

1.0 IDENTIFICATION

COURSE INFORMATION

Subject Code	WORK
Course Name	Field Work 1
Course Code	LT290
Effective Term	Spring/Summer 2011
Classification	Foundational
Program Code and Name	800 - Library & Info Technician
Total Course Hours	105
Credit Value / Grade Type	3
Academic Year	2010/2011
Approving Associate Dean	Patricia MacDonald
Revision Date	March 22, 2011

2.0 LEARNING OVERVIEW

SUBSECTION

Course Description W9 - Experiential Learning

PLEASE CONSULT BOOKSTORE BOOKLIST PRIOR TO PURCHASE:

Resources

Status	Code or ISBN	Name or Title	Author / Publisher	Version or Edition	Type	Status
					Supply	REQ

REQ = Required
 REC = Recommended
 REF = Reference

Type

Online
Supply
Text Book
Custom Courseware

	Subject Code	Course Code	Course Name
Pre-requisite(s)	INFO	LT390	Personal Computer Support For Library Technicians
	And LIBR	LT420	Information Work II
	And LIBR	LT320	Subject Analysis And Classification
	And LIBR	LT215	Collection Maintenance & Inventory Control
Equivalent(s)	N/A		

3.0 COURSE CONTENT**MAJOR MODULES, THEMES, OR TOPICS**

Orientation to a library or information services workplace
 Perform tasks that would typically be performed by library technician
 Develop an understanding of services, clientele and resources of library or information service
 Development of an understanding of the roles of the library technician in this setting
 Opportunity to further develop knowledge of library/information services work

4.0 REFERENCE TO STANDARDS

VS CODE	RELEVANT VOCATIONAL LEARNING OUTCOME
	N/A
EE CODE	RELEVANT ESSENTIAL EMPLOYABILITY SKILLS OUTCOME
EE01-A	Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
EE03-B	Use a variety of thinking skills to anticipate and solve problems.
EE04-A	Locate, select, organize, and document information using appropriate technology and information systems.
EE04-B	Analyze, evaluate, and apply relevant information from a variety of sources.
EE05-B	Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
GE CODE	RELEVANT GENERAL EDUCATION THEME
	N/A
ES CODE	OTHER EXTERNAL STANDARD

N/A

5.0 COURSE LEARNING OUTCOMES

Upon successful completion of the course learning outcomes, the student will reliably demonstrate the ability to:

LO01 Have the student's work evaluated by a professional librarian, library technician or teacher-librarian

LEARNING ELEMENTS

Function effectively as a member of a library/information services team to meet users' needs, under the guidance of a field placement supervisor

Act on feedback and recommendations of the field placement supervisor in a positive manner

LO02 Broaden the student's exposure to different types of libraries (e.g. public, school, academic, special), and different types of library work (e.g. public services, technical services, administrative services)

LEARNING ELEMENTS

Adapt to new situations and demands by applying and/or updating skills and knowledge

Develop and maintain a positive rapport with staff and users

LO03 Practice acceptable workplace comportsment, e.g. punctuality, reliability, proper attire, etc

LEARNING ELEMENTS

Demonstrate professional reliability by adhering to the guidelines, policies and procedures of the workplace

LO04 Develop the insight needed to wisely select future optional courses that are related to identified career interests

LEARNING ELEMENTS

Identify areas of library/information service work that are of particular interest, which may be pursued in future through elective courses

LO05 Develop an ability to advocate for libraries, and verbalize the role and importance of libraries in this technological age

LEARNING ELEMENTS

Advocate effectively using knowledge gained from course work, experience and effective interpersonal skills

LO06 Understand the importance of professional development and lifelong updating to maintain knowledge currency

LEARNING ELEMENTS

Accept responsibility for professional growth as a life-long learning process

LO07 Begin to assemble the building blocks of a career as a library and information technician

LEARNING ELEMENTS

Represent skills, knowledge and experience realistically for employment purposes

6.0 ASSESSMENT

Individual assignment and grading details to be provided by Instructor.

Assessment Method	Weight	Associated Outcomes
Self/Peer Evaluation	100%	LO01 , LO02 , LO03 , LO04 , LO05 , LO06 , LO07
TOTAL		

7.0 STUDENT SUCCESS - POLICIES AND PROCEDURES

Mohawk College has developed several policies and procedures designed to protect students and provide an enriching and rewarding learning experience in which the rights of individuals are respected. This may include the use of digital assessments such as [turn it in](#). For the most up to date information on the following policies and procedures, consult Mohawk College's [Policies and Procedures](#) website.

In addition, students enrolled in Mohawk/McMaster collaborative programs are protected under McMaster University's policies and procedures outlined in [General Academic Regulations, McMaster Undergraduate Calendar](#), and in McMaster's [Academic Integrity Policy](#).

Please be advised that all policies and procedures are subject to change.

EFFECTIVE FALL 2009 - Policy: AC700 - Program Promotion and Graduation Requirements: A minimum grade of 50% is required as a course pass at Mohawk College. Please be aware, however, that a higher passing grade (minimum 60% or 70%) may be required if this course is taken as part of certain diploma or certificate programs. Please consult your Academic Department for details.

Additionally, if you are taking this course as part of a diploma or certificate program, be aware that you need an overall weighted grade point average (WGPA) of at least 60% to graduate. Graduation requirements are higher for some programs. Please check requirements with your department.

Note:

Faculty are required to review Emergency Lockdown procedures and Emergency Evacuation Procedures, including Evacuation Procedures for students with disabilities, at the first class of every course they are teaching each semester. This information is available in the College Emergency Safety and Security Procedures Booklet distributed to all staff in hard copy, or online in MoCoMotion within the HR Staff Services Tab in the Occupational Health and Safety Channel (Occupational Health and Safety web site).

Course information correct as of: **March 22, 2011**