

**1.0 IDENTIFICATION****COURSE INFORMATION**

Subject Code	WORK
Course Name	Field Work 2
Course Code	LT490
Effective Term	Spring/Summer 2015
Classification	Integrational
Program Code and Name	800 - Library & Info Technician
Total Course Hours	105
Credit Value / Grade Type	3
Academic Year	2014/2015
Approving Associate Dean	Emma Gibbons
Revision Date	March 20, 2014

**2.0 LEARNING OVERVIEW****SUBSECTION**

**Course Description** The goal of field work is to 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](http://ce.mohawkcollege.ca/library).

**PLEASE CONSULT BOOKSTORE BOOKLIST PRIOR TO PURCHASE:**

**Resources**

Status	Code or ISBN	Name or Title	Author / Publisher	Version or Edition	Type	Status
REQ = Required					Supply	REQ
REC = Recommended					Supply	REQ

REF = Reference						
<b>Type</b>					Supply	REQ
Online Supply Text Book Custom Courseware						

<b>Pre-requisite(s)</b>		<b>Subject Code</b>	<b>Course Code</b>	<b>Course Name</b>
		WORK	LT290	Field Work 1
	And	INFO	LT402	Electronic Publishing and Emerging Library Technologies
	And	LIBR	LT435	Client Services
	Or	LIBR	10040	Library Programming, Marketing and Advocacy
	And	INFO	LT340	Database Design For Information Workers
	And	LIBR	LT350	Acquisitions
	And	LIBR	LT351	Serials
	And	HRES	LT150	Human Relations and Supervision
	And	LIBR	LT325	Indexing And Abstracting
	Or	LIBR	10038	Indexing and Subject Analysis
<b>Equivalent(s)</b>	N/A			

### 3.0 COURSE CONTENT

#### MAJOR MODULES, THEMES, OR TOPICS

- Additional opportunity to function in a library or information services workplace & receive feedback
- Exposure to different types of library/information workplaces
- Additional opportunity to practice acceptable workplace comportment
- Develop further insight to wisely select future optional courses related to career interests
- Develop additional ability to advocate for libraries, and verbalize their role and importance
- Start to build career as a library and information technician

### 4.0 REFERENCE TO STANDARDS

VS CODE	RELEVANT VOCATIONAL LEARNING OUTCOME
VS03	Demonstrate understanding of different types of libraries and information services, professional accountabilities to best practices in programs and services.
EE CODE	RELEVANT ESSENTIAL EMPLOYABILITY SKILLS OUTCOME

EE01-B	Respond to written, spoken, or visual messages in a manner that ensures effective communication.
EE03-B	Use a variety of thinking skills to anticipate and solve problems.
<b>GE CODE</b>	<b>RELEVANT GENERAL EDUCATION THEME</b>
	N/A
<b>ES CODE</b>	<b>OTHER EXTERNAL STANDARD</b>
	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 Practise acceptable workplace comportment, 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 elective 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 of 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
Clinical/Practicum	100%	LO01 , LO02 , LO03 , LO04 , LO05 , LO06 , LO07
<b>TOTAL</b>		

**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 20, 2014**