



Library Assistant Certificate of Recognition

Course Area	School Based Training – Classroom Support
Class ID	9858
Lead Instructor	Dawn Dickson
Course Location(s)	Lord Shaughnessy High School (LSHS), 2336 - 53 Ave. SW, Calgary, AB T3E 1L2 Willow Park School (WPS), 343 Willow Park Dr. SE, Calgary, AB T2J 0K7
Day/Date	October 3 – December 5
Time(s)	Varied, see Course Schedule below
Course Fee	\$589
Please Note	English proficiency of Canadian Language Benchmark 8 is highly recommended to succeed in this course.

Course Schedule

Date	Time	Location	Class Content	Notes
Tue, Oct 3	5:30 PM – 8:30 PM	LSHS	Introduction and 21 st Century Learner	
Tue, Oct 10	5:30 PM – 8:30 PM	WPS	What is a Learning Commons?	
Tue, Oct 17	5:30 PM – 8:30 PM	WPS	Learning Commons Orientation	
Sat, Oct 21 (AM)	9:00 AM – 12:00 PM	LSHS	Learning Commons Support	
Sat, Oct 21 (PM)	12:30 PM – 3:30 PM	LSHS	Library Management	
Tue, Oct 24	5:30 PM – 8:30 PM	WPS	Virtual Learning Commons	Bring device
Tue, Oct 31	No class			Halloween
Tue, Nov 7	5:30 PM – 8:30 PM	WPS	Collection Management	
Tue, Nov 14	No class			CBE Fall Break
Tue, Nov 21	5:30 PM– 8:30 PM	WPS	Software and Technology and Participant Presentations	
Tue, Nov 28	5:30 PM – 8:30 PM	WPS	Resource Assessment and Participant Presentation	
Tue, Dec 5	5:30 PM– 8:30 PM	LSHS	Participant Presentation And Graduation	

Evaluation

Attendance:	27 of 30 hours minimum
Participation:	Class activities and sharing
Homework:	All 8 assignments and Library Visit
Presentation:	3-5 minutes during Class 8, 9, or 10

Grading

E :	Exceptional
P :	Pass
INC :	Incomplete