

COURSE IMPLEMENTATION DATE: September 1996
 COURSE REVISED IMPLEMENTATION DATE: September 2007
 COURSE TO BE REVIEWED: March 2011
 ((Four years after PAC final approval date) (MONTH YEAR))

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
 Shaded headings are subject to change at the discretion of the department and the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT:	Library and Information Technology Program	
LIBT 161	LIBT 160	1.5
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS
	Work Place Site Visits	
COURSE DESCRIPTIVE TITLE		

CALENDAR DESCRIPTION:

This course provides the opportunity for students to briefly tour a variety of libraries and/or records management departments, archives and other information centres. Tours are intended to give students the widest possible exposure to the practical aspects of customer service in these institutions in order to select an appropriate practicum placement.

PREREQUISITES: Admission to the Library and Information Technology program
 COREQUISITES:

SYNONYMOUS COURSE(S)	SERVICE COURSE TO:
(a) Replaces: LIBT 160 (Course #)	(Department/Program)
(b) Cannot take: _____ for further credit. (Course #)	(Department/Program)

TOTAL HOURS PER TERM: 70	TRAINING DAY-BASED INSTRUCTION
STRUCTURE OF HOURS:	LENGTH OF COURSE: _____
Lectures: 10 Hrs	HOURS PER DAY: _____
Seminar: _____ Hrs	
Laboratory: _____ Hrs	
Field Experience: _____ Hrs	
Student Directed Learning: _____ Hrs	
Other (Specify): Site visits 60 Hrs	

MAXIMUM ENROLLMENT:	36
EXPECTED FREQUENCY OF COURSE OFFERINGS:	1 section per year
WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

AUTHORIZATION SIGNATURES:

Course Designer(s): Jan Lashbrook Green	Chairperson: (Curriculum Committee)
Department Head: Christina Neigel	Dean: Karen Evans
PAC Approval in Principle Date:	PAC Final Approval Date: Mar. 30, 2007

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

Upon successful completion of LIBT 161, the student will:

1. Describe the personnel, customers, services, and procedures in local libraries, information centres, records management departments, and archives.
2. Record methods and procedures used by these institutions to meet particular situations.
3. Describe the variety of tasks in these institutions in circulation, references services, technical services, programming, etc.
4. Select an appropriate institution for future practicum and job placement.

METHODS:

This course is managed through weekly tours of appropriate institutions and a small number of lectures intended to prepare students for the visits.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check:) Yes No

METHODS OF OBTAINING PLAR:

The following approaches to PLAR may be considered (but not limited to): portfolio, demonstration, interview, examination, etc.

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

N/A

SUPPLIES / MATERIALS:

N/A

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Credit / No Credit based on:

Attendance and preparation of pre- and post-visit reports

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

Weekly site visits to libraries, information centres, records management departments, and/or archives

Observation of sites, their personnel, customers, methods of operation

Written thank-you notes to site hosts

Discussion of observations