

Topic/Theme _____ Date _____ Class _____	
Teacher _____ Teacher/Librarian _____	
Collaborative Program Planning and Teaching Guide	
Identify Goals	Notes
<ul style="list-style-type: none"> • What objectives are being targeted? Curriculum, information literacy and technology. • Is there a topic or theme? • Timeline? Adaptations? • Are there skills to be pre-taught? • Where will the learning take place? 	
Identify Resources	Notes
<ul style="list-style-type: none"> • What resources are available in the collection? • What resources are suggested in the Saskatchewan Learning bibliography? • What resources are available online? Do you need a Hotlist? • Will you need to acquire resources through inter-library loan or by ordering? • Are there any special needs regarding reading level of students? 	
Prepare Learning Activities	Notes
<ul style="list-style-type: none"> • What exploratory activities will introduce the unit? • How will students be involved in determining their own learning experience? • What activities will be planned? • What instructional strategies will you use? • What adaptations need to be made? • Do the activities match the objectives? • What materials need to be prepared? 	
Responsibilities	Notes
<ul style="list-style-type: none"> • Which teaching partner will be responsible for which activities - gathering resources, preparing activities, preparing adaptations, preparing assessment, scheduling, booking space and equipment - etc? 	
Assessment	Notes
<ul style="list-style-type: none"> • Which assessment tools will be used - match to objectives and activities? • Will students self-assess their work? • How will the unit be evaluated - for process and for student learning? 	
Celebration of Learning	Notes
<ul style="list-style-type: none"> • How will the student learning be celebrated? • How will teachers/teacher-librarian celebrate the unit? 	