Field Work 1

C.E. Community and Urban

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>WORK LT290</th>
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<tbody>
<tr>
<td>Equivalencies:</td>
<td>N/A</td>
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<tr>
<td>Pre-Requisites:</td>
<td>INFO 10172 and LIBR 10037 and LIBR 10041 and LIBR 10042 or INFO LT390 and LIBR LT215 and LIBR LT220 and LIBR LT302</td>
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Applicable Program(s): 800 - Library & Info Technician
Prepared by: Candice Roberts, Secretary
Approved by: Lynn Coleman, Acting Associate Dean
Approved Date: Wednesday, July 8, 2020
Approved for Academic Year: 2020-2021
Normative Hours: 112.00
Course Level: Integrational

Course Description

Broaden your educational experience to include the varied services of different types of libraries. 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 & Info 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. Apply skills and knowledge to adapt to new situations and demands.
   EOP 1.1. Explore a type of library or information service in which the student has not had extensive experience (e.g. public, school, academic, special)
   EOP 1.2. Describe the host organization in terms of philosophy of service, clientele, resources and services.
   EOP 1.3. Discuss the role of a library and information technician in this setting.

CLO 2. Work as part of a library/information services team, supervised by a librarian, library technician or teacher-librarian.
   EOP 2.1. Perform types of library/information services work that are new to the student and relevant to the host organization (e.g. public services, technical services, administrative services).
   EOP 2.2. Act on feedback and recommendations of the field placement supervisor in a positive manner.

CLO 3. Demonstrate professional reliability by adhering to the guidelines, policies and procedures of the workplace.
   EOP 3.1. Practise acceptable workplace behaviour, e.g. punctuality, reliability, ethical conduct, etc.
   EOP 3.2. Examine the relevant guidelines, policies and procedures for staff in this workplace.
   EOP 3.3. Develop a positive rapport with staff and library users.

Evaluation/Earning Credit

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

Work Placement/Internship (50%)

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

Self/Peer Evaluation (50%)
Validates Outcomes: CLO 1, CLO 2, CLO 3, EES 1, EES 2, EES 5, EES 7, EES 8, EES 9, EES 10, EES 11, VLO 3, VLO 4

**Experiential Learning**

**EL Type:** Field Placement

**EL Description:** Provides students with hands-on practical experience in a workplace relevant to their program of study with a scheduled number of specified hours. Students are not expected to receive a regular salary. Field placements account for work-integrated education experiences not encompassed by other forms such as co-op, clinic, practicum, and internship.

Approximately EL Hours: 112.00

Comments:

**Learning Resources**

None

**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.

**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:

- Portfolio

**Course Related Information**

This is the first of two field placements.

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.
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
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<tr>
<th>Terms</th>
<th>Description</th>
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<tr>
<td>ALO</td>
<td>Aboriginal Learning Outcome</td>
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<tr>
<td>Apprenticeship LO</td>
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<td>CLO</td>
<td>Course Learning Outcome</td>
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<tr>
<td>DPLO</td>
<td>Degree Program Learning Outcome</td>
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<tr>
<td>EES</td>
<td>Essential Employability Skill</td>
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<td>EOP</td>
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<td>GELO</td>
<td>General Education Learning Outcome</td>
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<tr>
<td>VLO</td>
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**Assessment Levels**
- T = Taught
- A = Assessed
- R = Reinforced