

LIBRARY T.A. SYLLABUS

Colony High School: 2022-2023
Ms. Robinson, Ms. Michel, Ms. Wolfe

Course Description

Congratulations! You have been chosen for a very important position. Being a Library T.A. provides experience in library operations, and increased knowledge and understanding of the library and its resources. It also allows you to practice skills employers will look for, such as: responsibility, dependability, taking initiative, attention to detail, organization, and communication. ***This position is not an “automatic A”, your grade must be earned.***

| | |
|--|--|
| Instructors | Ms. Robinson, Teacher Librarian Ms. Michel, Library Media Tech Ms. Wolfe, Library Media Tech |
| Prerequisites | GPA: 2.5 or above (in previous semester) Grade Level: Senior (some exceptions will be made for exemplary juniors) Approval from Ms. Robinson, Ms. Michel, or Ms. Wolfe |
| 1st Year T.A. Responsibilities | <ul style="list-style-type: none"> · Complete online tasks or quizzes (as assigned) · Help clean/maintain facility · Setup and takedown meeting room (for book talks, trainings, presentations) · Repair, rebind, and process materials · Conduct materials inventories · Obtain/deliver correspondence or materials to other places on campus · Provide assistance to students · Assist with the brainstorming and creation of library displays & programs · Answer phones in a professional manner & take messages (if needed) · Complete End-of-Semester reflection |
| 2nd Year T.A. Responsibilities | All of the above plus: <ul style="list-style-type: none"> · Check in books |
| Attendance | Be in class and on time. Absences and tardies will negatively affect your grade. You are not allowed to leave early. |
| Grading | Your grade begins at an “A”, with an “O” for work habits and behavior. They stay there with your consistent good attendance, task completion, work ethic, and overall behavior. <u><i>A LARGE PORTION of your FINAL GRADE will be dependent on attendance.</i></u> |
| Grading Scale | 90-100% A 80-89% B 70-79% C 60-69% D <60% F |
| Expectations | Adhere to the school dress code Follow directions Be respectful Maintain a quiet library environment Respect privacy: Do not give information about students to anyone Follow the district’s Appropriate Use Policy |

I have read the above and I understand that if I do not follow these requirements, I could lose the class and corresponding credit.

Parent Signature

Date

Student Signature

Date