

Library Media Skills Course Application (Media Assistant)

Cuthbertson High School Media Center

Name: _____ Grade: _____

Circle the block you are requesting this class: **1** **2** **3** **4**

Please state the reason(s) you would like to take Library Media Information Skills:

List the duties you expect to perform as a Media Assistant.

References - Please give the names of 3 teachers who will confirm your responsibility and good qualities.

- 1.
- 2.
- 3.

Rate yourself on the following:

(Use ratings: E - excellent, VG - very good, G - good, F - fair, NG - not good)

- _____ Getting along with others
- _____ General behavior
- _____ Courtesy to students and staff using MC
- _____ Answering the MC phone
- _____ Paying attention to details
- _____ Following instructions
- _____ Finishing assignments
- _____ Assuming responsibility
- _____ Grades (in general)
- _____ Computer and online ability
- _____ Motivation to excel
- _____ Not having to be reminded of your duties
- _____ Ability to be self-directed - recognizing tasks that need to be done without having to be told

Short answer question: A lot of students want to be Media Assistants. Why should we choose YOU??

Signature: _____ Date: _____

Each six weeks you will be graded on a major assignment as well as general Media Center duties. This page explains some of the duties and expectations of the course. Please read the activities listed and write a response below each category that describes your strengths and comfort level with each assignment.

Writing and technology opportunities related to the media program:

- articles for school website
 - multimedia assignments to be broadcast during lunches
 - reviews of new materials
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Assist peers with locating and using resources such as:

- Online Catalog – Destiny - Databases - Internet sources – Reference books
 - Printing
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Participate in promotion of school-wide activities to encourage reading:

- bulletin boards and posters
 - creating bookmarks or displays, genre specific
 - participate in promotional reading events
 - assist in the creation and production of bibliographies for teachers or students
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Perform general media tasks such as:

- Circulation – checking books in and out to students and teachers
 - Housekeeping – straightening, shelving books or magazines, organizing, dusting
 - Laminating and cutting out materials
 - Organizing laptop carts
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Create informational pamphlets or posters that explain:

- Copyright as it applies to technology
 - What each database can be used for – plus *how* to use it
 - How to use Destiny
 - How to save your work to your own file
 - Troubleshooting tips for login issues, flash drives, Word documents, etc.
 - Web 2.0 tools – Examples: Animoto – Blabberize – Prezi
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** Return this completed application to the Media Center. Be sure your counselor knows you have turned it and be sure to give them your second choice of a course in the event this course is filled.