**SCHOOL of INFORMATION STUDIES**

FACULTY of EDUCATION

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**Professional Placement**

**Master of Education (Teacher Librarianship)**

**Student Introduction and Enquiry**

Student Name

Dear Sir/ Madam

The Master of Education (Teacher Librarianship) course is an ALIA accredited postgraduate course which aims to prepare teachers for the role of teacher librarian and information specialist. Students studying this course are required to undertake a ten-day placement in an appropriate information agency. While this can be a school library, it can also be another type of information agency such as a special or public library or an archival agency.

The objective of the placement program is for students to learn by observation, discussion and participation how an information agency functions and achieves its goals. Host organisations provide opportunities for students to apply their acquired knowledge practically in actual work situations with emphasis being placed on the performance of professional activities.

The School of Information Studies has developed a set of guidelines to provide more information for students and host organisations about the placement program. These are available from the School of Information Studies’ professional experience officer (contact details below). Please note that the University provides full insurance cover for students for the period of their placement.

The student named above is currently planning his/her professional placement and would like to establish an opportunity with your information agency for placement participation. Please note that the student is operating in an enquiry capacity only and the results of the preliminary contact will be acknowledged and confirmed by the professional experience officer.

The placement program provides our students with the opportunity to contextualise their learning within the scope of the wider library profession. The involvement of your organisation is welcomed and appreciated. If you have any comments or suggestions please feel free to contact the professional experience team, email InformationStudies-WPL@csu.edu.au .

Yours sincerely

**Workplace Learning Team**

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