

LIBRARY AND TUTORING SERVICES

School of Library Services

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Curriculum

- **Library Services** courses are designed to assist and instruct students in accessing and using the resources they need to successfully complete classroom assignments. The Library Research course fulfills general education requirements for the associate degree and is transferable to CSU and UC.
- **Tutoring** courses teach students to become effective peer tutors (Tutoring 100) and also offer students an opportunity to receive tutoring through the college's Learning Center (Tutoring 301).

Career Options

With an associate degree or occupational certificate, students trained in library research studies may participate in the IVC Library's unpaid internships as they pursue careers in the following fields:

- Arts/Museum Assistant
- Library Assistant
- Library Technician
- Public Information Assistant

With a bachelor's degree or advanced degree, the library offers an unpaid internship that supplements training for library and information science majors interested in the following careers:

- Archivist/Curator
- Information Specialist
- Librarian
- Public Information Officer
- Publisher/Editor
- Research Analyst
- Writer

LIBRARY COURSES

LIB 10: INTRODUCTION TO LIBRARY RESEARCH

3 Units

3 hours lecture

Transfers: CSU, UC

This course provides a thorough introduction to the traditional and digital information resources of an academic library. Major topics include bibliographic formats, reference tools, online catalogs and databases, print and electronic periodical/journal indexes, and digital libraries. Students practice techniques for locating all types of library materials, evaluating the credibility of their search results, organizing information, preparing a bibliography in accordance with the standards of a style manual, and writing annotations. This course is recommended for all students. NR

TUTORING COURSES

TU 100: FUNDAMENTALS OF PEER TUTORING

2 Units

1 hour lecture, 2 hours lab

Transfers: CSU

Recommended Preparation: Letter of recommendation

Tutoring 100 is a general introduction to the role the tutor plays in education. The course focuses on the practical skills necessary to function effectively as a peer tutor in the student/tutee's chosen area of study. The course discusses individual differences in learning styles and stresses the importance of encouraging independence and good study habits. Students receive training in listening, assertiveness and other human relations techniques applicable to peer tutoring. Course content includes discussion of learning disabilities, tutoring second language learners, and understanding cultural differences. Students will participate in 32 hours of supervised tutoring in the college's Learning Center. NR

TU 301: SUPERVISED TUTORING

0 Units

6 hours learning center

This course is designed to facilitate students' learning by offering one-to-one peer tutoring in the college's Learning Center. Peer tutors are advanced students certified by the college and trained in tutoring techniques. The course is recommended for all students experiencing difficulty mastering the concepts in their academic courses. It is an open-entry/open-exit course. Students are entitled to two hours of tutoring per week for each subject, not to exceed six total hours of tutoring per week. R-E-99