

**CAPITAL COMMUNITY COLLEGE
STANDARD COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: LIB* 202

COURSE TITLE: Supervised Field Placement

COURSE CATALOG DESCRIPTION: Supervised on the job experience in a public, academic, school or special library that will reinforce knowledge acquired in the classroom.

LECTURE HOURS PER WEEK: 3

CREDIT HOURS: 3

INTERNSHIP HOURS PER WEEK: 10 hours of work in the field, 150 hours total.

PREREQUISITE(S): 4 library or media specific courses from the degree or certificate program.

SECTION II

A. SCOPE:

This course is designed to provide a professional work experience for the student. Students are required to work 10 hours per week during the semester, for a total of 150 hours. All interns work under the supervision of library staff members, who may be librarians or paraprofessionals. Interns are required to attend seminars at the college. The following topics will be presented and discussed at the seminars. Students will have the opportunity to relate work experiences to the topics.

- 1) Job descriptions and responsibilities.
- 2) Defining your goals of the job.
- 3) Analyzing the work environment and understanding your workplace.
- 4) Defining your job tasks.
- 5) Developing work ethics and work adjustment skills.
- 6) Management and decision-making.
- 7) Interpersonal skills, communication, and teamwork. Working effectively with other people including co-workers and supervisors.
- 8) Role of student vs. role of employee.
- 9) Career development skills.
- 10) Resume writing.
- 11) Job searching, networking, interviewing, and follow up.
- 12) Evaluating your own job performance.

COURSE OBJECTIVES: Upon the successful completion of this course, the student should be able to:

- 1) Explain concepts needed to advance in library work and perform a variety of library technical assistant tasks based on knowledge gained from on-the-job-experience as an intern and material gained from the seminars.
- 2) Prepare and write a resume that incorporates the internship experience.
- 3) Perform a search for a library technical assistant position using the skills learned in the intern seminars.
- 4) Describe and evaluate areas of library work and nature of work in different types of libraries, as a prelude to selecting a job.
- 5) Participate in the evaluation of his/her work performance, using theoretical knowledge gained in the LTA courses.
- 6) Analyze traits and skills needed for leadership in libraries.
- 7) Analyze and transfer theoretical concepts acquired in the seminar to the internship work experience.
- 8) Structure a conceptual framework to evaluate his/her work performance.
- 9) Evaluate strengths and weaknesses and maximize and minimize each respectively.

B. REQUIRED WORK: Determined by the instructor as described in the course syllabus, but may include assigned readings, written work and oral presentations.

C. ATTENDANCE AND PARTICIPATION: Regular attendance at the internship site and at all seminars is expected. (Specific instructor policies are listed in the course syllabus.)

D. METHODS OF INSTRUCTION: The methods of instruction may include lecture, demonstration, discussion, in class activities, hands-on activities and practical on-site internship experience.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT:

The following objectives and outcomes represent the department's core requirements for student achievement:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of	Student will	As measured by
1. Their internship experience.	a) Keep a journal of the internship experience which discusses job tasks, interpersonal encounters, conflicts, meetings and contains a brief analysis of events	<ul style="list-style-type: none"> • The completed journal incorporating all of the journal criteria.
2. How departments in a library, such as Access Services, Public Services and Technical Services, interact with each other.	Work in various library departments during the internship.	<ul style="list-style-type: none"> • The evaluation by the primary internship site supervisor. • Input and evaluation by respective departmental supervisors.
3. How to conduct a job search.	Prepare and write a cover letter and resume. Outline an appropriate job search strategy.	<ul style="list-style-type: none"> • Final written cover letter and resume. • Job search strategy criteria as discussed in the seminars.
4. Job descriptions and responsibilities.	Write a job description for a LTA or library student worker position.	<ul style="list-style-type: none"> • The completed job description based on criteria learned in the seminars.

F. TEXT(S) AND MATERIALS: College level textbooks, professional journals, online databases and websites.

G. INFORMATION TECHNOLOGY: Technology may vary according to the library hosting the intern. Technology may include online information databases, websites, cataloging systems, circulation systems, interlibrary loan systems, web authoring systems and Microsoft Office products.