

Collaboration Request

Please fill this form in as completely as possible and return it to the library or my mailbox.
I'll then set up a time when we can get together to flesh out the details if needed.

*Deb Waugh,
Librarian and
Instructional Technologist*

Your Name _____ Date of Request _____

Classes Involved (Title, Grade Level & Period) _____

Will you be collaborating with any other teachers on this project and if so, who? _____

Approximate Date(s) the Unit will be Taught _____

Number of Days Needed in the Library (an attached schedule request would be great!) _____

Title or Brief Description of the Unit to be Taught _____

What role(s) would you like me to play in preparing and carrying out the unit?

Schedule library time for your classes

Schedule equipment for your use (please specify) _____

Reserve books for your classes' use

Prepare a recommended reading list for your class

Purchase materials for the unit (3 – 4 months advance notice needed)

Ensure that your students have Internet access before the unit begins

Gather appropriate materials/links for you

Assist you in finding an innovative way to teach the unit

Assist you in finding a way to teach the unit using technology

Prepare a pathfinder or webquest for you

Assist students in their work on the unit

Teach part of the unit (please specify) _____

Other (please specify) _____

If possible please attach the syllabus page your students will receive or a lesson plan that will give me detailed info on the unit. Or note details below and on extra paper as needed.
