

Course Outline

LIBR 1219 M01 Spring 2024:

Field Work I

Credits: 3 credits

Transfer Credit: For information, visit
bctransferguide.ca

Course Description, Prerequisites, and Corequisites:

Students will work a minimum of 60 hours (or two weeks) in a selected site and will gain practical experience working in an entry level capacity after the completion of the course. Several library visits are setup by the instructor in addition to several student-led tours during the semester. Library competencies, roles of the library technician and career / job search preparation is included throughout the term.

Workshops and guest speakers will provide networking advice, interview skills and resume building tips.

Students who are currently working in a library setting as a library assistant or library technician or who already have extensive and relevant past experience in libraries may look to use flexible assessment in order to meet the requirements of the Practicum at the end of the course. Please consult with the instructor to determine whether you are eligible at the beginning of the course.

Prerequisites: LIBR 1111 and LIBR 1118

Instructors:

Fiona Hunt (fhunt@langara.ca) and Ashley Edwards (aedwards@langara.ca)

- **Office:** Fiona Hunt: L311a Ashley Edwards: L311b
- **Office Hours:** TBA

Learning Outcomes:

Upon successful completion of this course, students will have knowledge of the library work place, common practices, and employment opportunities for library technicians. They will be able to:

- explain/describe the structure and organization of the library and information industry in order to make informed career choices
- describe and distinguish between common workplace roles for library technicians in libraries and information industries/centres
- locate and analyze library related job postings
- create an effective resume and cover letter targeted to libraries
- reflect on personal workplace skills, competencies and strengths

Methodology

1. This course has the section number M01, which means “mixed mode.” Thus, the course will take place in person and online.
 - The registration system shows Fridays from 9:30-12:20 as our weekly meeting time, but we will not be meeting every week. I will put together a schedule showing when we will meet face to face.
 - Note that library tours, organized by the instructor and the students, may meet face to face or online, depending on the tour host. Please be prepared to attend both types of tour.
 - Please keep **Friday afternoons** free of classes and other commitments if possible as we may conduct our tours into the afternoon on some Fridays.
2. Online discussions: Students will be expected to interact with each other and the instructor on the discussion board.
3. Field trips to be scheduled by students to a variety of libraries and information centers. Both in person and by Zoom. Zoom can be used for sites that are located at a distance or who may prefer to do the tour online.
4. Students will develop and submit a report of library visits including "reflections and reactions" regarding their observations of a variety of library and information settings as well as prepare a report on the library site for which they organized a site visit/tour.
5. Students will demonstrate teamwork in undertaking projects and activities, specifically: developing a web-based resource site for a specific type of library or information related work area including descriptions, related job postings, and employment contact information.
6. Students will develop targeted resumes and cover letters.
7. Students will, in consultation with the instructor, arrange and complete a minimum of 60 hours of practicum time in an appropriate work setting. The practicum normally takes place late in the semester (eg. April/May in the Spring semester and November/December in Fall), but may be scheduled on a flexible part time basis as well. At the end of the practicum, students will submit a practicum log (activities log or diary), and a competency profile (pre and post practicum). In addition, they will submit a practicum evaluation completed by their practicum supervisor in consultation with them and a written report on the host site.
 - Note that since the arrival of COVID, practicum options have been made more flexible, with face to face or online experiences both being possible. Alternately, a student may choose to complete the “alternate assignment” which consists of an informational interview with someone working in their field of interest, followed by the development of appropriate SMART goals designed to prepare the student for that kind of work.
 - If the student would prefer a face to face experience, every effort will be made to accommodate that request.

Textbook and Course Materials:

There is no assigned textbook.

- Appropriate readings will be assigned.
- Students will be responsible for researching resource materials in their selected area of career interest.

Note: *This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.*

Optional Textbook:

Hunt, Deborah and David Grossman. *The Librarian's Skillbook: 51 Essential Career Skills for Information Professionals*. 2013. LibrarianSkillbook.com

- We will refer to the table of contents only. No need to purchase this text.

Grading, Assessments and Weighting:

This course is graded on a Satisfactory/Unsatisfactory basis - **no letter grade is assigned.**

There are no tests. Students **must complete all components** of the course requirements including: a record of the tours you attended; a written report on four of the libraries visited, with a longer report for the tour you organized; a targeted resume and cover letter; and the Career Resource Guide group project. In addition to the previous course requirements, **in order to pass** the course, students must complete: a successful practicum as agreed upon and evaluated by the instructor, student, and practicum host; an activity log of the practicum experience; a pre- and post-practicum competencies evaluation; as well as submit an evaluation of the practicum completed in consultation with their host supervisor. The final requirement is to submit a written report on the host site. Naturally, if you do not get to do a practicum, all of this will be replaced by the alternate assignment; you may also opt to do the alternate assignment instead of the practicum during COVID since practicums are harder to find.

If the course were graded, the marks would be distributed as in the table below. This information is provided in order to help you prioritize activities and distribute your workload.

Library Visits/Tours, Report	30
Practicum, Log, Competency Evaluation, Practicum Evaluation, Report	30
Group "Careers" project	20
Resume and Cover Letter	10
Participation	10
TOTAL	100

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

College Policies:

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses](#)

Updated October 27, 2023