

ACTIVE COURSE FILE

*Curricular Area: LIBRARY TECHNOLOGY Course Number: 2600

Course Title: Library Practicum

Semester Credit Hours: 4 Clinical Hours: 0 Lecture Hours: 2 Lab Hours: 4

Course description to appear in catalog:

Capstone course integrating the application of all course work in the Library Technology Program. Required seminars provide a forum for discussing issues related to working in the library field, guidance in searching for jobs, and instruction about how to create a professional portfolio.

Repeatable for credit: No

Pre-Enrollment Criteria:

Prerequisite: LIBRA 1102 Introduction to Reference and Information Services with a grade of "C" or better, or equivalent.

Prerequisite: LIBRA 1103 Acquisition of Library Materials with a grade of "C" or better, or equivalent.

Prerequisite: LIBRA 1104 Essential Library Workplace Skills with a grade of "C" or better, or equivalent.

Prerequisite: LIBRA 1820 Selected Topics in Librarianship with a grade of "C" or better, or equivalent.

Prerequisite: LIBRA 2100 Introduction to Cataloging and Classification with a grade of "C" or better, or equivalent.

Prerequisite: LIBRA 2200 Serving the Public in Today's Libraries with a grade of "C" or better, or equivalent.

Prerequisite: LIBRA 2300 Multimedia services and equipment in today's library with a grade of "C" or better, or equivalent.

Consent of Instructor:

A. General Course Objectives:

Upon successful completion of the course the student should be able to do the following:

1. Perform a variety of tasks in a library during 75 hours of service in the areas of: reference assistance, circulation of library materials, basic cataloging and acquisition of materials, interlibrary loan, and public services.
2. Communicate effectively with library patrons, supervisors, and staff.
3. Explain the structure and governance of the library practicum site.
4. Document practical experience to be used in employment as a library technical assistant.
5. Demonstrate competency in successful job application and resume writing skills.
6. Create and display an effective resume and cover letter which incorporate the library practicum.
7. Create and present a professional portfolio that provides a visual representation of the library practicum as well as one that can be used in the job application process.
8. Participate in class discussions regarding the unique experience of employment in the field of library and information science.
9. Demonstrate proficiency in the use of electronic and print resources to search for job placement and career information in the library field.

