

COURSE IMPLEMENTATION DATE: September 1996  
 COURSE REVISED IMPLEMENTATION DATE: September 2008  
 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	
<b>LIBT 205</b>	<b>LIBT 170</b>	<b>3</b>
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS
	<b>Supervision in Information Centres</b>	
COURSE DESCRIPTIVE TITLE		

**CALENDAR DESCRIPTION:**

This course applies current theories of business, management, and supervision in information centres. Course content includes organizational structure and governance, unions, conflict management, job search strategies, managing stress, teamwork, and improving human relations in the workplace. Students will develop applicable supervisory skills including effective communication and the selection, evaluation, and discipline of staff.

PREREQUISITES: **None**  
 COREQUISITES: **None**

SYNONYMOUS COURSE(S)	<b>SERVICE COURSE TO:</b>
(a) Replaces: <b>LIBT 417A, LIBT 170</b> (Course #)	(Department/Program)
(b) Cannot take: _____ for further credit. (Course #)	(Department/Program)

TOTAL HOURS PER TERM: <b>39</b>	TRAINING DAY-BASED INSTRUCTION
<b>STRUCTURE OF HOURS:</b>	LENGTH OF COURSE: _____
Lectures: <b>39</b> Hrs	HOURS PER DAY: _____
Seminar: Hrs	
Laboratory: Hrs	
Field Experience: Hrs	
Student Directed Learning: Hrs	
Other (Specify): Hrs	

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

**AUTHORIZATION SIGNATURES:**

Course Designer(s): \_\_\_\_\_ Chairperson: \_\_\_\_\_  
 (Curriculum Committee)

Department Head: \_\_\_\_\_ Dean: \_\_\_\_\_  
 Christina Neigel Karen Evans

PAC Approval in Principle Date: \_\_\_\_\_ PAC Final Approval Date: Feb. 29, 2008

**LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:**

Upon successful completion of LIBT 205, the student will be able to:

1. Describe the roles, characteristics, and challenges of a supervisor
2. Identify the factors that stimulate effective group and individual performance
3. Describe the organization and governance of libraries and information centres
4. Describe administrative structures and responsibilities in the workplace, including libraries and information centres
5. Develop ways of managing conflict in the workplace
6. Discuss and develop strategies for appraising employee performance
7. Create search strategies for finding employment
8. Discuss and create methods for managing change and stress
9. Identify issues related to the hiring process, such as legislation, union contracts, and scheduling
10. Develop an effective new staff orientation program
11. Discuss the role of effective communication in organizations and practice oral and written communication skills

**METHODS:**

Lectures and a variety of learning activities including role playing and case studies.

**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:]

Giesecke, Joan and Beth McNeil. Fundamentals of Library Supervision. Chicago: American Library Association, 2005.

**SUPPLIES / MATERIALS:**

Current secondary electronic storage media.

**STUDENT EVALUATION:**

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

Weekly assignments (theory and/or lab) 50%

Midterm exam 25%

Final exam 25%

**COURSE CONTENT:**

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

Creating a job search strategy

Conflict resolution

Working in teams

Evaluating employee performance

Establishing a hiring process

Organizational culture in information centres

The role and challenges of a supervisor

Human relations in the workplace

Communications

Financial management

Leadership and project management

The role of unions

The hiring process

Organization structure and governance