Department:

Library Science

Course Description:

This course will provide professionally supervised practical work experience in approved school, public, university, or special libraries. The course will focus on applying specific skills, knowledge, and theory in a library setting in order to develop a broad understanding of the information science field and how library facilities operate. The course requires a total of 225 on-site hours in an unpaid internship experience.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Use effective communication skills for solving problems and advocating for libraries.
2. Apply principles of collection development to library practice through evaluation, acquisition, and management of resources.
3. Apply principles of organization and representation of information in a library setting.
4. Use appropriate technologies for user services and library management in a library setting.
5. Apply concepts, principles, and techniques of reference and user services to provide access to relevant information for diverse users.
6. Apply principles of information literacy for guiding or teaching library users.
7. Apply basic principles of library administration and management in areas such as planning, budgeting, personnel, assessment, collaboration, leadership, and advocacy.

Course Content:

Course content will be determined by cooperating instructors and library supervisors and will include activities and assignments based on the specific facility.

Students will be required to complete journal entries concerning their work and provide weekly reports on their progress. The library supervisor will also provide regular reports. At the end of the internship students will write a paper detailing their experience and explaining what they have learned and how they expect to apply this knowledge in the workplace.

In general, the internship experience will address the following:

A. Orientation to Libraries
   1. Library organization
   2. Circulation functions
   3. Community services
   4. Staffing and assigned duties
LS 210 Library Technician Internship
Prerequisite: LS 101, LS 103, LS 201, and LS 202
5 Credit Hours

B. Effective communication
   1. Assisting patrons
   2. Reporting to library board
   3. Developing community events
C. Professional Growth
   1. Professional organizations
   2. Growth trends and issues

Learning Assessments:

Course competencies will be assessed by use of on-site observations, individual conferences, supplemental readings and research, weekly journal entries, and portfolio development.

Instructional Materials:

A packet of instructional material will be provided by the instructor.

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.