INF 388L: Professional Experience and Project

Syllabus

Unique Number   28900

Semester   Fall, 2021

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Office   UTA 5.424

Office Hours   By appointment.

Class Time   Monday, 3:00 – 6:00 p.m.

Class Mode   Online

Classroom   None

Textbook   None

Synopsis

As the culminating experience of the MSIS program, INF 388L allows students to apply ideas and concepts developed throughout the program to a professional problem or project in a real-world setting. The course provides the opportunity to practice handling various professional issues and problems while reflecting on experiences gained as students prepare to launch themselves professionally.

Objectives

- Negotiate project outcomes and expectations with a supervisor
- Manage a professional-level project/problem
- Respond appropriately to problems as they arise (seek advice, guidance)
- Strengthen communication and presentation skills about the project and progress with various audiences
- Hone professional skills in your intended career domain
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Instructional Techniques

The course will entail various instructional techniques:
1 – dealing with stakeholders
2 – demonstration
3 – self-instruction, with question-answering by the professor

4 – attention to the real world
5 – individual project.

Expectations

Expect to carry out one industrial-strength individual project under the direction of a field supervisor. Expect to be evaluated on the basis of the excellence of your work and your written and oral presentation of that individual project. Expect to come out of the course with confidence in your own ability to launch into your career.

Policies

Grades

All students complete their capstones, including the PEP, master's report, (master's) thesis, and school library practicum, on a Credit/No Credit (C/NC) basis. To receive credit for the course, a student must attend the four class meetings, participate in the Open House, and complete all assignments satisfactorily. The instructor will issue a course grade of NC (no credit) if ANY assignment is not completed and will not accept late assignments. Each student must:

1.   Successfully complete a Professional Experience and Project (PEP), Practicum in School Libraries, an MS Report, or Thesis, as verified by the field or faculty supervisor.
2.   Produce an electronic portfolio.
3.   Produce an abstract for the capstone completed and a poster and/or presentation displaying outcomes of the work.
4.   Attend all classes, including the required poster session/Open House at the end of the semester.

Attendance

It matters. When you aren't here, you deprive your classmates of your shared wisdom.

Some Important Meta-points

Course Prerequisites

None.

UT-Austin Honor Code

"The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community."

Plagiarism

Plagiarism, as defined in the 1995 *Random House Compact Unabridged Dictionary*, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud and offenders are subject to academic censure, up to and including expulsion. There, you see – I just did it myself! I copied those two sentences right off of Wikipedia and didn't give credit. Here's the citation: Plagiarism (2010). Wikipedia, http://en.wikipedia.org/wiki/Plagiarism. Web site accessed 1/13/2010. If you use words or ideas that are not your own you must cite your sources. Otherwise you will be guilty of plagiarism. Here's a resource designed to help you avoid plagiarism: www.lib.utexas.edu/plagiarism.

Cheating

Don't. Dire consequences. We've already talked about plagiarism. Policy on Scholastic Dishonesty: Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. (Yes, it is hard to imagine how you could cheat in this course.)

Religious Holy Days

By UT Austin policy, you must notify me of your pending absence at least 14 days prior to the date of observance of a religious holy day. If you must miss a class, a work assignment, or a project in order to observe a religious holy day, I will give you an opportunity to complete the missed work within a reasonable time after the absence.

Services for Students with Disabilities

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability and need accommodations, please contact Services for Students with Disabilities (SSD). Please refer to SSD's website for contact and more information: http://diversity.utexas.edu/disability/. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

COVID Guidance

To help keep everyone at UT and in our community safe, it is critical that students report COVID-19 symptoms and testing, regardless of test results, to University Health Services, and faculty and staff report to the HealthPoint Occupational Health Program (OHP) as soon as possible. Please see this link to understand what needs to be reported. In addition, to help understand what to do if a fellow student in the class (or the instructor or TA) tests positive for COVID, see this University Health Services link.

Safety and Class Participation/Masks

(I don't think we will meet in person at all this semester, with the possible exception of the Fall Showcase. But I leave this here still.) We will all need to make some adjustments in order to benefit from in-person classroom interactions in a safe and healthy manner. Our best protections against spreading COVID-19 on campus are masks (defined as cloth face coverings) and staying home if you are showing symptoms. Therefore, for the benefit of everyone, this means that all students are required to follow these important rules.

Every student must wear a cloth face-covering properly in class and in all campus buildings at all times.

Students are encouraged to participate in documented daily symptom screening. This means that each class day in which on-campus activities occur, students must upload certification from the symptom tracking app and confirm that they completed their symptom screening for that day to Canvas. Students should not upload the results of that screening, just the certificate that they completed it. If the symptom tracking app recommends that the student isolate rather than coming to class, then students must not return to class until cleared by a medical professional.

Information regarding safety protocols with and without symptoms can be found here.

If a student is not wearing a cloth face-covering properly in the classroom (or any UT building), that student must leave the classroom (and building). If the student refuses to wear a cloth face covering, class will be dismissed for the remainder of the period, and the student will be subject to disciplinary action as set forth in the university's Institutional Rules/General Conduct 11-404(a)(3). Students who have a condition that precludes the wearing of a cloth face covering must follow the procedures for obtaining an accommodation working with Services for Students with Disabilities.

In Case of an Emergency

The following are recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, http://www.utexas.edu/safety/ :

-        Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.

-        Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.

-        Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.

-        In the event of an evacuation, follow the instruction of faculty or class instructors.

-        Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.

- Behavior Concerns Advice Line (BCAL): 512-232-5050

- Link to information regarding emergency evacuation routes and emergency procedures can be found at: www.utexas.edu/emergency

Cell phones and computers

Here's the deal on cell phones. If you have kids, you get to leave your cell phone on. If you don't have kids, therefore, you get to leave you cell phone on, too. But please leave it on vibrate, and leave the room (or Zoom session) if you need to take a call or respond to a text message.

Personal Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name, unless they have added a "preferred name" with the Gender and Sexuality Center, which you can do so here: http://diversity.utexas.edu/genderandsexuality/publications-and-resources

I will gladly honor your request to address you by a name that is different from what appears on the official roster, and by the gender pronouns you use (she/he/they/ze, etc.). Please advise me of any changes early in the semester so that I may make appropriate updates to my records. For instructions on how to add your pronouns to Canvas, visit

https://utexas.instructure.com/courses/633028/pages/profile-pronouns.

Land Acknowledgement

We would like to acknowledge that we are meeting on Indigenous land. Moreover, we would like to acknowledge and pay our respects to the Carrizo & Comecrudo, Coahuiltecan, Caddo, Tonkawa, Comanche, Lipan Apache, Alabama-Coushatta, Kickapoo, Tigua Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas, here on Turtle Island.

Title IX Reporting

Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can:
- Intervene to prevent harmful behavior from continuing or escalating.
- Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
- Investigate and discipline violations of the university's relevant policies.

Faculty members and certain staff members are considered "Responsible Employees" or "Mandatory Reporters," which means that they are required to report violations of Title IX to the Title IX Coordinator. **I am a Responsible Employee and must report any Title IX-related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me or with any faculty or staff member about a Title IX-related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, email advocate@austin.utexas.edu. For more information about reporting options and resources, visit the Title IX Office or email titleix@austin.utexas.edu.

Online Instruction

All students <u>must</u> use a UT Zoom account in order to participate in classes, office hours, and any UT affiliated events.

Sharing of Course Materials is Prohibited

No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, written permission of the instructor. Unauthorized sharing of materials promotes cheating. It is a violation of the University's Student Honor Code and an act of academic dishonesty. The University is well aware of the sites used for sharing materials, and any materials found on such sites that are associated with a specific student, or any suspected unauthorized sharing of materials, will be reported to Student Conduct and Academic Integrity in the Office of the Dean of Students. These reports can result in sanctions, including failure of the course.

Some University Deadlines

- Last day to drop for possible refund – September 10
- Final class day – December 1.
- There will be no final exam for this course.

Your Questions and General Level of Comfort

If you have a question, please ask. I will be very receptive to emails at any time, and phone calls before 10:00 p.m. If it is important, I'll be receptive to phone calls at any hour.

Schedule:

Date	Class meeting	Topics	Assignment (due BEFORE class)
8/25	1	- Introduction - Once around the room - Syllabus review - Guest presentation by iSchool Career Services	

		professional Rachel Van Middlesworth.	
9/22	2	Guest presentation on portfolios by iSchool IT manager Sam Burns	
10/13	3	Check-in on project progress	Send me a link to your portfolio.
11/17	4	Check-in on project progress. Finalize plans for Fall Showcase.	
12/3	5	Fall Showcase?	

Electronic portfolio

Due: 10/13/2021

If completing the program through a previous *Graduate Catalog*, you are required to be enrolled in INF 181E along with INF 388L.

If completing the program through the current catalog (2019-2021), you do not need to register for INF 181E; however, you are required to produce an electronic portfolio as part of the capstone.

All students, whether under a previous catalog or the current catalog, will create a website that illustrates professional goals, interests and pursuits. One class session of INF 388L will be devoted to giving you instruction about how to accomplish this.

The following description has been used in the past, and I am grateful to those who shared it with me, that I might share it with you:

An e-portfolio at the iSchool is a Web site that you create that displays your professional interests, aims, and pursuits. The purpose of an e-portfolio is to help you prepare for your ideal professional job upon graduation and to help future employers understand who you are and what you want. Your e-portfolio is a means of presenting your professional self by sharing your aspirations, résumé, education, and samples of work (projects, papers, Web sites, and so forth). To help students prepare their e-portfolios, the IT team will present on the electronic portfolio in the second class meeting of the semester, September22, 2021.

To receive credit for the electronic portfolio, you must include the following items at a minimum on your e-portfolio:

Statement of intent. In 500 words or less, specify your professional goals. Discuss how your iSchool education, your undergraduate degree, your volunteer efforts, prior employment, and/or similar events and experiences reflect and helped shape your professional interests and how they will aid you in achieving your goals. Think of the intended audience as a recruiter, hiring manager, or potential employer. Articulate your goals at a high level to demonstrate how your abilities might translate to multiple environments. For example, the

characteristics that enable success as a reference librarian in a public library—ability to refine research questions, identify appropriate sources, and determine strategies for evaluating the value of retrieved materials—also enable success in domains such as market research, competitive intelligence, and so on. Similarly, the skills that enable success as a library cataloger are equally good preparation for digital asset management.

Working links to samples of at least three papers or projects that you completed for iSchool courses or as independent projects: Include brief descriptions of each one (a sentence or two is sufficient) so that the viewer understands:

1. What the sample is.
2. The knowledge, skill, or perspective that the sample demonstrates.
3. If appropriate, why the sample is important to your professional identity.

Your résumé: Typically, a résumé summarizes:

1. Contact information.
2. Education.
3. Previous work experience. Summarize key functions and accomplishments that are relevant to your current goals.
4. Abilities not apparent from the work experience or education information, e.g., languages spoken, including both human and computer.
5. Awards and honors if relevant to your professional goals.

When you have completed your portfolio, upload the appropriate (public Web) URL to the appropriate Assignments file in Canvas AND to the Open House page (TBD). If the portfolio is satisfactory, then the instructor will notify you of the fact, and you have completed the assignment. If the portfolio is not satisfactory, then the instructor will notify you of what you need to do to improve it.

OK, here we go!