Class Visit Planning Form

Course Title                                Teacher

Today’s Date  Visit Date(s)  Period(s)

Grade  Level  Number Assigned Sections

1. Briefly describe the project/activity

2. Content goals/Standards

3. Information skill goal(s)/standard(s): Circle all that apply:
   Defining problem  Locating/Searching  Analyzing  Documenting/Ethical Use
   Organizing/Synthesis  Communicating  Evaluating/Reflecting
   Other

4. Assignment begins                    Assignment is due

5. How will students define the research problem/question/thesis?
   Students will select ideas from suggestions on an assignment sheet. (Please attach a copy
   of your assignment sheet or other student handouts.)
   Students will independently develop questions/theses for research.

6. What types of materials will students be using?
   Free Web  Online Subscription Databases  Specify________________________
   Periodicals  Books  CD-ROMs  Audiovisual DVD, Video, etc.

   List any specific or major resources you’d like the students to use:

   List any materials you would like excluded from use:

7. Expected product(s)
8. How will the final product be assessed? (Shall we work on a new rubric? Please attach a copy of your rubric or assessment tool you have already developed.)

9. Would you like the teacher-librarian to help you prepare a Web guide page or pathfinder to guide students to resources?
   Yes  No  Let’s work on it together!
   Suggestions

10. Do your students require any special technology preparation or presentation? (e.g., Software loaded, Web sites created, bookmarks gathered, or software introduced?)

11. Are there learning differences that may need to be addressed for this assignment? Please share here or stop in to chat.

12. If you plan to put materials on reserve, which type of loan would you prefer?
   Which materials should be set aside?
   Type of loan: Normal circulation  Overnight  Room use
   Other (list):

13. Would you recommend we notify the public library of this assignment?
   Yes  No
   Any specific advice:

14. Notes, suggestions, plans, stuff we should discuss?