Library/Information Literacy Session Plan Template

Course Title/Section	
Course Instructor Name	
Semester/Date	
Needs Assessment What are the learning needs?	
Learner Assessment What do we know about the learners?	
Accommodations Examples : make sure that a video is closed captioned, (for those with hearing impairments), provide a transcript of a video (for those with visual or hearing impairments, or allow more time for a student who needs it to complete an activity.	
Assignment/Task	
Teacher Materials Examples: handouts, props, dry erase markers, stapler, databases/websites, technology back up	
Student Materials Examples: pen/pencil, assignment Sheet, topic, pre-workshop assignment	
Teacher Preparation for Class Examples: send instructor "pre-workshop checklist", query instructor about assignments and student information, abilities and needs, copy handouts, log in computers, practice presentation	
Student Preparation for Class Examples: pre-work, readings, assessments, any "flipped" content	
Relevant Literature	

Learning Outcomes to be Taught & Assessed The student will be able to… + ACTIVE VERB.	Mapped Standard/Outcome/Indicator What standards are associated with these outcomes?	Formative Assessment How will you know the students have learned? How will I know if students have learned? What am I looking for (criteria)? How well do students need to perform? How will I communicate these expectations to students?
1.		
2.		
3.		

		Time
Introduction Welcome students Introduce self Outline goals and agenda for session Give directions Get attention with a "hook" or "anticipatory set" Elicit prior knowledge and/or pre-assess student knowledge and skills		
Teaching Strategy 1 Include procedures, steps, important dialogue Include modifications for differentiated instruction as needed		Time
Comprehension Check Check effectiveness of teaching strategy Give feedback Reinforce outcomes & describe transferability Determine any needs for additional support		Time
Transition Articulate link and purpose of next teaching strategy		Time
Teaching Strategy 2		Time
Comprehension Check		Time
Transition		Time
Teaching Strategy 3		Time
Comprehension Check		Time
Closing Collect evidence of student learning Identify "next steps" Summarize learning; reflect Refer to "hook" or "anticipatory set" Thank students Encourage librarian contact		Time

Formative Assessment Results What did students learn? What do students have left to learn?	
Anticipated Summative Assessment	
Wrap Up Examples:complete statistics forms, record evidence of student learning	
Things to Remember for Next Time What parts of the lesson worked well? What will I do differently next time?	