

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.