

UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: Library and Information Technology Program **IMPLEMENTATION:** Sept. 1, 1996

Revised:

<u>LIBT 160</u>	<u>Site Visits</u>	<u>3</u>
SUBJECT/NUMBER OF COURSE	DESCRIPTIVE TITLE	UCFV CREDITS

CALENDAR DESCRIPTION: Site visits are arranged for groups of students to visit libraries and/or records management areas to learn how these areas deal with their users and with the materials they manage.. At the end of term, all students who are not in a co-op program will work for a 4 week period in a selected site, and be evaluated on their activities while performing the practicum. Work in this course is evaluated as Satisfactory/Unsatisfactory and grades are not used in calculating grade point averages.

RATIONALE: This course is provided to give students familiarity with relevant workplaces, both through the site visits, and through a four-week period of unpaid work as a practicum situation in a site where people with their graduating qualifications might be hired. Every effort is made to match the interests of the student to the host site. Co-op students will not do a four-week practicum, but will instead prepare for their work terms. Practicum students create resumes which are forwarded to practicum supervisors, and report on their experience in the practicum situation.

COURSE PREREQUISITES: LIBT 145.

COURSE COREQUISITES:

HOURS PER TERM FOR EACH STUDENT	Lecture		hrs	Student Directed Learning		hrs
	Laboratory		hrs	Other - specify:		
	Seminar		hrs			
	Field Experience	120	hrs			
				TOTAL		120 HRS

MAXIMUM ENROLMENT: 25

Is transfer credit requested? Yes No

AUTHORIZATION SIGNATURES:

Course Designer(s): <u>Pat Sifton/Kim Isaac</u>	Chairperson: <u>N/A</u>
	Curriculum Committee
Department Head: <u>Pat Sifton</u>	Dean: <u>(W.R. Bate)</u>
PAC: Approval in Principle _____ (Date)	PAC: Final Approval: <u>May 3, 1995</u> (Date)

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SYNONYMOUS COURSES:

(a) replaces LIBT 219, LIBT 419
(course #)

(b) cannot take N/A for further credit
(course #)

SUPPLIES/MATERIALS:

Students are required to pay for their own transportation, meals, etc. when going on site visits and during practicums.

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

No textbooks are required.

OBJECTIVES:

By the end of the term, students will be able to:

- Discuss the opportunities for work in their areas of interest.
- Describe the activities that take place in the sites visited.
- Outline the skills that are required for work in the sites visited.
- Create an attractive and useful resume.
- Describe and evaluate the tasks performed during the practicum.

METHODS:

Each week, students will travel to a selected site relevant to their career aspirations and make notes on the activities observed at the site. Students are encouraged to ask questions during their visits, and then are required to make notes on their observations of the activities.

Students will prepare an attractive and accurate resume of their job skills and experience, to introduce themselves to practicum supervisors.

During the practicum, students will perform tasks that are relevant to their training, and will be evaluated by the practicum supervisor on a form provided by the instructor.

(Co-op students will not take part in practicums, but will prepare for their co-op terms when regular students are involved in practicums)

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STUDENT EVALUATION PROCEDURE:

Students are evaluated as Satisfactory/Unsatisfactory during the site visits and on the notes taken at each site. The resumes are discussed and evaluated and editing may be suggested.

Practicum supervisors fill out a form provided by the instructor for each student. Instructors contact practicum sites to assist in the evaluation of student work during the practicum. Practicums are evaluated as Satisfactory/Unsatisfactory. These grades are not used in calculating grade point average.

COURSE CONTENT

Weekly site visits
Observation of sites, their personnel, clientele, methods of operation
Write reports on site visits
Write thank-you notes to site hosts
Discuss observations
Self-assessment of job readiness
Create personal resumes
Prepare for practicum or co-op period