

# Teaching Reference Skills

30 Inservice Points:

Component No. 2 008 005

## **General Objective**

1. To develop the educational strategies necessary for students to use reference skills in their daily work
2. To develop a school-wide reference skills program in all areas: lower elementary, upper elementary, middle school and high school.

## **Specific Objectives**

1. To describe the methods training students in the efficient use of encyclopedias, printed indices and reference texts.
2. To train participants in the use of CD ROM technology using computer encyclopedia databases and special subject databases.
3. To train participants in the use of computer database library catalogs which may be replacing traditional card catalog systems at the University and public library.
4. To train participants in the use of modern technology to seek electric reference information from databases, bulletin boards, and resources outside of the school.
5. To train participants in developing a notetaking system which uses magazines, newspapers, vertical files, reference texts, and original source records as a part of research materials.
6. To train teachers and media center personnel to improve and expand the school's magazine collection, newspaper clipping collection, vertical files, CD ROM technology, modem technology.

## **Activities**

1. Lectures/discussions
2. Visits to universities, public libraries and magnet schools
3. Visits to school media centers both public and private.
4. Training in computer laboratories with CD ROM technology, databases, and modems.
5. Using various lesson materials in reference skills lessons in the classroom.
6. Participants use various reference materials in preparing assigned reports.

## **Evaluation**

1. Pre and post tests or other written assignments.
2. Participants will provide the instructor with lesson plans which will be evaluated.
3. Participants will complete a workshop evaluation form.

