



Library Assistant Certificate of Recognition

Course Area	School Based Training – Classroom Support
Class ID	3606
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	April 6 – June 1, 2022
Time(s)	Varied, see Course Schedule below
Course Fee	\$559
Please Note	English proficiency of Canadian Language Benchmark 8 is highly recommended to succeed in this course.

Course Schedule

Date	Time	Location	Class Content	Guest Speaker
Wed., Apr 6	5:30 – 8:30 p.m.	LSHS	Welcome and Introduction	
Wed., Apr 13	5:30 – 8:30 p.m.	LSHS	What is a Learning Commons?	
Wed., Apr 20	5:30 – 8:30 p.m.	WPS	Learning Commons Orientation	
Sat., Apr 23 (am)	9 am – 12 pm	LSHS	Learning Commons Support	
Sat., Apr 23 (pm)	12:30 – 3:30 p.m.	LSHS	Library Management	
Wed. May 4	5:30 – 8:30 p.m.	LSHS	Virtual Learning Commons	
Wed., May 11	5:30 – 8:30 p.m.	WPS	Collection Management	
Wed., May 18	5:30 – 8:30 p.m.	LSHS	Software and Technology and Participant Presentations	
Wed., May 25	5:30 – 8:30 p.m.	WPS	Resource Assessment and Participant Presentations	
Wed., Jun 1	5:30 – 8:30 p.m.	LSHS	Participant Presentations and Graduation	

Evaluation

Attendance:	27 of 30 hours minimum (unless excused)
Participation:	Class activities and sharing
Homework:	All 8 assignments
Presentation:	5 minutes during Class 8, 9, or 10

Grading

E :	Exceptional
P :	Pass
INC :	Incomplete