

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

Course Code and Number: LIBT 161

Number of Credits: 1.5 [Course credit policy \(105\)](#)

Course Full Title: Work Place Site Visits

Course Short Title (if title exceeds 30 characters):

Faculty: Faculty of Professional Studies

Department (or program if no department): Library and Information Technology

Calendar Description:

This course provides an opportunity for students to briefly tour a variety of libraries and/or records management departments, archives, and other information centres. Site visits are intended to give students the widest possible exposure to the practical aspects of paraprofessional work in these institutions in order to help them identify possible sites of interest for practicum placement.

Note: This course is only open to students who started the Library and Information Technology diploma program prior to Fall 2015. Students must declare they wish to complete the program under the requirements in place prior to Fall 2015 in order to register for this course. Students who wish to complete the program under the requirements in effect in Fall 2015 and after must declare so and register in LIBT 162.

Note: Students with credit for LIBT 160 or LIBT 162 cannot take this course for further credit.

Prerequisites (or NONE): Admission to the Library and Information Technology diploma program

Equivalent Courses (cannot be taken for additional credit)

Former course code/number: LIBT 160

Cross-listed with:

Equivalent course(s): LIBT 162

Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.

Transfer Credit

Transfer credit already exists: Yes No

Transfer credit requested (OReg to submit to BCCAT):

Yes No (if yes, fill in transfer credit form)

Resubmit revised outline for articulation: Yes No

To find out how this course transfers, see bctransferguide.ca.

Total Hours: 70

Typical structure of instructional hours:

Lecture hours	10
Seminars/tutorials/workshops	
Laboratory hours	
Field experience hours	60
Experiential (practicum, internship, etc.)	
Online learning activities	
Other contact hours:	
Total	70

Special Topics

Will the course be offered with different topics?

Yes No

If yes, different lettered courses may be taken for credit:

No Yes, repeat(s) Yes, no limit

Note: The specific topic will be recorded when offered.

Maximum enrolment (for information only): 36

Expected frequency of course offerings (every semester, annually, every other year, etc.): Annually

Department / Program Head or Director: Dr. Kenneth D. Garipey

Date approved: July 2014

Campus-Wide Consultation (CWC)

Date of posting: July 11, 2014

Faculty Council approval

Date approved: September 26, 2014

Dean/Associate VP: Dr. Rosetta Khalideen

Date approved: September 26, 2014

Undergraduate Education Committee (UEC) approval

Date of meeting: April 24, 2015

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 institutions to meet customers' needs and particular situations.
3. Discuss the variety of tasks that paraprofessional workers in these institutions perform in core business areas such as circulation, references services, technical services, programming, etc.
4. Identify possible types of institutions where they might be interested in completing a practicum placement.

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, on-site lectures, and guest lectures.

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.		<input type="checkbox"/>		
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)

None.

Typical Evaluation Methods and Weighting

Final exam:	%	Assignments:	100%	Midterm exam:	%	Practicum:	%
Quizzes/tests:	%	Lab work:	%	Field experience:	%	Shop work:	%
Other:	%	Other:	%	Other:	%	Total:	0%

Details (if necessary): Credit / No Credit based on: Attendance at site visits and the completion of post-visit reports.

Grading system: Letter Grades: Credit/No Credit: Labs to be scheduled independent of lecture hours: Yes No

Typical Course Content and Topics

Types of Institutions Visited

- Academic libraries
- Public libraries
- Government libraries
- Records management departments
- Special collections
- Archival collections

Types of Customer Services Observed

- Information services
- Technical services
- Children's services