

Dassel-Cokato Public Schools
 Scope and Sequence for Media Instruction
 Reviewed: 2006-2007
 Adopted by School Board: January 25, 2007

I Introduce: new material is formally presented
U Understand: students will demonstrate a basic knowledge of new concepts in a practice situation with teacher guidance

A Apply: students will apply knowledge in new situations, with or without teacher guidance.
R Reinforce: students will practice previously learned knowledge in a variety of learning situations.

Media	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade	Sixth Grade	Seventh Grade	Eight Grade	Ninth Grade	Tenth Grade	Eleventh-Twelfth Grades
I. Media Center Orientation												
A. Media Personnel and Procedures	I,U, A	R	R	R	R	I,U, A	R	R	R	I,U, A	R	R
B. Location of Materials, Facilities and Equipment	I,U, A	I,U, A	I,U, A	R	R	I,U, A	R	R	R	I,U, A	R	R
C. Care and Responsibility for Materials, Equipment and Facilities	I,U, A	R	R	R	R	I,U, A	R	R	R	I,U, A	R	R
II. Organization of Sources												
A. Organization Systems												
1. Alphabetical Order (Author Order for Fiction)	I	I	I,U	U,A	U,A	A	A	R	R	R	R	R

Media	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade	Sixth Grade	Seventh Grade	Eight Grade	Ninth Grade	Tenth Grade	Eleventh-Twelfth Grades
2. Numerical Order (Dewey Decimal for Nonfiction)	I	I	I	I	I,U	U,A	A	R	R	R	R	R
B. Organization of Nonfiction Books												
1. Title Page		I	I,U	U	A	A	A	R	R	R	R	R
2. Copyright Page		I	I	I,U	U	U,A	A	R	R	R	R	R
3. Table of Contents/Chapters		I	I	I,U	U,A	A	R	R	R	R	R	R
4. Index		I	I	I,U	U,A	A	A	R	R	R	R	R
a. Main headings				I	I	U,A	A	R	R	R	R	R
b. Subheadings						I,U, A	A	R	R	R	R	R
5. Glossary	Reinforce skills introduced in classroom instruction.											
III. Research Process												
A. Formulate Question/Identify Task		I	I	I,U	A	A	A	A	A	A	A	A
1. Narrow & Specify Topic/Question					I	I	U	A	A	A	A	A

Media	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade	Sixth Grade	Seventh Grade	Eight Grade	Ninth Grade	Tenth Grade	Eleventh-Twelfth Grades
2. Identify Keywords				I	I	U	U,A	A	A	A	A	R
B. Locate & Gather Information												
1. Identify and Use Appropriate Sources of Information				I	I	U	U,A	A	A	A	A	A
a. Books		I	I	I,U	A	A	A	A	A	A	A	A
b. Print Reference Materials												
i. dictionaries			I	U,A	A	A	A	R	R	R	R	R
ii. Encyclopedias			I	U,A	A	A	A	R	R	R	R	R
iii. Atlases		I	I	I,U	U,A	A	A	R	R	R	R	R
iv. Almanacs				I	I,U	U,A	A	R	R	R	R	R
c. Periodicals (newspapers & magazines)						I,U	U,A	A	A	R	R	R
d. Electronic Information Systems												
i. Online Public Access Catalogs (OPAC)			I	I,U	U,A	A	A	R	R	R	R	R

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ii. Online Reference Tools and Databases				I	U,A	A	A	A	A	A	A	A
iii. Online Periodical Databases and Indexes						I	U,A	A	A	A	A	A
iv. World Wide Web (including search engines)		I	I	I,U	U,A	U,A	A	A	A	A	A	A
e. Other Print and Non-print sources (maps, photos, CDs, DVDs, surveys, interviews, etc.)				I	I	I	U	A	A	R	R	R
f. National, State, Regional, and Local Libraries and Museums	Awareness of and access to available resources is provided as needed.											
2. Primary Sources												
a. Distinguish Between Primary and Secondary Sources								I,U, A	I,U, A	A	A	A
b. Use Primary Sources								I,U, A	I,U, A	A	A	A
3. Use Search Strategies (Boolean Strategy)							I,U, A	U,A	U,A	A	A	A
4. Record Gathered Information (Note Taking) <i>Instruction embedded in communications curriculum.</i>		I	I	U,A	U,A	A	A	A	A	R	R	R
C. Evaluate Information					I	I	U	U,A	U,A	A	A	A
1. Accuracy						I	U	U,A	U,A	A	A	A

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2. Relevance					I	I	U	U,A	A	A	A	A
3. Timeliness							I	U,A	U,A	A	A	A
4. Bias (fact vs. opinion)						I	I,U	U,A	U,A	A	A	A
5. Intended Audience						I	I,U	U,A	U,A	A	A	A
6. Purpose (persuade, inform, entertain)								I,U, A	I,U, A	A	A	A
7. Credibility of author/publisher							I,U	U,A	U,A	A	A	A
8. Quality of Production (organization and design)						I	I	U,A	U,A	A	A	A
D. Organize and Synthesize Information <i>Instruction embedded in communications curriculum.</i>		I	I	I,U	U,A	A	A	A	A	A	A	A
E. Communicate Results												
1. Audience Analysis			I	U	U	U,A	U,A	A	A	A	A	A
2. Design and Plan			I	U	U	U,A	U,A	A	A	A	A	A
3. Use Production Tools												

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a. Word Processing		I	U	A	A	A	A	A	A	A	R	R
b. Desktop Publishing				I,U, A	I,U, A	A	A	A	A	A	A	A
c. Visual Aids (re: transparencies, posters, photos, etc.)		I,U	U,A	A	A	A	A	A	A	A	A	A
d. Multimedia Presentations (Kid Pix, PowerPoint)		I,U	U,A	A	A	A	A	A	A	A	A	A
e. Spreadsheets/Graphs						I,U	U,A	A	A			
f. Databases									I,U			
g. Video Production						I,U	A	A	A	A,R	A,R	A,R
h. Online Publication (web site)								I,U, A	A	R	R	R
F. Evaluate Product and Process			I	I	I	U	A	A	A	A	A	A
IV. Technology Use												
A. Input Devices (keyboard, mouse, scanner, digital camera, etc.)	I,U, A	A	A	A	A	A	A	A	A	R	R	R
B. Output Devices (monitor, printer, LCD projector, speaker, etc.)	I,U, A	A	A	A	A	A	A	A	A	R	R	R

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C. Memory & Disk Storage (hard drive, network, USB, CD, etc.)		I	I,U	U	U	I,U, A	A	A	A	R	R	R
D. File Management (files, folders, renaming, location, etc.)						I,U	U,A	A	A	R	R	R
E. Passwords and Security Features	I	I	I	I	I	U,A	A	A	A	R	R	R
F. Formatting and Editing Text		I,U, A	A	A	A	A	A	A	A	R	R	R
G. Digital Photo Editing					I,U	U,A	A	A	A	A,R	A,R	A,R
H. Video Equipment						I,U	A	A	A	A,R	A,R	A,R
I. Other Technologies (PDA, graphing calculators, GPS)	Instruction occurs in situations as needed.											
V. Reading Promotion												
A. Read for Information	I,U	U,A	A	A	A	A	A	A	A	A	A	A
B. Read For Pleasure	I,U, A	A	A	A	A	A	A	A	A	A	A	A
1. Illustrators and Authors	I,U, A	A	A	A	A	A	A	A	A	R	R	R
2. Literary Genres And Forms				I,U, A	A	A	A	A	A	R	R	R

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3. National And State Literary Awards		I,U	U	U,A	A	A	A	A	A	R	R	R
4. Classic And Contemporary Works				I	I,U	U,A	A	A	A	R	R	R
5. Selecting Books At Reading Level		I,U, A	A	A	A	A	A	A	A	R	R	R
VI. Media Literacy	Continued discussion with staff in other curricular areas.											
A. Meaning Conveyed In Image and Sound											I,U, A	R
B. Effect Of Media On Perception and Culture											I,U, A	R
C. Evaluate Forms Of Media (TV, Radio, Film, Newspapers, Etc) *See II C Above											I,U, A	R
D. Analyze Message And Point Of View Employed By Various Media (Advertising, News, Websites, Documentaries, Etc.)								I	I		I,U, A	R
VII. Responsible Use of Technology and Information												
A. Copyright		I	I,U	U,A	A	A	A	A	A	A	A	A
B. Citing Sources			I,U, A	U,A	U,A	A	A	A	A	A	A	A
C. Plagiarism		I	I	I,U	U	U,A	A	A	A	A	A	A

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D. Acceptable Use (Network and Computer) Policies			I	I,U	U	U,A	A	A	A	A	A	A
E. Respecting Other's Privacy, Materials and Space (Hacking)	I,U	U,A	A	A	A	A	A	A	A	A	A	A
F. Safe Navigation and Communication				I	I	U,A	A	A	A	A	A	A
G. Use Technology for Independent Learning	I,U	U,A	A	A	A	A	A	A	A	A	A	A