INF388 L Professional Experience and Project
Spring, 2018

Instructor: Karen L. Pavelka, Office: UTA 5.422 Lab: 1.506B
Thursday Unique #27375
Meeting times: Thursdays, 3:00 - 5:45; UTA 1.208
**Tuesday Dates:** January 18, February 15, March 22, April 19,
Poster session May 5, UTA. Poster session hours TBA.
**Thursday Dates:** January 19, February 23, March 23, April 27,
Poster session May 4, 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](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 8, 2017
- Project journal entries (every other Wednesday):
  - January 31, February 14, February 28, March 18, April 17
- Draft poster slide in Powerpoint: Friday, April 13 by noon.
- Electronic portfolio: Sunday, April 30  *Not a hard deadline.*
- School of Information Open House Poster Session: May 4
- Completed evaluation by field supervisor: May 4

**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 illustrates 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 4 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 4. Earlier submissions are appreciated!

Course Schedule (tentative, not all dates confirmed)

Thursday, January 19
Introduction; course requirements; project overviews

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

Thursday, March 23
Marketing your skills. Guest speaker: Beth Hallmark

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:
Career advice:
- 10 Experts Share the Best Career Advice They Ever Received - Susannah Snider, US News and World Report, Feb. 1, 2016

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

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 13 at noon.

May 4
Poster session