GCS High School Media Assistant Pacing Guide 2013-2014

The primary focus of this course is to introduce students to the study of library and information studies. The course will focus on different aspects of the field through discussion, research, activities and technology. There will be periodic quizzes/test and projects to assess understanding, as well as opportunities to apply this knowledge through assisting students and teachers who visit the media center. The grade will be determined by:

- **Participation** - which will include routine daily duties such as shelving books and maintaining your assigned areas
- **Book Reviews** - include reading a particular book and creatively presenting a critical review for future patrons
- **Quizzes/Test & Portfolio Projects** - The portfolio will include projects and tests that demonstrate the Curriculum Objectives and Information and Technology Essential Standards.

### Evaluation Criteria:

<table>
<thead>
<tr>
<th>Participation</th>
<th>Book Reviews</th>
<th>Quizzes/Test and Projects</th>
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<tbody>
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<td>30%</td>
<td>20%</td>
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### Units Overview

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<th>Quarter</th>
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<td>1</td>
<td>Unit 1: The Student Media Assistant Experience (Library Introduction) NCSCOS Obj: 1.1, 1.4 ITES: HS.SI.1 HS.SE.1</td>
<td>Unit 2: Library Life Experience (Librarian Skills) NCSCOS Obj: 1.3, 1.4 ITES: HS.SI.1 HS.TT.1 HS.SE.1</td>
<td>Unit 3: Research, Research, Research (Research Skills) NCSCOS Obj: 1.1, 1.2, 1.3, 2.1, 2.2 ITES: HS.SI.1 HS.TT.1 HS.RP.1 HS.SE.1</td>
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<td>Unit 4: Library Literacy (Access and Usage) NCSCOS Obj: 1.1,1.2, 2.1, 2.2 ITES: HS.TT.1 HS.RP.1 HS.SE.1</td>
<td>Unit 5: Digital Technology (Ideas and Information) NCSCOS Obj: 1.3, 2.1, 2.2 ITES: HS.TT.1 HS.RP.1 HS.SE.1</td>
<td>Final Exams</td>
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Revised 8/7/2013  **Developed by Media Map Committee Summer 2013**
### Unit 1 Summary:
* This unit includes a course overview and introduction to the media center print and digital resources, circulation desk, and media center policies.

### NCSCOS Objectives

<table>
<thead>
<tr>
<th>Objective</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Obj. 1.1 Exploration</strong></td>
<td>The student media assistant will demonstrate proficiency in the exploration of reading, listening, reviewing sources, and formats.</td>
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<tr>
<td><strong>Obj. 1.4 Ideas and Information</strong></td>
<td>The student media assistant will relate and communicate ideas and information to life experiences relevant to the career of a media coordinator.</td>
</tr>
</tbody>
</table>

### ITES

| HS.SI.1 Sources of Information | Evaluate resources needed to solve a given problem.  
| HS.SI.1.1 Evaluate resources for reliability (Reliability can be determined by currency, credibility, authority, etc. depending on the curriculum topic.)  
| HS.SI.1.2 Evaluate resources for point of view, bias, values, or intent of information.  
| HS.SI.1.3 Evaluate content for relevance to the assigned task. |

| HS.SE.1 Safety and Ethical Issues | Analyze issues and practices of responsible behavior when using resources.  
| HS.SE.1.1 Analyze ethical issues and practices related to copyright not plagiarizing, and netiquette.  
| HS.SE.1.2 Analyze safety issues and practices when using online resources (Legal and criminal consequences, long-term career consequences of behavior). |

### Assessment
- Project Rubric
- Quizzes/Test
- Shelf Check

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<table>
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<tr>
<th>Unit 2 Summary: Library Life Experience (Librarian Skills)</th>
<th>NCSCOS Objectives</th>
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<th>Assessment</th>
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<tr>
<td>This unit includes Dewey Decimal Classification (DDC), Shelving-Alphabetical Order and shelf order.</td>
<td><strong>Obj. 1.3 Relate</strong>&lt;br&gt;The student media assistant will RELATE and communicate ideas and information to life experiences.</td>
<td><strong>HS.SI.1 Sources of Information</strong>&lt;br&gt;Evaluate resources needed to solve a given problem.  <strong>HS.SI.1.1 Evaluate resources for reliability</strong>&lt;br&gt;(Reliability can be determined by currency, credibility, authority, etc. depending on the curriculum topic.)</td>
<td>ProjectRubricQuizzes/TestShelf Check</td>
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<tr>
<td><strong>Obj.1.4 Ideas &amp; Information</strong>&lt;br&gt;The student media assistant will relate and communicate ideas and information to life experiences relevant to the career of a media coordinator</td>
<td><strong>HS.SI.1.2 Evaluate resources for point of view, bias, values, or intent of information.</strong>&lt;br&gt;<strong>HS.SI.1.3 Evaluate content for relevance to the assigned task.</strong></td>
<td><strong>HS.TT.1 Technology Tools</strong>&lt;br&gt;Use Technology and other resources for assigned task.&lt;br&gt;<strong>HS.TT.1.1 Use appropriate technology tools and other resources to access information (Multi-database search engines, online primary resources,</strong>&lt;br&gt;<strong>HS.TT.1.2 Use appropriate technology tools and other resources to organize information (e.g. online note-taking tools, collaborative wikis.</strong>)&lt;br&gt;<strong>HS.TT.1.3 Use appropriate technology tools and other resources to design products to share information with others (e.g. multimedia presentations, Web 2.0 tools, graphics, podcasts, and audio files.</strong></td>
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<tr>
<td></td>
<td><strong>HS.SE.1 Safety and Ethical Issues</strong>&lt;br&gt;Analyze issues and practices of responsible behavior when using resources.&lt;br&gt;<strong>HS.SE.1.1 Analyze ethical issues and practices related to copyright not plagiarizing, and netiquette.</strong>&lt;br&gt;<strong>HS.SE.1.2 Analyze safety issues and practices when using online resources (Legal and criminal consequences, long-term career consequences of behavior).</strong></td>
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<td>Unit 3 Summary:</td>
<td>NCSCOS Objectives</td>
<td>ITES</td>
<td>Assessment</td>
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</table>
| This unit includes the research process, note-taking, plagiarism, and MLA documentation. Other topics include: - using databases - evaluating websites - creating presentations - technical tips - design principles | **Obj. 1.1 Exploration**  
The student media assistant will demonstrate proficiency in the exploration of reading, listening, reviewing sources, and formats. | **HS.SI.1 Sources of Information**  
Evaluate resources needed to solve a given problem.  
**HS.SI.1.1 Evaluate resources for reliability**  
(Reliability can be determined by currency, credibility, authority, etc. depending on the curriculum topic.) | Project Rubric Quizzes/Test Shelf Check |
| | **Obj. 1.2 Evaluate**  
The student media assistant will EVALUATE information in a variety of resources and formats to demonstrate information literacy. | **HS.SI.1.2 Evaluate resources for point of view, bias, values, or intent of information.**  
**HS.SI.1.3 Evaluate content for relevance to the assigned task.** | |
| | **Obj. 1.3 Relate**  
The student media assistant will RELATE and communicate ideas and information to life experiences. | **HS.TT.1 Technology Tools**  
Use Technology and other resources for assigned task.  
**HS.TT.1.1 Use appropriate technology tools and other resources to access information (Multi-database search engines, online primary resources,**  
**HS.TT.1.2 Use appropriate technology tools and other resources to organize information (e.g. online note-taking tools, collaborative wikis.)**  
**HS.TT.1.3 Use appropriate technology tools and other resources to design products to share information with others (e.g. multimedia presentations, Web 2.0 tools, graphics, podcasts, and audio files.** | |
| | **Obj. 2.1 Use Research Methods**  
The student media assistant will USE research methods to meet information needs. (e.g., Big 6, scientific method) | **HS.RP.1 Research Process**  
Design project-based products that address global problems  
**HS.RP.1.1 Design global-awareness project-based products individually and collaboratively.** | |
| | **Obj. 2.2 Employ Research**  
The student media assistant will employ appropriate research methods to meet information needs. | **HS.SE.1 Safety and Ethical Issues**  
Analyze issues and practices of responsible behavior when using resources.  
**HS.SE.1.1 Analyze ethical issues and practices related to copyright not plagiarizing, and netiquette.**  
**HS.SE.1.2 Analyze safety issues and practices when using online resources (Legal and criminal consequences, long-term career consequences of behavior).** | |
### Unit 4 Summary: Library Literacy (Access & Usage)

This unit includes the library access and usage concepts. Topics include:
- Using OPAC and Destiny Quest
- Using Destiny Quest apps
- Using eBooks
- MLA Citation
- Creating Pathfinders

### NCSCOS Objectives

#### Obj. 1.1 Exploration
The student media assistant will demonstrate proficiency in the exploration of reading, listening, reviewing sources, and formats.

#### Obj. 1.2 Evaluate
The student media assistant will EVALUATE information in a variety of resources and formats to demonstrate information literacy.

#### Obj. 2.1 Use Research Methods
The student media assistant will USE research methods to meet information needs. (e.g., Big 6, scientific method)

#### Obj. 2.2 Employ Research
The student media assistant will employ appropriate research methods to meet information needs.

### ITES

#### HS.SI.1 Sources of Information
Evaluate resources needed to solve a given problem.  
- HS.SI.1.1 Evaluate resources for reliability (Reliability can be determined by currency, credibility, authority, etc. depending on the curriculum topic.)
- HS.SI.1.2 Evaluate resources for point of view, bias, values, or intent of information.
- HS.SI.1.3 Evaluate content for relevance to the assigned task

#### HS.TT.1 Technology Tools
Use Technology and other resources for assigned task.
- HS.TT.1.1 Use appropriate technology tools and other resources to access information (Multi-database search engines, online primary resources)
- HS.TT.1.2 Use appropriate technology tools and other resources to organize information (e.g. online note-taking tools, collaborative wikis.)
- HS.TT.1.3 Use appropriate technology tools and other resources to design products to share information with others (e.g. multimedia presentations, Web 2.0 tools, graphics, podcasts, and audio files.)

#### HS.RP.1 Research Process
Design project-based products that address global problems
- HS.RP.1.1 Design global-awareness project-based products individually and collaboratively.

### HS.SE.1 Safety and Ethical Issues
Analyze issues and practices of responsible behavior when using resources.
- HS.SE.1.1 Analyze ethical issues and practices related to copyright, not plagiarizing, and netiquette.
- HS.SE.1.2 Analyze safety issues and practices when using online resources (Legal and criminal consequences, long-term career consequences of behavior).

### Assessment

- Project
- Rubric
- Quizzes/Test
- Shelf Check

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<tr>
<th>Unit 5 Summary: Digital Technology (Ideas and Information)</th>
<th>NCSCOS Objectives</th>
<th>ITES</th>
<th>Assessment</th>
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</thead>
</table>
| This unit includes ideas and information related to the digital technology. Specific topics include: - Photography principals, pointers, and practices. - using digital audio/video equipment & apps - Video editing & creating multimedia presentations | Obj. 1.1 Exploration  
The Student media assistant will demonstrate proficiency in the exploration of reading listening, reviewing sources, and formats. | HS.SI.1 Sources of Information  
Evaluate resources needed to solve a given problem.  
HS.SI.1.1 Evaluate resources for reliability  
(Reliability can be determined by currency, credibility, authority, etc. depending on the curriculum topic.) | Project Rubric  
Quizzes/Test Shelf Check |
| | Obj. 1.3 Relate  
The Student media assistant will RELATE and communicate ideas and information to life experiences. | HS.SI.1.2 Evaluate resources for point of view, bias, values, or intent of information  
HS.SI.1.3 Evaluate content for relevance to the assigned task | |
| | Obj. 2.1 Use Research Methods  
The student media assistant will USE research methods to meet information needs. (e.g., Big 6, scientific method) | HS.TT.1 Technology Tools  
HS.TT.1.1 Use appropriate technology tools and other resources to access information (Multi-database search engines, online primary resources,)  
HS.TT.1.2 Use appropriate technology tools and other resources to organize information (e.g. online note-taking tools, collaborative wikis.)  
HS.TT.1.3 Use appropriate technology tools and other resources to design products to share information with others (e.g. multimedia presentations, Web 2.0 tools, graphics, podcasts, and audio files. | |
| | Obj. 2.2 Employ Research  
The student media assistant will employ appropriate research methods to meet information needs. | HS.RP.1 Research Process  
Design project-based products that address global problems  
HS.RP.1.1 Design global-awareness project-based products individually and collaboratively. | |
| | | HS.SI.1 Safety and Ethical Issues  
Analyze issues and practices of responsible behavior when using resources. practices related to copyright not plagiarizing,  
HS.SI.1.2 Analyze safety issues and practices when using online resources (Legal and criminal consequences, long-term career consequences of behavior). | |