

Field Work 1

C.E. Comm & Urban-Acad Del

Course Number: WORK LT290	Equivalencies: N/A	Pre-Requisites: INFO 10172 and LIBR 10037 and LIBR 10039 and LIBR 10044
Applicable Program(s): 800 - Library & Info Technician	Core/Elective: Core	
Prepared by:	Dolores Harms Penner, Program Specialist	
Approved by:	Daniel, McKerrall	
Approval Date:	Thursday, February 2, 2017	
Approved for Academic Year:	2016-2017	
Normative Hours:	105.00	
Course Level:	Integrational	

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.

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. (T,A,R)

Relationship to Essential Employability Skills

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

EES 2	Respond to written, spoken or visual messages in a manner that ensures effective communication. (T,A)
EES 5	Use a variety of thinking skills to anticipate and solve problems. (T,A)
EES 7	Analyze, evaluate and apply relevant information from a variety of sources. (T,A)
EES 8	Show respect for diverse opinions, values, belief systems and contributions of others. (T,A)
EES 9	Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. (T,A)
EES 10	Manage the use of time and other resources to complete projects. (T,A)
EES 11	Take responsibility for one's own actions, decisions and consequences. (T,A)

Course Learning Outcomes/Elements of Performance and Relationship to Vocational Learning Outcomes

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

<p>1.) Synthesize learning by contributing to a library/information services team.</p> <p>1.1.) Meet users' needs, under the guidance of a field placement supervisor</p> <p>1.2.) Act on feedback and recommendations of the field placement supervisor in a positive manner</p> <p>2.) Adapt to new situations and demands by applying and/or updating skills and knowledge.</p> <p>2.1.) Broaden exposure to different types of libraries (e.g. public, school, academic, special)</p> <p>2.2.) Broaden exposure to different types of library work (e.g. public services, technical services, administrative services)</p> <p>2.3.) Develop and maintain a positive rapport with staff and users</p> <p>3.) Practice acceptable workplace behaviour, e.g. punctuality, reliability, proper attire, etc.</p> <p>3.1.) Demonstrate professional reliability by adhering to the guidelines, policies and procedures of the workplace</p> <p>4.) Advocate effectively for libraries, and verbalize the role and importance of libraries in this technological age</p> <p>4.1.) Advocate effectively using knowledge gained from course work, experience and effective interpersonal skills</p> <p>5.) Organize strategies for professional development and lifelong learning.</p> <p>5.1.) Accept responsibility for professional growth as a life-long learning process</p> <p>5.2.) Identify areas of library/information service work that are of particular interest, which may be pursued in future through elective courses</p> <p>5.3.) Outline strategies to maintain knowledge currency</p> <p>6.) Assemble the building blocks of a career as a library and information technician</p> <p>6.1.) Represent skills, knowledge and experience realistically for employment purposes</p>
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Evaluation/Earning Credit

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

Evaluation Assignment(s) (Pass/Fail)

Validates Outcomes:

CLO 1, CLO 2, CLO 3, CLO 4, CLO 5, CLO 6

EES 2, EES 5, EES 7, EES 8, EES 9, EES 10, EES 11

800 VLO 3

Learning Resources

None

Delivery Format

Students are expected to complete 105 hours of field work at their assigned placement site. This can be done 7 hours per day 5 days per week or on a part time basis that the student works out with their placement mentor. Field placements must be completed within a 14-week field work session.

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

1. All assignments must be submitted. Failure to submit all assignments will result in a failing grade.
2. It is the expectation that students express themselves effectively. All written assignments must meet the standard of English required in library and information work. If, in the judgement of the instructor, assignments submitted do not meet the required standard, they will be returned to the student for revision. Mistakes in grammar and spelling will be reflected negatively in the marks allocated to assignments.

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).

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