

# **St. John-Endicott Cooperative Schools Media Curriculum Standards**

## **with Performance Indicators**

### **Program Standards**

- Be an efficient and effective life-long user of media (understand where to go and how to find what is needed, be able to assess needs, and be able to determine best methods to meet needs).
- Be able to analyze and interpret information.
- Be able to contribute to the total media database.
- Show respect for resources, people, and procedures within the media center.
- Be receptive to and able to adjust to future media hardware and software developments.

# Media Standards

## Kindergarten

### Course Abilities [Apply the following to each content standard.]

#### 1. Apply abilities to media.

- A. Think clearly and solve problems about media (classify, decide, estimate, solve, compare).
- B. Talk and write clearly (present, persuade, collaborate, explain, recommend).
- C. Make careful plans and use them (brainstorm, envision, research, plan, organize, persist).
- D. Use the quality process (plan, draft, analyze, and revise when producing products).

#### 2. Be able to read, write, speak, and listen for many purposes.

- A. Be able to watch listen to, and enjoy media.
- B. Be able to use mass media (magazines, newspapers, radio, television, CD-ROM).
- C. Be able to conduct research (locate, observe/gather, analyze, conclude).
- D. Possess technical skills:
  - listen/dictate/write/present: instructions, chart, thank you letter, letter of request, proposal, report, summary
  - technology: word processing, Internet, AV production

### Find

#### 3. Know about the media center.

- A. Know the purpose of the media center.
- B. Know where the media center is (and where the closest public library is).
- C. Know the people who work in the media center and how they will help you.

#### 4. Be able to find the parts of the media center (and in the public library) which have things for you.

- A. Be able to find easy-reading books.
- B. Be able to find audio-books and filmstrips.

#### 5. Be able to check out and return materials.

- A. Know how and where to check out materials.
- B. Know how and where to return materials.

### Other

#### 6. Be able to show respect for people and materials in the media center (and in the public library).

- A. Be able to talk quietly in the media center.
- B. Be able to treat the materials in the media center with care.
- C. Be able to behave correctly for different activities in the media center.
- D. Be able to return materials on time and in the right place.

#### 7. Know how to use an audiocassette recorder and a VCR/TV set-up.

- A. Be able to load, turn on, rewind, turn off, and unload audiocassette player.
- B. Be able to load, turn on, rewind, turn off, and unload a VCR/TV set-up.

# Media Standards

## First Grade

### Course Abilities [Apply the following to each content standard.]

#### 1. Apply abilities to media.

- A. Think clearly and solve problems about media (classify, decide, estimate, solve, compare).
- B. Talk and write clearly (present, persuade, collaborate, explain, recommend).
- C. Make careful plans and use them (brainstorm, envision, research, plan, organize, persist).
- D. Use the quality process (plan, draft, analyze, and revise when producing products).

#### 2. Be able to read, write, speak, and listen for many purposes.

- A. Be able to watch, read, listen to, and enjoy media.
- B. Be able to use mass media (magazines, newspapers, radio, television, Internet, CD-ROM).
- C. Be able to conduct research (locate, observe/gather, analyze, conclude).
- D. Possess technical skills:
  - listen/read/dictate/write/present: instructions, chart, thank you letter, letter of request, proposal, report, summary
  - technology: word processing, Internet, AV production

### Find

#### 3. Know about fiction and nonfiction books.

- A. Know what kind of books are fiction.
- B. Know what kind of books are nonfiction.
- C. Be able to tell the difference between fiction and nonfiction books.

#### 4. Be able to find fiction books in the media center.

- A. Know that books are placed in order from A-Z by author's name.
- B. Be able to find a fiction book by author.

### Other

#### 5. Be able to show respect for people and materials in the media center.

- A. Be able to talk quietly in the media center.
- B. Be able to treat the materials in the media center with care.
- C. Be able to behave correctly for different activities in the media center.
- D. Be able to return materials appropriately on time and in the right place.

#### 6. Be able to identify the title, author, and illustrator of books.

- A. Know how and where to find the title of books.
- B. Know how and where to find the name of the author of books.
- C. Know how and where to find the name of the illustrator of books.

#### 7. Be able to use some technology (audio recorder, VCR, computer).

- A. Be able to use an audiocassette player and VCR/TV without assistance.
- B. Know basics keys of a computer (escape, return, space bar, letters, numbers) and basic parts (monitor, disk drive, keyboard).
- C. Be able to use simple programs with assistance.

# Media Standards

## Second Grade

### Course Abilities [Apply the following to each content standard.]

#### 1. Apply abilities to media.

- A. Think clearly and solve problems about and with media (classify, decide, estimate, solve, compare).
- B. Talk and write clearly (present, persuade, collaborate, explain, recommend).
- C. Make careful plans and use them (brainstorm, envision, research, plan, organize, persist).
- D. Use the quality process (plan, draft, analyze, and revise when producing products).

#### 2. Be able to read, write, speak, and listen for many purposes.

- A. Be able to watch, read, listen to, and enjoy media.
- B. Be able to use mass media (magazines, newspapers, radio, television, Internet, CD-ROM).
- C. Be able to conduct research (locate, observe/gather, analyze, conclude).
- D. Possess technical skills:
  - listen/read/dictate/write/present: instructions, chart, thank you letter, letter of request, proposal, report, summary
  - technology: word processing, Internet, AV production

### Find

#### 3. Know about the card catalog.

- A. Know that the card catalog can help you find materials in the library.
- B. Know that the card catalog organizes materials by subject, author, and title.
- C. Know that the on-line card catalog does the same thing more easily.
- D. Be able to find the card catalog in the media center.

#### 4. Be able to find a specific book in the library.

- A. Know what a fiction call number means.
- B. Know what a nonfiction call number means.
- C. Be able to locate a book by the call number (alphabetical and numerical).

#### 5. Know about the reference section in the media center.

- A. Know the purpose of the reference section and where it is in the media center.
- B. Know about certain books in a reference section (encyclopedias and dictionaries).
- C. Be able to find certain reference books in the media center (encyclopedias and dictionaries).

### Other

#### 6. Be able to show respect for people and materials in the media center.

- A. Be able to respect the quiet of a media center.
- B. Be able to treat the materials in the media center with care.
- C. Be able to show respect for the people who work in the media center.
- D. Be able to behave correctly for different activities in the media center.
- E. Be able to return materials appropriately on time and in the right place.
- F. Be able to show appreciation for the work of authors.

#### 7. Be able to use different parts of a book.

- A. Know about the spine of a book (title, call information).
- B. Be able to identify information on the title page.
- C. Be able to locate information in books (title, author, illustrator, table of contents, copyright date, index, glossary).

#### 8. Be able to use some technology (computers and VCR/TV).

- A. Be able to use a computer software program, including turning the computer on and off.
- B. Know about the various software programs available in the media center.
- C. Be able to run a videocassette player.

# Media Standards

## Third Grade

### Course Abilities [Apply the following to each content standard.]

#### 1. Apply abilities to media.

- A. Higher thinking (analyze, evaluate, classify, predict, estimate, decide, generalize, solve, compare, simplify).
- B. Communications (present, persuade, collaborate, explain, recommend).
- C. Goal setting/attainment (brainstorm, envision, research, plan, organize, persist).
- D. The quality process (plan, draft, analyze, and revise when producing products).

#### 2. Be able to read, write, speak, and listen for many purposes.

- A. Be able to watch, read, listen to, and enjoy media.
- B. Be able to use mass media (magazines, newspapers, radio, television, Internet, CD-ROM).
- C. Be able to conduct research (locate, observe/gather, analyze, conclude).
- D. Possess technical skills:
  - read/write/present: instructions, chart, thank you letter, letter of request, proposal, research report, summary
  - technology: word processing, database, Internet, AV production

### Find

#### 3. Be able to find fiction books, nonfiction books, and magazines in the media center.

- A. Know where fiction books and nonfiction books are kept in the library and how they are organized.
- B. Be able to find books on the shelf.
- C. Be able to find magazines.

#### 4. Be able to find books using the card catalog with assistance.

- A. Be able to find fiction and nonfiction books by subject using the card catalog.
- B. Be able to find fiction and nonfiction books by title using the card catalog.
- C. Be able to find fiction and nonfiction books by author using the card catalog.
- D. Be able to find out about books using the on-line card catalog.
- E. Be able to use a card catalog or on-line card catalog in other libraries.

#### 5. Be able to use reference materials.

- A. Be able to find encyclopedias, dictionaries, and atlases in the media center.
- B. Be able to find specific information in an encyclopedia.
- C. Be able to find specific information in a dictionary.
- D. Be able to find specific information in an atlas.

### Produce

#### 6. Be able to use technology (word processing, overhead projector, VCR) to make simple products.

- A. Be able to use a word processor to write a basic report.
- B. Be able to use format commands on a word processor.
- C. Be able to print a report.
- D. Be able to record a television program.
- E. Be able to use an overhead projector.

### Other

#### 7. Be able to show respect for people and materials in the media center.

- A. Be able to respect the quiet of a media center.
- B. Be able to treat materials, equipment, and media center workers with respect.
- C. Be able to behave correctly for different activities in the media center.
- D. Be able to return materials appropriately on time and in the right place.
- E. Know that media center workers are to assist you to learn and not do your work for you.
- F. Be able to show appreciation for the contributions of various authors.

# Media Standards

## Fourth Grade

### Course Abilities [Apply the following to each content standard.]

#### 1. Apply abilities to media.

- A. Higher thinking (analyze, evaluate, classify, predict, estimate, decide, generalize, solve, relate, interpret, simplify).
- B. Communications (present, persuade, collaborate, explain, recommend).
- C. Goal setting/attainment (brainstorm, envision, research, plan, organize, persist).
- D. The quality process (plan, draft, analyze, and revise when producing products).

#### 2. Be able to read, write, speak, and listen for many purposes.

- A. Be able to watch, read, listen to, and enjoy media.
- B. Be able to use mass media (magazines, newspapers, radio, television, Internet, CD-ROM).
- C. Be able to conduct research (locate, observe/gather, analyze, conclude).
- D. Possess technical skills:
  - read/write/present: instructions, table, chart, thank you letter, letter of request, inquiry, proposal, checklist, research report, summary
  - technology: word processing, database, Internet, AV production

### Find

#### 3. Be able to independently find books using the card catalog.

- A. Be able to independently find fiction books by subject using card catalog.
- B. Be able to independently find fiction books by title using card catalog.
- C. Be able to independently find fiction books by author using card catalog.
- D. Be able to use with assistance the on-line card catalog to locate materials by subject, title, and author.
- E. Be able to use card catalogs of both types in other libraries.

#### 4. Be able to use multiple reference sources to gather information.

- A. Be able to use multiple references to research a single subject.
- B. Be able to use multiple references to prepare a report.

### Produce

#### 5. Be able to use technology for production at an intermediate level.

- A. Be able to record with an audio recorder.
- B. Be able to produce an overhead transparency.
- C. Be able to independently prepare a report using technology (write, edit, print).
- D. Be able to use a video camera to record.

### Other

#### 6. Be able to show respect for people and materials.

- A. Be able to respect the quiet of a media center.
- B. Be able to treat materials, equipment, and media center workers with respect.
- C. Know appropriate behavior for various activities in the media center.
- D. Know that media center workers are to assist you to learn and not do your work for you.
- E. Be able to show appreciation for those who create media for us.

#### 7. Know about various authors and types of books.

- A. Know about the styles of various authors (fiction and nonfiction).
- B. Know various good authors (popular, prize winners, effective, respected).
- C. Know about the types of nonfiction books.

# Media Standards

## Fifth Grade

### Course Abilities [Apply the following to each content standard.]

#### 1. Apply abilities to media.

- A. Higher thinking (analyze, evaluate, classify, predict, estimate, decide, generalize, solve, relate, interpret, simplify).
- B. Communications (present, persuade, collaborate, explain, recommend).
- C. Goal setting/attainment (brainstorm, envision, research, plan, organize, persist).
- D. The quality process (plan, draft, analyze, and revise when producing products).

#### 2. Be able to read, write, speak, and listen for many purposes.

- A. Be able to watch, read, listen to, and enjoy media.
- B. Be able to use mass media.
- C. Be able to conduct research (locate, observe/gather, analyze, conclude).
- D. Possess technical skills:
  - read/write/present: instructions, table, chart, thank you letter, letter of request, inquiry, proposal, checklist, research report, summary
  - technology: word processing, database, desktop publishing, Internet, AV production

### Find

#### 3. Be able to use an information database.

- A. Be able to independently locate materials by subject, author, and title using an on-line database.
- B. Be able to do a simple search using an on-line database.

#### 4. Be able to produce a bibliography.

- A. Know the contents of a bibliography.
- B. Know where to locate information necessary to complete a bibliography.
- C. Be able to produce a bibliography.

### Produce

#### 5. Be able to produce products using technology on an advanced level.

- A. Be able to produce graphs using technology.
- B. Be able to record and edit a video using a camcorder.
- C. Be able to use a CD player in production.

### Other

#### 6. Be able to show respect for people and materials.

- A. Be able to respect the quiet of a media center.
- B. Be able to treat materials, equipment, and media center workers with respect.
- C. Know appropriate behavior for various activities in the media center and observe the rules of the media center.
- D. Know that media center workers are to assist you to learn and not do your work for you.

#### 7. Be able to identify effective authors and reasons for their effectiveness.

- A. Be able to demonstrate appreciation for the different styles of various authors by explaining what makes that author unique and how her/his work impacts you.
- B. Be able to identify effective methods, styles, and practices of other authors.
- C. Know various good authors (popular, prize winners, effective, respected) and be able to locate their works in the media center.

# Media Standards

## Sixth Grade

### Course Abilities [Apply the following to each content standard.]

#### 1. Apply abilities to media.

- A. Higher thinking (analyze, evaluate, classify, predict, estimate, generalize, solve, decide, relate, interpret, simplify).
- B. Communications (present, demonstrate, persuade, collaborate, explain, defend, recommend).
- C. Goal setting/attainment (brainstorm, envision, research, plan, organize, persist).
- D. The quality process (plan, draft, analyze, and revise when producing products).

#### 2. Be able to read, write, speak, and listen for many purposes.

- A. Be able to watch, read, listen to, and enjoy media.
- B. Be able to use mass media (magazines, newspapers, radio, television, Internet, CD-ROM).
- C. Be able to conduct research (locate, observe/gather, analyze, conclude).
- D. Possess technical skills:
  - read/write/present: instructions, reports (progress, research), specifications, proposal, letters (request, response), manual, form, checklist, pamphlet, technical research, technical analysis, summary, advertisement, announcement
  - technology: word processing, spreadsheet, database, desktop publishing, Internet, search tools, AV production

### Find

#### 3. Be able to use periodical indexes to locate and use magazine articles.

- A. Be able to locate periodical indexes in the media center.
- B. Be able to use a periodical index to locate information.
- C. Be able to properly acquire the specific periodical in the media center and locate the article in it.
- D. Be able to summarize the article in writing and/or orally.

#### 4. Be able to use advanced reference sources to gather information.

- A. Be able to use a CD-ROM to find information on specific topics.
- B. Be able to use an on-line catalog to find information on specific topics.

### Produce

#### 5. Be able to use multiple technology in production.

- A. Be able to produce a quality written, audio, and/or visual document using multiple technology (computer, camcorder, VCR, audiocassette, printer).
- B. Be able to produce and conduct a presentation using multiple technology (computer, overhead, camcorder, VCR, audiocassette, printer).

### Other

#### 6. Be able to show respect for people and materials.

- A. Be able to respect the quiet of a media center.
- B. Be able to treat materials, equipment, and media center workers with respect.
- C. Know appropriate behavior for various activities in the media center and observe the rules of the media center.
- D. Know that media center workers are to assist you to learn and not do your work for you.

#### 7. Possess techniques and strategies for effective use of media.

- A. Be able to develop a variety of techniques and strategies used in accessing information.
- B. Be able to develop a variety of techniques and strategies used in producing information.



# Media Standards

## Middle School

### Course Abilities [Apply the following to each content standard.]

#### 1. Apply abilities to media.

- A. Higher thinking (analyze, evaluate, classify, predict, estimate, generalize, solve, decide, relate, interpret, simplify).
- B. Communications (present, demonstrate, persuade, collaborate, explain, defend, recommend).
- C. Goal setting/attainment (brainstorm, envision, research, plan, organize, persist).
- D. The quality process (plan, draft, analyze, and revise when producing products).

#### 2. Be able to read, write, speak, and listen for many purposes.

- A. Be able to watch, read, listen to, and enjoy media.
- B. Be able to use mass media (magazines, newspapers, radio, television, Internet, CD-ROM).
- C. Be able to conduct research (locate, observe/gather, analyze, conclude).
- D. Possess technical skills:
  - read/write/present: instructions, reports (progress, research), specifications, proposal, letters (request, response), manual, form, checklist, pamphlet, technical research, technical analysis, summary, advertisement, announcement
  - technology: word processing, spreadsheet, database, desktop publishing, Internet, search tools, AV production

### Find

#### 3. Be able to conduct a search on specific topics.

- A. Be able to develop search terms.
- B. Be able to use multiple sources.
- C. Be able to organize and use a search plan.
- D. Be able to locate sources in the school and other available media centers.

#### 4. Be able to use technology to access information.

- A. Be able to use a CD-ROM.
- B. Be able to use traditional and on-line card catalogs to locate information by title, subject, and author.

#### 5. Be able to prepare gathered information on hard copy and computer.

- A. Be able to organize information gathered from various sources.
- B. Know the components of a citation.
- C. Be able to summarize research (citation, pertinent information, topic).
- D. Be able to store gathered information.
- E. Be able to develop and use citations and bibliographies.

### Produce

#### 6. Be able to use technology to produce various quality products.

- A. Be able to independently produce products using audio equipment (CD players, cassette players).
- B. Be able to independently produce products using visual equipment (VCRs, cameras, overheads).
- C. Be able to independently produce products using research equipment (on-line card catalog, CD-ROM, on-line sources, and miscellaneous indexes).
- D. Be able to independently produce products using computers (organize, sort and store information, develop quality written products, print, transport information by modem and fax).

# Media Standards

## Senior High School

### Course Abilities [Apply the following to each content standard.]

#### 1. Apply abilities to media.

- A. Higher thinking (analyze, evaluate, classify, predict, estimate, generalize, solve, decide, relate, interpret, simplify).
- B. Communications (present, demonstrate, persuade, collaborate, explain, defend, recommend).
- C. Goal setting/attainment (brainstorm, envision, research, plan, organize, persist).
- D. The quality process (plan, draft, analyze, and revise when producing products).

#### 2. Be able to read, write, speak, and listen for many purposes.

- A. Be able to watch, read, listen to, and enjoy media.
- B. Be able to use mass media (magazines, newspapers, radio, television, Internet, CD-ROM).
- C. Be able to conduct research (locate, observe/gather, analyze, conclude).
- D. Possess technical skills:
  - read/write/present: instructions, reports (progress, research), specifications, proposal, letters (request, response), manual, form, checklist, pamphlet, technical research, technical analysis, summary, advertisement, announcement
  - technology: word processing, spreadsheet, database, desktop publishing, Internet, search tools, AV production

### Find

#### 3. Be able to locate print and nonprint materials in any situation for any purpose.

- A. Be able to recognize the universal sections of media centers (nonfiction, fiction, reference, biography, card catalog, etc.).
- B. Be able to gather information from indexes, tables of contents, legends, card catalogs, cross references, periodical indexes, etc.
- C. Be able to determine the best source for the task at hand.
- D. Be able to use appropriate search strategies when using an on-line or traditional card catalog.
- E. Know that different search strategies are necessary for different tasks.
- F. Be able to determine the validity and timeliness of materials (copyright, publisher, author, bibliography).

#### 4. Be able to use a variety of available resources.

- A. Be able to use people as resources.
- B. Be able to use on-line resources (CD-ROM, on-line card catalog, on-line databases).
- C. Be able to choose appropriate print and nonprint material.
- D. Be able to organize and store information to be used to produce a product.
- E. Be able to select and use the specialized books within the reference section.
- F. Be able to develop and use citations and bibliographies.

### Produce

#### 5. Be able to use a variety of production tools for effective presentation of information.

- A. Be able to use technology to produce a quality written product.
- B. Be able to use technology to produce a quality audio product.
- C. Be able to use technology to produce a quality video product.
- D. Be able to use technology to produce a quality product using multiple media.
- E. Be able to determine which technology is best for situations (and available).

### Other

#### 6. Be able to comfortably adapt to unfamiliar media centers.

- A. Be able to locate information (maps, directions, directories) about how to use unfamiliar media centers.
- B. Be able to use resource persons to become familiar with a media center.
- C. Be able to adapt knowledge of known media center to an unfamiliar media center.