Media Center
Instructional Planning Checklist

To better prepare for your media center day(s), the media staff needs the following information concerning your media center needs and purpose. Each teacher, regardless of his or her class size, should clear all media center days with the media specialist and the media center calendar.

Teacher name: ___________________________ Grade or class: _________
Date(s) of visit: ____________________________
(Please keep in mind that most projects can be completed in three days or less).
Class period(s): ____________________________

Purpose of visit: ____________________________________________________________________

Will your students need an orientation? ____  If so, would you prefer the orientation be general (ex. Media center hours, policies, etc…) or specific to your assignment?
__________________________________________________________________________________

Students will be looking for information on the following topics: __________________________
__________________________________________________________________________________
(Hint: if you have student assignment guidelines, please attach a copy to this form for use by the media staff).

Anticipated resources: (please circle all that apply)
Athena   GaleNet   InterNet   Books   Magazines
Other: (please explain)
__________________________________________________________________________________

Is there any other information you feel is important to the successful completion of your assignment?
__________________________________________________________________________________

**Please plan to remain in the media center with your class. Your classroom management skills and subject expertise are invaluable to a productive, positive experience. If possible, please try to take care of activities such as assigning topics or choosing groups before you arrive.