



COURSE IMPLEMENTATION DATE: September 1996  
 COURSE REVISED IMPLEMENTATION DATE: January 2014  
 COURSE TO BE REVIEWED: January 2020  
*(six years after UEC approval)* *(month, year)*

**OFFICIAL UNDERGRADUATE 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 – see course syllabus available from instructor

<u>LIBT 265</u>	<u>Library and Information Technology Program</u>	<u>1.5</u>
<b>COURSE NAME/NUMBER</b>	<b>FACULTY/DEPARTMENT</b>	<b>UFV CREDITS</b>
	<u>Work Experience Practicum</u>	
<b>COURSE DESCRIPTIVE TITLE</b>		

**CALENDAR DESCRIPTION:**

This course provides an employer-supervised, on-the-job placement in which students perform tasks and duties similar to those of qualified, entry-level library technicians. To obtain credit, students are also required to attend two in-class seminars where they will discuss workplace expectations and reflect upon their experiences. In keeping with employers' operational requirements, the course requires that students be available for daytime and/or evening shifts.

Note: A criminal records review is required prior to confirmation of placement. Students holding certain types of criminal records might be ineligible for placement.

**PREREQUISITES:**

**COREQUISITES:**

PRE or COREQUISITES: LIBT 130, LIBT 135, LIBT 140, LIBT 145, LIBT 200, LIBT 220, LIBT 240, LIBT 161, and permission of the instructor.

**SYNONYMOUS COURSE(S):**

- (a) Replaces: \_\_\_\_\_
- (b) Cross-listed with: \_\_\_\_\_
- (c) Cannot take: \_\_\_\_\_ for further credit.

**SERVICE COURSE TO:** *(department/program)*

**TOTAL HOURS PER TERM:** 76

**STRUCTURE OF HOURS:**

Lectures: \_\_\_\_\_ Hrs  
 Seminar: 6 Hrs  
 Laboratory: \_\_\_\_\_ Hrs  
 Field experience: 70 Hrs  
 Student directed learning: \_\_\_\_\_ Hrs  
 Other (specify): \_\_\_\_\_ Hrs

**TRAINING DAY-BASED INSTRUCTION:**

Length of course: \_\_\_\_\_  
 Hours per day: \_\_\_\_\_

**OTHER:**

Maximum enrolment: 36  
 Expected frequency of course offerings: 1 per year  
*(every semester, annually, every other year, etc.)*

**WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)**  Yes  No  
**WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)**  Yes  No  
**TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:**  Yes  No

Course designer(s): <u>Christina Neigel</u>	Date approved: <u>September 2013</u>
Department Head: <u>Christina Neigel</u>	Date of meeting: <u>July 12, 2013</u>
Campus-Wide Consultation (CWC)	Date approved: <u>September 27, 2013</u>
Curriculum Committee chair: <u>Amanda McCormick</u>	Date approved: <u>September 27, 2013</u>
Dean/Associate VP: <u>Rosetta Khalideen</u>	Date of meeting: <u>October 25, 2013</u>
Undergraduate Education Committee (UEC) approval	

**LEARNING OUTCOMES:**

Upon successful completion of this course, students will:

1. Demonstrate entry-level knowledge of, and the ability to successfully complete the daily tasks, duties, and procedures required of library technicians in organizations such as libraries, information centres, records management departments, and archives
2. Practice appropriate workplace behaviours (e.g., punctuality, collegiality, and public service)
3. Practice effective and appropriate interpersonal and workplace communication skills
4. Evaluate their workplace performances and reflect upon their practicum experiences
5. Demonstrate an understanding of how the overall goals of information organizations are actualized through policies, procedures, and the administration of resources
6. Assess their abilities and interests as potential information workers

**METHODS:** *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Students will: (a) complete tasks assigned by employers in a given library, information centre, records management department, and/or archives, (b) attend two seminars to discuss workplace expectations and reflect upon and share practicum experiences, and (c) complete a reflective self-analysis.

**METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):**

Examination(s)                       Portfolio assessment                       Interview(s)

Other (specify): The completion of a practicum is mandatory for all students in the Diploma program. Students with exceptional experiential backgrounds in the field may be eligible to challenge a portion of the total number of hours required to complete the placement portion of the course. Such students will be required to submit a portfolio that includes, at minimum, a current resume, detailed inventory and self-analysis of relevant skills, knowledge, abilities, and interests, and representative samples of work. .

PLAR cannot be awarded for this course for the following reason(s):

**TEXTBOOKS, REFERENCES, MATERIALS:**

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

No textbook. Required readings and resources at the discretion of the instructor.

**SUPPLIES / MATERIALS:**

None

**STUDENT EVALUATION:**

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

This is a Credit/No Credit course.

Students' workplace performances are assessed by their placement supervisor(s). In order to receive credit for the course, students must earn a minimum of a "satisfactory" evaluation from their supervisor(s). Students must also attend both in-class seminars and satisfactorily complete a reflective self-analysis. Additional assignments are at the discretion of the instructor.

**COURSE CONTENT:**

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

1. On-the-job tasks, duties, and/or special projects, as determined and assigned by placement supervisor(s).
2. In-class seminars discussing appropriate workplace behaviours, employers' expectations, and the examination of, and reflection upon, practicum experiences.