INF 388L: Professional Experience and Project
INF 181E: Electronic Portfolio
School of Information; University of Texas at Austin
Selected Wednesdays: 9/3; 9/17; 10/15; 11/19
Friday, May 5 (time to be announced)
UTA 1.208

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Fall 2014
5.449 UTA

Office hours: Wednesday 2-4; after class; by appointment

Course description:
The course provides concrete, practical, professional experience that builds on students’ integrated coursework as well as their related experiences.

Rationale:
Information Studies is a practice field. Graduates move into organizational, institutional, community, and entrepreneurial settings where their skills produce active changes in the world around them. The INF 388L course provides students the opportunity to actually employ the breadth of their course preparation and experiences in a professional-level experience within an actual work place. The INF 181E course requires students to design and develop a professional-level, web-based self presentation.

Learning objectives:
Upon successful completion of this course, students will be able to:
1. meet the professional responsibilities of their particular work context;
2. strengthen their professional skills through self-reflection; and
3. make high quality presentations of their professional work.

INF 388L course format
This course is almost entirely applied experience in an established setting under the direction of a practicing professional. This on-site work is enriched through in-class guest speaker presentations and self-reflective writing. Conversations with the instructor are strongly encouraged.

INF 181E course format
This course is entirely independent in that students create their own e-portfolios and get feedback from the instructor.

INF 388L Requirements
• PEP: Complete the PEP as described in your letter of agreement; hand in the final site supervisor evaluation by December 1
• Self-reflection journal: Submit three status updates and reflections on the following dates: 9/24; 10/15; and 11/1.
  • The first entry identifies your goals for your project in terms of what you want to learn – not your tasks but what you learn.
  • In the next two entries, describe your progress in meeting your goals, challenges you’re working on, connections to your course work/other experiences, and your overall growth as a professional.
This is very informal and drawn entirely from your own reflections so frame it as you think best. Length falls somewhere in the 250-500 word range with longer entries welcome.

Email the journal entries, in Word format, to me.

**Poster:** The poster session will be held on December 5.

- Email me your poster’s solid working draft on 11/16. I’ll give you feedback for revisions if necessary. If revision is required, then send the revision on 12/1.
- Include your name, project title, host organization, field supervisor’s name, and brief abstract.
- If you want to do a demonstration or some alternative, see me so we determine your logistical options.

**Attendance:** Attendance is mandatory.

**INF 181E Requirements**

- **E-portfolio:** Follow the directions and see the resources available at [https://www.ischool.utexas.edu/programs/masters/capstone/poster_session_guidelines](https://www.ischool.utexas.edu/programs/masters/capstone/poster_session_guidelines).
  - On 11/16, send me the URL for your e-portfolio; I’ll give you feedback for revisions if necessary. If revision is required, then send me the URL on 12/1.
  - Include and structure your e-portfolio with Tara’s advice in mind. Include, at least: a 200-400 word statement of your professional goal; links to three examples of your professional work and/or class papers; resume; and anything else you think appropriate.

**Course Schedule for both courses**

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<thead>
<tr>
<th>Date</th>
<th>Topics/Activities/Speakers</th>
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<tbody>
<tr>
<td>9/3</td>
<td>Introductions; course requirements; networking connections within class; preferences for professional development speakers’ focus; Tara Iagulli, Director of Career Development, guest speaker</td>
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<tr>
<td>9/17</td>
<td>Project reviews with peer input and alternative contexts; initial elevator pitches; Purple Shirt advice on making posters and setting up e-portfolios</td>
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<tr>
<td>10/15</td>
<td>Professional development speakers</td>
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<tr>
<td>11/19</td>
<td>Peer review of e-portfolio and poster drafts; discussions of job openings</td>
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<tr>
<td>12/5</td>
<td>Present posters (timing TBA); you’ll be asked for your polished elevator pitches by various people who review your poster</td>
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**Due dates for both courses**

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>9/24</td>
<td>Journal entry</td>
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<tr>
<td>10/15</td>
<td>Journal entry</td>
</tr>
<tr>
<td>11/1</td>
<td>Journal entry</td>
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<tr>
<td>11/16</td>
<td>E-portfolio and Poster final drafts</td>
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<tr>
<td>12/1</td>
<td>Supervisor’s evaluation; revised e-portfolio and/or poster if required</td>
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<tr>
<td>12/5</td>
<td>Poster presentation</td>
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These courses are CR/NC, based on completion of the above requirements.

INF 388L and INF 181E Course Policies

You are responsible for reading and following these course policies. Please let me know if you have any questions on any of them.

University’s Honor Code – see UT site for elaboration

Please note that all matters of academic integrity are taken seriously in this course. Students who use, quote, or otherwise employ the ideas, words, and insights of others without appropriate attribution will fail the assignment and, possibly, the course. When in doubt, ask immediately. Asking is the sign of an intelligent, thoughtful response to our complex world of layered information resources.

University’s Electronic Mail Notification Policy

All students should become familiar with the University's official e-mail student notification policy. It is the student’s responsibility to keep the University informed as to e-mail address changes. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily. The complete text of this policy and instructions for updating your e-mail address are available at http://www.utexas.edu/its/policies/emailnotify.html.

In this course e-mail will be used as a means of communication. You will be responsible for checking your e-mail regularly for class work and announcements. Please be certain that your email address in Blackboard is correct at all times. You are the only one who can do this and it’s essential for course communication.

University’s Documented Disability Support Policy

The University of Texas seeks to provide appropriate academic adjustments for all individuals with disabilities. This University will comply with all applicable federal, state and local laws, regulations and guidelines with respect to providing appropriate academic adjustments to afford equal educational opportunity. It is the responsibility of the student to register with and provide medical verification and academic schedules to Services for Students with Disabilities at the beginning of each semester or as soon as the need arises. The student must contact the faculty member in a timely manner to arrange for appropriate academic adjustments. Students who require special accommodations need to get a letter that documents the disability from the Services for Students with Disabilities area of the Office of the Dean of Students (471-6259- voice or 471-4641 – TTY for users who are deaf or hard of hearing). This letter should be presented to the instructor in each course at the beginning of the semester and accommodations needed should be discussed at that time. Five business days before an assignment the student should remind the instructor of any testing accommodations that will be needed. See this Web site for more information: [http://ddce.utexas.edu/disability/].

Communication

• I will make every effort to answer emails and phone calls within 3 working days. If you have not heard from me within those time limits, please let me know via the School receptionist or fax.