

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

**INF388L: Professional Experience and Project
Unique #27620**

**Thursday, 3-6pm (January 24, February 14, March 14, April 18)
Spring 2019**

Instructor: Dr. Carla Criner

Office: 5.308

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INF 388L (Unique #27620)

Note that INF 388R, INF 398R, and INF 689B meet with this class.

Class time: Thursday, 3:00 – 6:00pm

Class dates: January 24, February 14, March 14, April 18

Poster session: Friday, May 10 (time, TBA)

Class Location: UTA 1.208

NOTE: Class and poster session attendance is mandatory, unless previous arrangements have been made.

Capstone handbook: <https://www.ischool.utexas.edu/programs/masters/capstone>

Course Overview:

As the culminating experience of the MSIS program, INF 388L allows students to apply ideas and concepts developed throughout the program to a professional problem or project in a real-world setting. The course provides the opportunity to practice handling various professional issues and problems while reflecting on experiences gained as students prepare to launch themselves professionally.

Objectives:

- Negotiate project outcomes and expectations with a supervisor
- Manage a professional-level project/problem
- Respond appropriately to problems as they arise (seek advice, guidance)
- Strengthen communication and presentation skills about the project and progress with various audiences

Due dates:

Project proposal and letter of agreement: Monday, December 10, 2018

Project journal entries (every other Thursday): February 7, February 21, March 7, March 28, April 11

Electronic portfolio: Thursday, April 18

School of Information Open House Poster Session: Friday, May 10 (hours, TBA)

Completed evaluation by field supervisor: Friday, May 10

Project proposal and letter of agreement

The proposal and signed letter of agreement are due by the end of the fall semester for review and final approval. Any modifications to the project should be discussed with the course instructor.

Class attendance

Attendance and active participation are expected for all class meetings. 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.

Assignments:

Reflective Journal

Due Thursdays: Feb 7, Feb 21, Mar 7, Mar 28, and Apr 11

Students must maintain a shareable journal related to the project. There is no specific format required for the journal. The content should focus on the project and address progress, expectations, obstacles, 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 other's 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.

Electronic portfolio (INF 181E)

Due: Thursday, April 18

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.

Dr. Diane Bailey created this description, and Dr. Doty made some minor editorial changes.

An e-portfolio at the iSchool 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 help students prepare their e-portfolios, the IT Lab teaching assistants will present in the second class of the semester on Thursday, February 14, 2019.

To receive credit for INF 181E Electronic Portfolio, the companion course to the aggregated capstone that is also required for graduation under the iSchool MS core in effect since FA 2011, you must include the following items at a minimum on your e-portfolio:

Statement of intent. In 500 words or less, specify 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 abilities might translate to multiple environments. For example, the characteristics 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, competitive intelligence, and so on. Similarly, the skills that enable success as a library cataloger are equally good preparation for digital asset management.

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 is sufficient) so that the viewer understands:

1. What the sample is.
2. The knowledge, skill, or perspective that the sample demonstrates.
3. If appropriate, why the sample is important to your professional identity.

Your résumé. For tips on building a strong résumé, look for the Resource Guide in the Resource Library at iCareers (<https://www.ischool.utexas.edu/careers/students>). Typically, a résumé summarizes:

1. Contact information.
2. Education.
3. Previous work experience. Summarize key functions and accomplishments that are relevant to your current goals.
4. Abilities not apparent from the work experience or education information, e.g., languages spoken, including both human and computer.
5. Awards and honors if relevant to your professional goals.

When you have completed your portfolio, upload the appropriate (public Web) URL to the appropriate Assignments file in Canvas no later than **Thursday, April 18, 2019**. If the portfolio is satisfactory, then the instructor will notify you of the fact, and you have completed the assignment. If the portfolio is not satisfactory, then the instructor will notify you of what you need to do to improve it; the revised e-portfolio will be due no later than **Friday, May 10, 2019**, and must be sufficient by that date to receive course credit.

Poster session

Friday, May 10

On Friday, May 10, 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 24"x30" printed poster, but you are welcome and encouraged to explore other options.

Completed evaluation form

Due: Friday, May 10

This must be completed and signed by your field supervisor and submitted to the course instructor no later than Friday, May 10. Earlier submissions are appreciated!

Grading

All students complete their capstones, including the PEP, master's report, (master's) thesis, and school library practicum, on a Credit/No Credit (C/NC) basis. To receive credit for the course, a student must attend the four class meetings, participate in the May 10th poster session, and complete all assignments satisfactorily. The instructor will issue a course grade of NC (no credit) if **ANY** assignment is not completed and will not accept late assignments. Each student must:

1. Successfully complete a Professional Experience and Project (PEP), Practicum in School Libraries, an MS Report, or Thesis, as verified by the field or faculty supervisor.
2. Submit five entries in a reflective journal reporting on the evolving capstone and responding to prompts provided by the readings and the instructor.
3. Produce an electronic portfolio that meets the criteria outlined previously.
4. Produce an abstract for the capstone completed and a poster and/or presentation displaying outcomes of the work.
5. Attend all classes, including the required poster session at the end of the semester on the afternoon of Friday, May 10.

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Tentative Schedule
Spring 2019

DATE	ACTIVITY	DETAILS
Thursday, January 24	Class	Class meeting. Introductions; course requirements; project overviews
Thursday, February 7	Journal	1 st journal entry due by 5pm
Thursday, February 14	Class	Class meeting. Practical instruction in designing and creating an electronic portfolio. Guest speaker: IT lab staff
Thursday, February 21	Journal	2 nd journal entry due by 5pm
Thursday, March 7	Journal	3 rd journal entry due by 5pm
Thursday, March 14	Class	Class meeting. Marketing your skills. Guest speaker: Kim Wood
Thursday, March 28	Journal Project abstract	4 th journal entry due by 5pm Project abstract due by 5pm
Thursday, April 11	Journal	5 th journal entry due by 5pm
Thursday, April 18	Class E-portfolio	Class meeting. Printing posters; review and practice for the poster session. Guest speaker: IT Lab staff E-portfolio
Friday, May 10	Poster session Evaluations	Poster session Supervisor evaluations due by 5pm