

Field Work 2

C.E. Community and Urban

Course Number: WORK LT490	Equivalencies: N/A	Pre-Requisites: WORK LT290 and INFO LT402 and LIBR 10040 and INFO LT340 and LIBR LT350 and LIBR LT351 and HRES LT150 and LIBR 10039 and LIBR 10043 and LIBR 10044 or WORK LT290 and INFO LT402 and LIBR LT435 and INFO LT340 and LIBR LT350 and LIBR LT351 and HRES LT150 and LIBR LT320 and LIBR LT305 and LIBR LT420
Applicable Program(s): 800 - Library and Information Technician	Core/Elective: Core	
Prepared by:	Rebekah Braun, Secretary	
Approved by:	Lynn Coleman, Program Manager	
Approval Date:	Wednesday, September 12, 2018	
Approved for Academic Year:	2018-2019	
Normative Hours:	112.00	
Course Level:	Integrational	

Course Description

Broaden your educational experience to include the varied services of various types of libraries in a different type of library than your first placement. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit ce.mohawkcollege.ca/library and submit a placement planning form.

Relationship to Vocational Learning Outcomes

This course contributes to your program by helping you achieve the following Vocational Learning Outcomes:

800 - Library and Information Technician	
VLO 3	Demonstrate understanding of different types of libraries and information services, professional accountabilities to best practices in programs and services. (A, R,)
VLO 4	Conduct reference interviews, analyze information requests in a variety of topic areas, provide instructional assistance, conduct searches using print sources, commercial databases and online resources, and deliver excellent client service. (A, R,)

Relationship to Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

EES 1	Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (A, R,)
EES 2	Respond to written, spoken or visual messages in a manner that ensures effective communication. (A, R,)
EES 5	Use a variety of thinking skills to anticipate and solve problems. (A, R,)
EES 7	Analyze, evaluate and apply relevant information from a variety of sources. (A, R,)
EES 8	Show respect for diverse opinions, values, belief systems and contributions of others. (A, R,)
EES 9	Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. (A, R,)
EES 10	Manage the use of time and other resources to complete projects. (A, R,)
EES 11	Take responsibility for one's own actions, decisions and consequences. (A, R,)

Course Learning Outcomes/Elements of Performance

When you have earned credit for this course, you will have demonstrated the ability to:

CLO 1. Work as part of a library/information services team, while applying the skills of a library and information technician.

EOP 1.1. Perform types of library/information services work that are new to the student and at the level of a library and information technician

EOP 1.2. Act on feedback and recommendations of the field placement supervisor in a positive manner

CLO 2. Advocate effectively for all types of libraries and information services.

EOP 2.1. Use knowledge gained from course work and field placement experiences to articulate the importance of libraries in today's society

EOP 2.2. Effectively promote the collections and services of libraries/information services.

CLO 3. Create strategies for professional development and lifelong learning.

EOP 3.1. Examine professional development activities practiced by coworkers in this field work setting

EOP 3.2. Develop a plan to maintain knowledge currency as a life-long learning process

EOP 3.3. Prioritize areas of library/information service work that are of particular interest, which may be pursued in future through different learning opportunities

EOP 3.4. Evaluate a variety of professional development resources for their value in the student's own professional growth

CLO 4. Assemble the building blocks of a career as a library and information technician.

EOP 4.1. Represent skills, knowledge and experience realistically for employment purposes

EOP 4.2. Assess the use of an e-portfolio to represent the student's own learning journey

Evaluation/Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Self/Peer Evaluation (50%)

Validates Outcomes: CLO 1, CLO 2, CLO 3, CLO 4, EES 1, EES 2, EES 5, EES 7, EES 8, EES 9, EES 10, EES 11, VLO 3, VLO 4

Work Placement/Internship (50%)

Validates Outcomes: CLO 1, CLO 2, CLO 3, CLO 4, EES 1, EES 2, EES 5, EES 7, EES 8, EES 9, EES 10, EES 11, VLO 3, VLO 4

Delivery Format

Online: 7 hours

Field Work: 105 hours

Hours given are total hours during field work. Weekly hours will vary depending on schedule arranged with host organization.

Learning Resources

Online course resources and host organization's learning activities.

Prior Learning Assessment and Recognition

Students who wish to apply for prior learning assessment and recognition (PLAR) need to demonstrate competency at a post-secondary level in all of the course learning requirements outlined above. Evidence of learning achievement for PLAR candidates includes:

- Not Applicable: All library and information technician students must complete at least one field placement.

Course Related Information

This is the second of two field placements, conducted in a different type of library or information service than the student's first placement.

For successful completion of this course, all requirements must be submitted within 10 days of the end of the placement

For course related information see course learning plan.

College Related Information

Mohawk College is committed to creating a learning community where all students and staff experience a safe and respectful work and study environment. College policies and procedures respect individual rights and responsibilities, promote accountability, fairness and due process. Students are expected to familiarize themselves with Mohawk College's Policies and Procedures accessible through the College website <http://www.mohawkcollege.ca/corporate-policies-procedures/student.html>

Students with permanent or temporary disabilities who require academic accommodations are encouraged to register with Accessible Learning Services. Documentation outlining the functional limitations of disability is required; however, interim accommodations pending receipt of appropriate documentation is possible. All documentation is kept confidential in the office of Accessible Learning Services. For more information, contact (905) 575-2211 or email als@mohawkcollege.ca

Mohawk College is committed to the implementation of universal design for learning in order to support learners with disabilities, broadly promote inclusion and provide compliance elements for the Accessibility for Ontarians with Disabilities Act within the college community. Mohawk College courses will employ universal design for learning principles and/or initiatives and these elements will be indicated. For more information on the specific universal design for learning elements included in this course, contact the professor. For more information on universal design for learning, review the universal design for learning webpages <http://www.mohawkcollege.ca/employees/centre-for-teaching-learning/universal-design-for-learning>

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 <http://www.mcmaster.ca/academicintegrity/> . Please be advised that all policies and procedures are subject to change.

To maintain academic integrity student submissions may be assessed using <http://www.turnitin.com/>

EFFECTIVE FALL 2009 - Policy: SS-3103-2009 - 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.

PLEASE NOTE: Faculty are required to review Emergency Lockdown procedures and Emergency Evacuation Procedures, including Evacuation and Lockdown 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 Human Resources Tab in the Occupational Health and Safety Channel (Occupational Health and Safety web site).

To understand your Course Outline please read the following document.

https://comms.blob.core.windows.net/public/mohawk/COMMS-Understanding_your_Course_Outline.pdf

Legend

Terms

- ALO = Aboriginal Learning Outcome
- Apprenticeship LO = Apprenticeship Learning Outcome
- CLO = Course Learning Outcome
- DPLO = Degree Program Learning Outcome
- EES = Essential Employability Skill
- EOP = Element of Performance
- GELO = General Education Learning Outcome
- LO = Learning Outcome
- ES = External Standard
- PLA = Prior Learning Assessment
- PLAR = Prior Learning Assessment and Recognition
- VLO = Vocational Learning Outcome

Assessment Levels

- T = Taught
- A = Assessed
- R = Reinforced