

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

<b>Course Code and Number:</b> LIBT 265		<b>Number of Credits:</b> 1.5 <a href="#">Course credit policy (105)</a>																	
<b>Course Full Title:</b> Practicum/Capstone Project																			
<b>Course Short Title (if title exceeds 30 characters):</b>																			
<b>Faculty:</b> Faculty of Professional Studies		<b>Department (or program if no department):</b> Library and Information Technology																	
<b>Calendar Description:</b> <p>This course requires either a) an employer-supervised practicum in which students perform tasks and duties similar to those of entry-level Library Technicians, or b) a Capstone Project that demonstrates how students meet the minimum competencies identified in the Canadian Library Association's <i>Guidelines for the Education of Library Technicians</i>.</p> <p><b>Note:</b> 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 the field and in the diploma program. In keeping with employers' operational needs, the course requires that students be available for daytime and/or evening shifts.</p> <p><b>Note:</b> A criminal records check is required prior to confirmation of placement. Students holding certain types of criminal records might be ineligible for practicum placement.</p> <p><b>Note:</b> Students with credit for LIBT 265 cannot take this course for further credit.</p> <p><b>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 266.</b></p>																			
<b>Prerequisites:</b>	None.																		
<b>Pre/corequisites:</b>	LIBT 130, 135, 140, 145, 161, 200, 220, 240, and permission of the instructor. Note: As of January 2016, prerequisites will change to the following: 45 university-level credits in the Library and Information Technology diploma program including LIBT 140, 145, 161, and 200, and permission of the instructor. Practicum students will require a minimum CGPA of 2.67. Pre- or corequisites will change to the following: LIBT 130, 135, 220, and 240.																		
<b>Equivalent Courses (cannot be taken for additional credit)</b> Former course code/number: Cross-listed with: Equivalent course(s): <b>LIBT 266</b> <i>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.</i>		<b>Transfer Credit</b> Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Transfer credit requested (OReg to submit to BCCAT): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form) Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																	
<b>Total Hours: 76</b> <b>Typical structure of instructional hours:</b> <table border="1" data-bbox="89 1543 795 1816"> <tr><td>Lecture hours</td><td></td></tr> <tr><td>Seminars/tutorials/workshops</td><td>6</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td>70</td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td><b>Total</b></td><td><b>76</b></td></tr> </table>		Lecture hours		Seminars/tutorials/workshops	6	Laboratory hours		Field experience hours		Experiential (practicum, internship, etc.)	70	Online learning activities		Other contact hours:		<b>Total</b>	<b>76</b>	<b>Special Topics</b> Will the course be offered with different topics? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, different lettered courses may be taken for credit: <input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit <i>Note: The specific topic will be recorded when offered.</i>	
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<b>Total</b>	<b>76</b>																		
		<b>Maximum enrolment (for information only):</b> 36																	
		<b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually																	
<b>Department / Program Head or Director:</b> Dr. Kenneth D. Gariepy		<b>Date approved:</b> July 2014																	
<b>Faculty Council approval (Curriculum Comm. Chair):</b>		<b>Date approved:</b> September 26, 2014																	
<b>Campus-Wide Consultation (CWC)</b>		<b>Date of posting:</b> July 11, 2014																	
<b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass		<b>Date approved:</b> 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. 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. Demonstrate how they meet the minimum competencies identified in the Canadian Library Association's *Guidelines for the Education of Library Technicians*. These are the following.
  1. Acquisitions
  2. Cataloguing and Indexing
  3. Selection
  4. Circulation
  5. Reference
  6. Interlibrary Loans
  7. Library Programs
  8. Library Promotion
  9. Technology Skills
  10. Workplace Skills
3. Practice appropriate workplace behaviours (e.g., punctuality, collegiality, and public service)
4. Practice effective and appropriate interpersonal and workplace communication skills
5. Evaluate their workplace performances and reflect upon their practicum and/or learning experiences
6. Demonstrate and understanding of how the overall goals of information organizations are actualized through policies, procedures, and the administration of resources
7. Assess their abilities and interests as potential information workers

**Prior Learning Assessment and Recognition (PLAR)**

Yes       No, PLAR cannot be awarded for this course because: Other (specify):

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

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

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

**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.	No textbook. Required readings and resources at the discretion of the instructor.	<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:	%	Midterm exam:	%	Practicum:	%
Quizzes/tests:	%	Lab work:	%	Field experience:	%	Shop work:	%
Other:	100%	Other:	%	Other:	%	Total:	100%

**Details (if necessary):** This is a Credit/No Credit course. Students' workplace performances are assessed by their practicum supervisor(s). In order to receive credit for the course, students on practicum must earn a minimum of a "satisfactory" evaluation from their supervisor(s). All students must attend both in-class seminars and satisfactorily complete a reflective self-analysis, whether as part of a Capstone Project or practicum. Additional assignments are at the discretion of the instructor.

**Typical Course Content and Topics**

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

educational experiences.