

**SCHOOL OF INFORMATION
THE UNIVERSITY OF TEXAS AT AUSTIN**

INF388 L Professional Experience and Project
Spring, 2016

Instructor: Karen L. Pavelka, UTA 5.422

Unique # 27550

Meeting times: Wednesdays, 3:00 - 5:45; UTA 1.208

Tentative dates: January 21, February 25, March 24, April 21,

Poster session May 6, UTA. Poster session hours TBA.

Class and poster session attendance are mandatory, unless previous arrangements have been made.

Office hours held in 1.506B. Hours will be posted on lab door. Appointments outside posted hours are welcomed.

Email: pavelka@utexas.edu

Office phone: 512-471-8286

Lab phone: 512-471-8269 (Most likely to be here.)

Capstone handbook: <https://www.ischool.utexas.edu/programs/masters/capstone>

Course Overview:

Practical, professional experience allowing the student to apply ideas and concepts from coursework in the School of Information. The course provides the opportunity to evaluate and discuss projects as they develop.

Objectives:

Strengthen professional skills

Strengthen presentation skills

Learn to use professional networks and collegial relations to the best advantage

Due dates:

Project proposal and letter of agreement: December 4, 2015

Project journal entries (every other Wednesday): January 27, February 10, February 24, March 9, March 23, April 6, April 20, May 4.

Electronic portfolio: Sunday, May 1

School of Information Open House Poster Session: May 6

Completed evaluation by field supervisor: May 6

Project proposal and letter of agreement

These should have been submitted by the end of the fall semester. Any modifications to the project should be discussed with the course instructor.

Project journal entries

Students are required to keep and share a journal related to the project. You may elect to keep a companion journal that is not shared. Students are free to create a format suitable to the specific project. The content should include expectations, problems, solutions, successes, etc. The situations you encounter in this project are likely to be similar to what you will find in the workplace. The purpose of keeping this journal is to be able to recall the successes and problems encountered in this experience, perhaps somewhat objectively.

Students may read each others journal entries, although it is not required. Please keep in mind that this is a professional experience and the information will be shared with colleagues. Therefore it's probably a good idea to keep away from vitriolic comments about your supervisor and the like.

Class attendance

The classroom sessions are designed to provide professional guidance and to give you an opportunity to discuss your projects with other students. If you are unable to attend a class session, you must let the instructor know at least 24 hours before the class session.

Electronic portfolio

Each student is required to be enrolled in INF 181E along with INF 388L. In that course you will create a website the displays your professional aims, interests and pursuits. One class session of INF 388L will be devoted to giving you instruction about how to accomplish this.

Poster session

On May 8 you must present the work you have done on your project at the School of Information Open House Poster Session. Traditionally this is done with a printed poster affixed to a 24 x 30" poster board, but you are welcome and encouraged to explore other options.

Completed evaluation form

This must be completed and signed by your field supervisor and submitted to the course instructor no later than May 8.

Course Schedule (tentative, not all dates confirmed)

January 21

Introduction; course requirements; project overviews

February 25

Practical instruction in designing and creating an electronic portfolio. Guest speaker from IT lab.

March 24

Marketing your skills. Guest speaker: Tara Iagulli

April 21

Review and practice for poster session

May 6

Poster session