**Jefferson High School Middle College for Advanced Studies**

**Student Library Assistant Syllabus 2016-2017**

**Instructor:** Leigh Morlock, lmorlock@pps.net, 503- 916-5180 ext. 71287

**Office Location:** Jefferson High School Library

**Office Hours:** Monday-Friday 8:00AM-3:30PM or by appointment

**Course website:** Google Classroom Code:

**Google Account:** lmorlock@apps4pps.net

**Email:** lmorlock@pps.net

**COURSE INFORMATION**

**Course Description**: This course introduces students to working in a library. Students will be expected to perform daily library tasks, reading recommendations (you must read at least one book a month from the library and create a mini-display recommending that book to others), and written assignments and assessments that will help you develop the knowledge and skills needed to work in a library.

**Attendance Policy:** Students are expected to attend each class period and complete the work assigned. If a student misses more than 40% of class, s/he will not receive credit for this course.

**Grading Criteria:**This is a pass/fail course. Students will receive points for complete daily library tasks and additional assignments.

**COURSE MATERIALS**

**Instructional Materials:** Course readings and information that will provide students with a foundational knowledge of libraries and the work performed in libraries will be provided via Google Classroom. Students will have access to the entire library collection for reading recommendation assignments.