

(draft Nov 6 2015)

SCHOOL OF INFORMATION THE UNIVERSITY OF TEXAS AT AUSTIN
INF388 L Professional Experience and Project
Spring, 2016

Instructor: James Howison, UTA 5.404

Unique # 27555

Meetings on Wednesdays UTA 1.208 at 6:00-8:45pm.

We meet only on January 20, February 24, March 9, April 27 (tentative dates)

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

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

Office hours by appointment on Tuesday mornings most weeks.

Email: jhowison@ischool.utexas.edu

See Capstone Handbook PDF linked from
<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 2nd Wednesday): January 27, February 10, February 24, March 9, March 23, April 6, April 20, May 4.
- Electronic portfolio: May 1 (a Sunday)
- 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 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. **I particularly want you to record what surprises you;** be sure to note surprises early because you quickly forget them as you learn. Students may read each other's 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 that 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. *Demonstrations of technology, including Screencasts (ideally without audio to make them suitable for looping display in the corridors at the open house) are a good option.*

Completed evaluation form

This must be completed and signed by your field supervisor and submitted to the course instructor no later than May 6.

Course Schedule (tentative, not all dates confirmed)

Wed. January 20	Introduction; course requirements; project overviews
Wed. February 24	Marketing your skills. Guest speaker: Tara Iagulli
Wed. March 9	Instruction in creating an electronic portfolio. IT lab.
Wed. April 27	Review and practice for poster session
Fri. May 6	Poster session