both print and digital resources.
- Students will level books using technology software.

- Students will produce an individual project producing a list of 10 books, confine within a budget.
- There will be a classroom presentation of the project.
- The finished graded project will be required for the portfolio along with a summary of the process for their portfolio.

Unit 7 (February/March): Technology in the Library & Classroom

- Students will describe the use of technology in the library and classroom.
- Students will demonstrate and present the use of a website or application.
- Students will produce an examination of the website or application for their portfolio.
- Students will analyze risky forms of self-disclosure and their possible consequences.
- There will be a classroom presentation of the project.
- There will be a class novel and literature circle.
- The finished graded project will be required for the portfolio.

Unit 8 (April): Library Promotional Displays

- Students will work as a group to produce a library promotional display such as a bulletin board(s), book display(s), or other themed area(s).
- Students will work effectively in a team to collaborate ideas, assign duties, and complete the project.
- Students will keep pictures of their display to showcase in their portfolio.

Unit 9 (April): Community Event

- Students will demonstrate skills learned in previous units to collaborate a community event.
- There will be a whole class project assigned for this unit.
- Students will keep pictures of the event, promotional fliers, and a summary write-up, in their portfolio.

Unit 10 (May): Library Technical Mechanics

- Students will describe library mechanic skills needed in a library.
- Students will perform library mechanic skills in a library, working with patrons and library staff in daily activities as the semester ends.
- Students will produce a summary of library mechanic skill competencies for their portfolio.

Student & Parent Contract & Privacy Agreement

Chino Valley USD - Chino High School Library

Course Name: CTE Library Science I

Instructor: Ms. Sullivan

Email: dorinda_sullivan@chino.k12.ca.us

Student:

I have received a copy of the course syllabus. I agree to abide by all of the standards, requirements and classroom rules. I promise to complete my assignments on time.

Student: Print Name

Student: Signature

Date

Parent:

I have read and discussed this syllabus with my student. My student and I are aware of the expectations of this course. I give my student permission to participate in all activities and discussions related to this course.

Parent: Print Name

Parent: Signature

Date

Parent Contact Phone Number

Parent Email Contact

Student Privacy Agreement

The opportunity to participate in the Chino High School CTE Library Science course is a prestigious responsibility. Students are given the opportunity to learn skills used both in public school libraries and public libraries. Students will work alongside Library Assistants and Librarians in the course of their training and schoolwork. Due to the nature of the work, students will become privy to confidential student information when working at the circulation counter. Because of the confidential nature of another student's private information, we will need the enrolled student and parent/guardian approval, that their student will treat this access with responsible behavior and never share the information to anyone outside of the staff of the library. The Library Patron of Rights protects citizens of their rights to keep their library checkouts confidential and their personal information private.

Student Signature

Date

Parent Signature

Date