

# OBSERVATION CHECKLIST

## LIS 691

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NAME \_\_\_\_\_

As you begin your Internship/Student Teaching, there are many things you will want to do, experience, and observe. Check off each experience as you progress through the Internship. There is room here for notes and comments.

\_\_\_\_\_ Is the Library Media Center Automated?

\_\_\_\_\_ Have you had the opportunity to 'teach a library lesson'?

\_\_\_\_\_ Have you created any Lesson Plans? Unit Plans? Big 6 projects or similar?

\_\_\_\_\_ .. an opportunity to use the computers and computer programs relevant to the LMC?

\_\_\_\_\_ ...used or observed operations in a 'Computer Lab'?

\_\_\_\_\_ ... created any Bibliographies, Web Quests or other?

\_\_\_\_\_ ... an opportunity to Book Talk?

\_\_\_\_\_ ... to do a Story Time?

\_\_\_\_\_ ... to observe and use the Circulation System?

\_\_\_\_\_ ... to Check in books and other materials ?

\_\_\_\_\_ ... to Check out materials ?

\_\_\_\_\_ ... to successfully maneuver the OPAC?

\_\_\_\_\_ ... an opportunity to select materials for the LMC?

\_\_\_\_\_ ... an opportunity to de-select (weeding) materials?

\_\_\_\_\_ ... to collaborate with classroom teachers? If so, describe briefly.

\_\_\_\_\_ ... an opportunity to order books or other materials for the LMC?

\_\_\_\_\_ ... an opportunity to help process a new order?

\_\_\_\_\_ ... an opportunity to do any corrective or original cataloging?

\_\_\_\_\_ ... been involved in developing a budget for the LMC?

\_\_\_\_\_ ...attended any Faculty Meetings and/or Grade Level Meetings?

**Further comments or observations:**