

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.