ORIGINAL COURSE IMPLEMENTATION DATE: September 2015
REVISED COURSE IMPLEMENTATION DATE: January 2022
COURSE TO BE REVIEWED (six years after UEC approval)**:** October 2027
Course outline form version: 05/18/2018

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: LIBT 162	**Number of Credits:** 3 Course credit policy (105)

Course Full Title: Work Place Site Visits

Course Short Title:

(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)

Faculty: Faculty of Professional Studies	**Department (or program if no department):** Information Studies

Calendar Description:

Students visit a variety of libraries, records management departments, archives, and other types of information centres. These visits contextualize in-class program experiences by exposing students to practical aspects of library and information work and how student knowledge and skills relate to these environments. This assists students in identifying possible sites of interest for practicum placement.

Note: Students with credit for LIBT 160 or LIBT 161 cannot take this course for further credit.

Prerequisites (or NONE):	Admission to the Library and Information Technology diploma.
Corequisites (if applicable, or NONE):	
Pre/corequisites (if applicable, or NONE):	LIBT 100.

Antirequisite Courses *(Cannot be taken for additional credit.)*

Former course code/number: **LIBT 160**

Cross-listed with:

Dual-listed with:

Equivalent course(s): **LIBT 161**

(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)

Special Topics *(Double-click on boxes to select.)*

This course is offered with different topics:

☒ No ☐ Yes *(If yes, topic will be recorded when offered.)*

Independent Study

If offered as an Independent Study course, this course may be repeated for further credit: *(If yes, topic will be recorded.)*

☒ No ☐ Yes, repeat(s) ☐ Yes, no limit

Transfer Credit

Transfer credit already exists: *(See **bctransferguide.ca**.)*

☒ No ☐ Yes

Submit outline for (re)articulation:

☐ No ☒ Yes *(If yes, fill in transfer credit form.)*

Typical Structure of Instructional Hours

Lecture/seminar hours	6
Tutorials/workshops	
Supervised laboratory hours	
Experiential (field experience, practicum, internship, etc.)	48
Supervised online activities	
Other contact hours:	
Total hours	**54**

Labs to be scheduled independent of lecture hours: ☒ No ☐ Yes

Grading System

☐ Letter Grades ☒ Credit/No Credit

Maximum enrolment (for information only): 36

Expected Frequency of Course Offerings:

Once a year *(Every semester, Fall only, annually, etc.)*

Department / Program Head or Director: Dr. Christina Neigel	**Date approved:**	April 27, 2021
Faculty Council approval	**Date approved:**	June 4, 2021
Undergraduate Education Committee (UEC) approval	**Date of meeting:**	October 1, 2021

Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Describe the personnel, customers, collections, services, and procedures in local libraries, information centres, records management departments, and archives.
2. Describe the operations and procedures used by these organizations to meet client/patron needs.
3. Discuss the variety of tasks that library technicians and other information workers perform in core service and operation areas such as public services, collection services, and circulation.
4. Identify possible sites for practicum experience.
5. Compare their own skills and knowledge with those identified in work sites.

Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*
Field trips, seminar, guest speakers.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

	Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	n/a		☐		
2.			☐		
3.			☐		
4.			☐		
5.			☐		

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*
Students will be responsible for transportation to various site locations.

Typical Evaluation Methods and Weighting

Final exam:	%	Assignments:	100%	Field experience:	%	Portfolio:	%
Midterm exam:	%	Project:	%	Practicum:	%	Other:	%
Quizzes/tests:	%	Lab work:	%	Shop work:	%	Total:	100%

Details (if necessary):

Assignments will be approximately 10 site visit reports. Credit/No Credit is based on full attendance at site visits and the completion of site visit reports.

Typical Course Content and Topics

Types of Institutions Visited:

- Academic Libraries (College, Institute, University)
- Public Libraries
- Elementary, Middle, Secondary School Libraries
- Corporate Libraries
- Government Libraries
- Records Management / Corporate Archives
- Community Archives
- Non-profit / NGO libraries
- Indigenous Information Centres

Service Areas:

- Children and Young Adults (teens) Services
- Collection Services (technical services)
- Public Services (Reference, Circulation, Media)