INF N388L
Welcome to
the Summer 2019
Professional Experience and Project
a 3-credit credit/no-credit class that serves as your culminating project for your MSIS degree!

Students enrolled this summer will be graduating in August 2019. If you are not graduating in August 2019, then you cannot enroll in the summer 2019 Capstone class. Remember: students must complete their graduation application form no later than Wednesday, July 31, 2 p.m. Watch for the notices from Ms. Carol Carreon.

Students must attend four face-to-face meetings during the 2019 summer on: June 11, July 2, July 9, July 23, from 3:00 - 5:45 p.m. in room UTA 1.208.

You will present your poster at a public Poster Session event in the iSchool on Tuesday July 30, 3:00 - 4:00 p.m.

Here is where you can download a paper copy of the syllabus:

NOTE: E-portfolio. Please note that all students wishing to complete their Capstone this summer must also enroll in INF181E and complete their Electronic Portfolio (e-portfolio).

Instructions for Preparing for Your Capstone: Full instructions for what you need to do (including required actions that do not involve me as the Capstone instructor) can be found in the Capstone manual online. The manual is linked on this page: https://www.ischool.utexas.edu/programs/masters/capstone (Links to an external site.)Links to an external site... Scroll down to the bottom of this page to see links to the forms you will need to complete including the PEP Proposal form and the PEP Letter of Agreement. You will also need your Field Supervisor to complete the PEP Field Supervisor Evaluation and submit this final form to me by the day of the public Poster Session event.

Overview of Requirements Due in the Spring 2019 Semester:

Forms due **Friday, May 10, 2019**. As you will see below, all students who intend to register for the Capstone must complete one or more forms. Although you can register (and SHOULD register) for the course even if your forms are not complete (e.g., signatures are missing), your forms MUST be complete by ** Friday, May 10**. If they are not, then you will be dropped from the course. You are responsible for registering yourself for the Capstone and the e-portfolio course and for getting your completed forms in on time.

Here are the details about your responsibilities in the class. Note that we do not have any students registered this summer for a master's report, master's thesis, or school library practicum.

Professional Experience Project (PEP) STUDENTS: Required Forms

You MUST GET your PEP Proposal and PEP Letter of Agreement forms with all signatures (other than mine) to me by **May 10, 2019.

That means your materials should be in my iSchool mailbox in the workroom by 4 p.m. Friday, May 10. Or, you may send me your PEP Proposal to me at loriene@ischool.utexas.edu as an email attachment in MSWord and your PEP Letter of Agreement signed by your field supervisor as a .pdf document. Failure to get your materials in on time would be cause for being denied entry to the class this summer, so do not miss this deadline.

The PEP Proposal and PEP Letter of Agreement are similar, except that the proposal is directed to the instructor and the letter is directed to the field supervisor.

Your PEP Proposal should include:

• a clearly stated objective and an overall description of the work to be performed;
• a set of work activities, or the tasks you will complete on the way to the final deliverable;
• the methods you will employ, to the extent that they are known (e., focus group interviews, database searches, prototyping, experimentation, use of testbenches, or surveys);
• a list of deliverables or outcomes, the expected culminating products of your work;
• the criteria for evaluation of your work (e.g., on-time delivery, working functionality, thoroughness of research, responsiveness to others, or actionable recommendations);
• a preliminary schedule with tasks and dates of completion;
• work expectations (e.g., on-site attendance, meeting attendance, dress, availability, or social media protocol);
• methods for monitoring project progress (e.g., weekly meetings with your supervisor, routine presentations, or regular emails to the department);
• a set of learning objectives that specify what you will gain from this work, as in skills you will hone or knowledge you will gain; and
• an explanation of how the project fits into your education (make sure to list courses that prepare you for this project).

As your instructor I will evaluate your proposal, look for the elements stated above, and consider overall scope given the 125-hour requirement. You will need to work with me to clarify and make any revisions or edits to your proposal that I suggests. Typically, such revisions include reducing the scope of your work (you seem to have promised too much or been too ambitious), expanding the scope of your work (you seem to have promised too little, perhaps because predicting the duration of tasks was difficult, thus some potential extensions might be added), refining your topic (e.g., your project seems outside your skill set or the broad contours of iSchool work), or correcting violations of specifications for PEP projects (e.g., you list a deadline for work past the semester end date). In all cases of revision, you will work with me to reach a negotiated and acceptable version (sometimes you simply need to explain better; often I am trying to remove ambiguity that could cause problems later).

Your PEP Letter of Agreement:

The letter constitutes your contract with the field supervisor about what work you will perform, what the deliverables will be, and by when you will complete them. Make the letter as explicit as possible and describe what will happen should circumstances shift. For example, you might describe what you would do if it became impossible to conduct a particular task, such as stakeholder interviews. The letter of agreement probably does not need as lengthy a narrative description of the work as the proposal (see

below) because the context is already known to the field supervisor. It should include lists of deliverables, activities, and objectives, as well as a preliminary schedule. It should also clarify the working relationship: where you will perform the work, the manner of supervision, necessary equipment, means of evaluation, and so forth. You will need to submit a signed letter of agreement to me as your 388L instructor.

Student Work within the Capstone Course

*You MUST ATTEND all four face-to-face class sessions of the Capstone course in the summer on select Tuesdays in 1.208 from 3:00 - 5:45 p.m. (6/11; 7/2; 7/9; and 7/23). If you will be working at some distance from Austin, you may be excused from these sessions, but I as your Capstone instructor needs to know that up front (by Friday, May 10).

*You MUST SUBMIT your project abstract to me through Canvas as a MSWord .docx file by 1 p.m. on July 16. See the syllabus.

*You MUST SUBMIT your e-portfolio link by or on July 23. Deadline is 6 p.m. The syllabus, below, contains some details about what an e-portfolio entails and what yours must include. Consider sending me a draft of your e-portfolio well before July 23!

*You MUST SUBMIT your draft poster PowerPoint slide by 1 p.m. on July 16 and your final poster PowerPoint slide by 1 p.m. on July 23. Follow the deadlines requested by the IT Lab for scheduling your poster printing.

*You MUST PARTICIPATE in the public Poster Session on July 30, 3-4 p.m.

*You MUST COMPLETE three learning journal assignments by 1 p.m. on June 19, July 3, and July 17. Submit your journal entries to me through Canvas as .docx files.

*You MUST submit your completed PEP Field Supervisor Evaluation by the time of the public Poster Session on July 30.

Background on the Course:

- Instructor: Dr. Loriene Roy, Office: UTA 5.444
- Unique #: 78360
- Meeting times: Tuesdays, 3:00 - 5:45; UTA 1.208
- Tuesday Dates: June 11, July 2, July 9, July 23
- Poster Session: July 30, UTA, 3-4 p.m.
- Attendance at class meetings and the public Poster Session are mandatory, unless previous arrangements have been made.
- Office hours by appointment (or by email). Please send me an e-mail and we will find a mutually agreeable time to meet.
- Email: loriene@ischool.utexas.edu
- Office phone: 512-471-3959 (Note: it is always better to send me an email. I rarely check messages on my office phone.)
- Capstone handbook: https://www.ischool.utexas.edu/programs/masters/capstone (Links to an external site.)

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

Grading and Due Dates:

Grading is CR/NC (credit/no credit, the equivalent of pass/fail), based on completion of the following tasks:

- 1. Your professional project, as verified by your field supervisor through the PEP Field Supervisor Evaluation form;
- 2. Your project journal with three MSWord .docx file entries (by 1 p.m. every other Wednesday: June 19, July 3, July 17);
- 3. Your e-portfolio (your link is due to me by 6 p.m. on July 23);
- 4. Your abstract as a MSWord .docx file (due by 1 p.m. on July 16), draft poster PowerPoint slide (due by 1 p.m. on July 16), final poster PowerPoint slide (due by 1 p.m. on July 23), and poster (presented on July 30);
- 5. Your attendance during our four face-to-face meetings on June 11, July 2, July 9, and July 23, 3-5:45 p.m.
- 6. Your attendance at the public Poster Session on July 30 from 3-4 p.m.

Your Deadlines:

- PEP Proposal and signed PEP Letter of Agreement: by 4 p.m. May 10, 2019
- Project journal entries as MSWord .docx files (every other Wednesday): by 1 p.m. on June 19, July 3, July 17
- Project abstract as a MSWord .docx file: July 16, by 1 p.m.
- Draft poster PowerPoint slide in PowerPoint: July 16, by 1 p.m.
- Electronic e-portfolio link: July 23, by 6 p.m.
- Final version of your poster PowerPoint slide in PowerPoint: July 23 by 1 p.m.
- Poster Session: July 30, 3-4 p.m.
- Completed evaluation by field supervisor: July 30

Your Professional Project:

You should devote around 125 hours toward completion of your project. Regarding your project proposal and letter of agreement: These should have been submitted by the end of the spring 2019 semester. Any modifications to the project should be discussed with me as the course instructor.

Your Project Journal:

Students are required to keep and share three journal entries related to their Capstones. Journal entries are shared through the course Canvas site as MSWord .docx files. Please submit both in the discussion thread area and in the grades area of Canvas. You may also elect to keep a companion journal that is not shared.

Each entry should contain a personal exploration of what you are learning about yourself in the professional setting of your project. Use this opportunity to not only write about what you are doing but what you are learning. Consider your responses to the work you are doing. You might address questions such as:

- What successes and/or problems arose? How did you respond?
- How satisfied are you with how you handled a challenge—or a success?
- What seemed to work well and what worked less well?
- Why did the problems or successes arise?
- What might you have done to circumvent challenges?
- What did you do to contribute to your successes?
- Provide any relevant technical details that added to the challenge or success.
- Consider any social aspects of your work as it related to dealing with people.
- Consider your personal experiences and attributes that might have contributed to the challenge and/or success.
- Relate any explanation of the organizational structure of your Capstone site that might have contributed to the challenge and/or success.
- Remember that these journal entries should be reflective and not a means through which you can vent!
- If you feel that little has changed since your last journal entry, then reflect on why this is the situation, consider your feelings: at this point are you feeling capable, challenged, informed, confused?
- As far as the length of your entry: contribute 250-500 words, or from 1-2 pages of double-spaced text.

Students may read each other's three journal entries through Canvas, 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 other content that you might not want to have shared publicly.

Project Abstract:

Submit a brief summary of your Capstone that will be included on your poster to me as a MSWord .docx file through Canvas. This is in the form of an abstract. The abstract must include this information, neatly labeled as such:

- Your name
- Project title
- Host organization

- Field supervisor's name
- Abstract (approximately 150 words, less is fine). In the abstract, describe what problem or issue your project addressed, the methods you employed, your goals, and, if you can, the extent of your success in meeting them. Use descriptive terms or concrete examples to help the reader understand precisely what you did, how you did it, and why you did it.

You will also need to create a poster or approved equivalent that you will present at the public poster session event on July 30. For information and useful advice on how to prepare posters, and how to design good ones, see https://www.ischool.utexas.edu/programs/masters/capstone/poster_session_guidelines (Links to an external site.)Links to an external site. Examples of poster equivalents are demonstrations or videos. You can discuss your ideas with me should you have alternatives to a poster in mind. Here is a handout created by several 'purple shirts' in the past. poster_design_handout_summer2013.doc Preview the document

Watch for updated information from the IT Lab staff!

Poster Slide Draft and Final Poster Slide:

Submit a draft of the poster you will display at your poster session as a PowerPoint slide. Note the due date for the PowerPoint slide of the draft and final version of your poster PowerPoint slide.

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 me as 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 an e-portfolio in the form of 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. I recommend that you start preparing your e-portfolio well in advance of that date. I also recommend that you send me a link to a draft of your e-portfolio.

To receive credit for INF 181E Electronic Portfolio, the companion course to this course that is also required for graduation, you must include the elements described as the "E Portfolio" in the assignment area of this Canvas website. Sam Burns, Senior IT Manager in the iSchool, shared these slides on the e-portfolio. Watch for any updated assistance!

https://docs.google.com/presentation/d/1ix466bintaSUTBwMOp051HwGnWRQViEeQcFr9PsyaR8/edit#slide=id.p (Links to an external site.)Links to an external site.

Here are details about the content you should provide in your e-portfolio:

An e-portfolio is a Web site that you create that displays your professional interests, aims, and pursuits. The purpose of an e-portfolio is to help you prepare for your ideal professional job upon graduation and to help future employers understand who you are and what you want. Your e-portfolio is a means of

presenting your professional self by sharing your aspirations, résumé, education, and samples of work (projects, papers, Web sites, and so forth).

To receive credit for INF 181E Electronic Portfolio, the companion course to this course that is also required for graduation, you must include the following items at a minimum on your e-portfolio:

- *Statement of intent*. In 400 words or less, detail your professional goals. Discuss how your iSchool education, your undergraduate degree, your volunteer efforts, prior employment, and/or similar events and experiences reflect and helped shape your professional interests and how they will aid you in achieving your goals. Think of the intended audience as a recruiter, hiring manager, or potential employer. Articulate your goals at a high level to demonstrate how your skills might translate to multiple environments. For example, the same skills that enable success as a reference librarian in a public library—ability to refine research questions, identify appropriate sources, and determine strategies for evaluating the value of retrieved materials—also enable success in domains such as market research and competitive intelligence. Similarly, the same skills that enable success as a library cataloger are equally good preparation for roles in digital asset management, and the skills that make you a good evaluator of user experience may translate well to an array of product development positions.
- *Working links to samples of at least three papers or projects that you completed* for iSchool courses or as independent projects. Include brief descriptions of each one (a sentence or two should be fine) so that the viewer understands:
  - What the sample is.
  - The knowledge, skills, or perspective that the sample demonstrates.
  - If appropriate, why the sample is important to your professional identity.
- *Your résumé*. Typically, a résumé summarizes:
  - Contact information.
  - Education.
  - Previous work experience. Summarize key functions and accomplishments that are relevant to your current goals.
  - Skills not apparent from the work experience or education information (for example, languages spoken, including both human and computer).
  - Awards and honors if they are relevant to your professional goals.

When you have completed your e-portfolio, upload a link to me through Canvas. If the portfolio is satisfactory, then I will mark this assignment as complete. If your e-portfolio is not satisfactory, then I will notify you of what you need to do to improve it; the revised e-portfolio will be due by July 30 and must be sufficient by then for course credit.

Poster Session:

On July 30 you must present the work you have done on your project in an open Poster Session in the iSchool. 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.

poster_design_handout_summer2013.docPreview the document

Completed Evaluation Form:

This must be completed and signed by your field supervisor and submitted to me as the course instructor no later than July 30, 2019. Earlier submissions are appreciated!

Course Schedule

Tuesday, June 11: Introduction!

Review: course requirements.

Share an overview of your Capstone project!

Wednesday, June 19: Remember to submit your first journal entry by 1 p.m. Post in Canvas in both the Discussion Thread area and in the Grades area. Submit your version in the Grades area as a MSWord .docx file.

Tuesday, July 2: Learning to Prepare Your E-Portfolio!

Practical instruction in designing and creating your e-portfolio. Guest speaker: Mr. Sam Burns, Senior IT Manager: sburns@ischool.utexas.edu

388L_EPortfolio.pptxPreview the document

Link (Links to an external site.)Links to an external site.

Wednesday, July 3: Remember to submit your second journal entry by 1 p.m. Post in Canvas in both the Discussion Thread area and in the Grades area. Submit your version in the Grades area as a MSWord .docx file.

Tuesday, July 9: Your Career Development!

We welcome Ms. Kim Wood, iSchool Director of Career Development. She will cover how to market your skills and much more!

Here are readings that have been helpful in past classes:

Job searching:

- 10 Job Search Tricks That Will Change Everything You've Been Doing – Anna Runyan, The Muse. Link (Links to an external site.)Links to an external site. https://www.themuse.com/advice/10-job-search-tricks-that-will-change-everything-youve-been-doing
- 6 Job Search Tips That Are So Basic People Forget Them - Jenny Foss, The Muse. Link (Links to an external site.)Links to an external site.https://www.themuse.com/advice/6-job-search-tips-that-are-so-basic-people-forget-them

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. Available through the University Libraries as an e-book. Link lib.utexas.edu Link https://www.sciencedirect.com/science/article/pii/B9780081001905000021?via%3Dihub

Career advice:

- 7 Essential Tips to Succeed at Your New Job - Arnie Fertig, US News and World Report, March 8, 2016. Link https://money.usnews.com/money/blogs/outside-voices-careers/articles/2016-03-08/7-essential-tips-to-succeed-at-your-new-job
- 10 Experts Share the Best Career Advice They Ever Received - Susannah Snider, US News and World Report, Feb. 1, 2016. Link https://money.usnews.com/money/careers/articles/2016-02-01/10-experts-share-the-best-career-advice-they-ever-received
- The Best Career Advice You Never Hear - Emmie Martin, Business Insider, July 9, 2014. Link https://www.businessinsider.com/the-best-career-advice-you-never-hear-2014-7

Championing yourself:

- How to Ace Your Face-to-Face Interview. BBC Radio 4. Link. https://www.bbc.co.uk/programmes/articles/2QyxgGcRPhhCfPCb0jYmNDL/how-to-ace-your-face-to-face-interview
- Top 10 Fears that Hold People Back in Their Careers - Bernard Marr, LinkedIn, Jan. 8, 2017. Link https://www.linkedin.com/pulse/top-10-fears-hold-people-back-careers-bernard-marr/ (Links to an external site.)
- Negotiating Your Salary – The Most Lucrative or Expensive Minutes of Your Life – Didac Hormiga, LinkedIn, Jan. 9, 2017. Link https://www.linkedin.com/pulse/negotiating-your-salary-most-lucrative-expensive-minutes-hormiga/ (Links to an external site.)Links to an external site.
- Daily Muse, Negotiating salary. How to Negotiate Salary: 37 Tips You Need to Know. Link https://www.themuse.com/advice/how-to-negotiate-salary-37-tips-you-need-to-know

Tuesday, July 16: Remember to submit your poster abstract as a MSWord .docx file and your draft poster PowerPoint slide by 1 p.m.

Wednesday, July 17: Remember to submit your third (and last required) journal entry by 1 p.m. Post in Canvas in both the Discussion Thread area and in the Grades area. Submit your version in the Grades area as a MSWord .docx file.

Wednesday, July 17: Consider sending me a link to the draft of your e-Portfolio!

Tuesday, July 23: Staying on Track! Preparing for your Poster Session!

Submit the link to your e-portfolio by 6 p.m. Share in class!

Submit your final PowerPoint slide of your poster by 1 p.m. Share in class!

Tuesday, July 30: Poster Session, 3-4 p.m.

***Arrive by 2:30 p.m. Help move easels to the floor space in front of the IT Lab. Place your poster on the easel!

***Make sure that you send an invitation to your field supervisor well in advance of this date.

Submit your completed and signed PEP Field Supervisor Evaluation. You will find the form on the iSchool website: Link (Links to an external site.)Links to an external site.
https://www.ischool.utexas.edu/programs/masters/capstone