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SCHOOL OF INFORMATION
THE UNIVERSITY OF TEXAS AT AUSTIN

INF388 L Professional Experience and Project
INF388 R Practicum in School Libraries
Fall, 2019

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Instructor: Karen L. Pavelka, Office: UTA 5.422 Lab: 1.506B
Professional Experience Project Unique #27325
Practicum in School Libraries Unique #27330
Meeting times: Wednesday, 3:00 - 5:45; UTA 1.208
Dates**:** September 4, October 2, October 30, November 27,
Poster session Friday, December 6, UTA.   2:00-4:00 (Tentative times)
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 and may vary throughout the semester.
Appointments outside posted hours are welcomed, or feel free to knock on the lab window if you see me there.
Email: pavelka@utexas.edu
Office phone: 512-471-8286 (Never here)
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: August 16, 2019 **Signed paper copies**
    Project journal entries (select Mondays throughout the semester):
        September 9, September 23, October 14, November 11, December 2
        Note: The journal entries are more frequent at the beginning of the semester.
    Draft electronic portfolio: Monday October 28
    Draft poster slide posted to Canvas: Monday, November 25 by noon.
    Electronic portfolio: Friday, December 6
    School of Information Open House Poster Session: December 7
    Completed, printed, **paper** copy of evaluation by field supervisor: December 7

Project proposal and letter of agreement
These should have been submitted by August 16, the end of the summer 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. The first journal entry should include a calendar of milestones for your project. Students are free to create a format suitable to the specific project, but you must put your name and project title at the top of every journal entry. 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 and the purpose of keeping this journal is to be able to recall the successes, problems encountered, and solutions to problems during the capstone experience, perhaps somewhat objectively.

Students will read each other's journal entries and they will be discussed in class. Many of you will experience similar frustrations and successes completing your capstones and this offers you an easy way to compare notes with each other. Please keep in mind that this is a professional experience and the information will be shared with colleagues, and therefore it is a good idea to keep away from vitriolic comments about your supervisor and the like. You are well-advised not to mention names.

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. We will use Panopto or another method to enable you to participate from a distance.

Electronic portfolio
Each student is required to produce an electronic portfolio, a website that illustrates your professional goals, interests and pursuits. If you are graduating under the old curriculum you must be enrolled in INF 181E to receive credit for the electronic portfolio. If you are graduating under the new curriculum the electronic portfolio is a requirement for your capstone experience.

Poster session
On December 6 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 December 6. **I will only accept signed, paper copies**; electronic submissions will not be counted. You cannot get credit for the class until I have this form.

Course Schedule
Wednesday, September 4
Introduction; course requirements; project overviews
Presentation about creating electronic portfolios and posters

Wednesday, October 2
Discussion of journal entries
Marketing your skills. Guest speaker: Kim Wood, Director of Career Development
Readings:
Job searching:
· 10 Job Search Tricks That Will Change Everything You've Been Doing – Anna Runyan, *The Muse.*
· 6 simple job search tips people tend to forget - *USA Today College*, July 29, 2015.
Branding for information professionals:
· Ulla de Stricker, 2 - Who is in charge of our image? Professional reputation management, in *Information Professionals' Career Confidential*, Chandos Publishing, 2015, Pages 21-38, http://dx.doi.org/10.1016/B978-0-08-100190-5.00002-1
(http://www.sciencedirect.com/science/article/pii/B9780081001905000021)
Career advice:
· 7 Essential Tips to Succeed at Your New Job - Arnie Fertig, *US News and World Report,* March 8, 2016
· 10 Experts Share the Best Career Advice They Ever Received - Susannah Snider, *US News and World Report*, Feb. 1, 2016
· The Best Career Advice You Never Hear - Emmie Martin, *Business Insider*, July 9, 2014.
Championing yourself:
· Top 10 Fears that Hold People Back in Their Careers - Bernard Marr, *LinkedIn*, Jan. 8, 2017.

· [Negotiating Your Salary – The Most Lucrative or Expensive Minutes of Your Life](#) - Didac Hormiga, *LinkedIn*, Jan. 9, 2017.
Daily Muse, Negotiating salary. [How to Negotiate Salary: 37 Tips You Need to Know](#)

Monday, October 29
Discussion of journal entries
Progress on electronic portfolios

Monday, November 26
Practice for poster session. Slides will be projected in class. You must submit a slide of your poster no later than Friday, November 23 at noon and test to see that it will project from Canvas.

Friday, December 7
Poster session.