

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

**INF388 L Professional Experience and Project
Spring, 2017**

Instructor: Karen L. Pavelka, UTA 5.422

Tuesday Unique #28050

Thursday Unique #28055

Meeting times: Tuesdays **OR** Thursdays, 3:00 - 5:45; UTA 1.208

Tuesday Dates: January 17, February 21, March 21, April 25,

Poster session May 5, UTA. Poster session hours TBA.

Thursday Dates: January 19, February 23, March 23, April 27,

Poster session May 5, 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>

Note on class meetings:

I will be teaching both sections of the Capstone class in Spring, 2017, therefore you may attend class on either Tuesday or Thursday. This syllabus has the dates for both sessions.

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:

Tuesday class

Project proposal and letter of agreement: December 7, 2016

Project journal entries (every other Monday):

January 30, February 13, February 27, March 20, , April 3, April 17

Draft poster slide in Powerpoint: Friday, April 21 by noon.

Electronic portfolio: Sunday, April 30

School of Information Open House Poster Session: May 5

Completed evaluation by field supervisor: May 5

Thursday class

Project proposal and letter of agreement: December 7, 2016

Project journal entries (every other Monday Wednesday):

February 1, February 15, March 1, March 22, April 5, April 19

Draft poster slide in Powerpoint: Friday, April 21 by noon.

Electronic portfolio: Sunday, April 30

School of Information Open House Poster Session: May 5

Completed evaluation by field supervisor: May 5

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 and 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. 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. Therefore it is 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 goals, 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 5 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 5. Earlier submissions are appreciated!

Course Schedule (tentative, not all dates confirmed)

Tuesday, January 17 **OR** Thursday, January 19
Introduction; course requirements; project overviews

Tuesday, February 21 **OR** Thursday, February 23
Practical instruction in designing and creating an electronic portfolio. Guest speaker from IT lab.

Tuesday, March 21 **OR** Thursday, March 23
Marketing your skills; entering your profession. Guest speaker: Beth Hallmark

Tuesday, April 25 **OR** Thursday, April 27
Review and practice for poster session. Slides will be projected in class. You must submit a Powerpoint slide of your poster no later than Friday, April 21 at noon.

May 5
Poster session