**SCHOOL OF INFORMATION**

**THE UNIVERSITY OF TEXAS AT AUSTIN**

**INF388L Professional Experience and Project**

Summer, 2018

Welcome to the Summer 2018 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 2018.

Students must attend four face-to-face meetings during the 2018 summer on: June 12, June 19, July 17, July 24, from 3:00 - 5:45 p.m. in room UTA 1.208.

Poster session is July 31, 3-4 p.m.

NOTE: E-portfolio. Please note that all students wishing to complete their capstone this summer must also enroll in INF181E Electronic Portfolio. The only exception is for students graduating under the old master's core, who completed an e-portfolio in their management class. Let me know if you are graduating under the old core.

Instructions for Preparing for Your Capstone: Full instructions for what you need to do (including required actions that do not involve 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.

**Overview of Requirements Due in the Spring 2018 Semester:**

Forms due \*\*Friday, May 4, 2018\*\*. 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 4\*\*. 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 courses 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

\*\*You MUST GET your form signed and submitted by \*\*May 4, 2018\*\*.

You must submit your required form and letter with all signatures (other than mine) to me by Friday, May 4. That means your materials should be in my iSchool mailbox in the workroom by 4 p.m. Friday, May 4. Failure to get your materials in on time would be cause for being denied entry to the class this summer, so don't miss this deadline.

\*You MUST ATTEND four class sessions of the aggregated Capstone course in the summer on select Tuesdays in 1.208 from 3:00 - 5:45 p.m. (6/12; 6/19; 7/17; and 7/24). If you will be working at some distance from Austin, you may be excused from these sessions, but your capstone instructor needs to know that up front (by Friday, May 4).

\*You MUST SUBMIT your project abstract by July 17. See the syllabus.

\*You MUST SUBMIT your e-portfolio link by or on July 24. Deadline is 6 p.m. The syllabus, below, contains some details about what an e-portfolio entails and what yours must include.

\*You MUST PARTICIPATE in the poster session on Tuesday, July 31, 3-4 pm.

\*You MUST COMPLETE learning journal assignments as described in the syllabus.

\*You do NOT need to submit your form and letter to me prior to the assigned dates; I will use the month between the due date and the start of class to ensure that all is well in terms of project scope, content, and process.

**Background on the Course:**

Instructor: Dr. Loriene Roy, Office: UTA 5.444

Unique #79095

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

Tuesday Dates: June 12, June 19, July 17, July 24

Poster Session: July 31, UTA, 3-4 p.m.

Class and poster session attendance 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

**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 evaluation form;

2. Your project journal with four entries (every other Wednesday: June 13, June 27, July 11, July 25);

3. E-portfolio;

4. Abstract and poster;

5. Attendance during our four face-to-face meetings on June 12, June 19, July 17, and July 24.

**Your Deadlines:**

Project proposal and letter of agreement: May 4, 2018

Project journal entries (every other Wednesday): by 3 p.m. on June 13, June 27, July 11, July 25

Project abstract: July 17, by 2 p.m.

Draft poster slide in PowerPoint: July 17, by 2 p.m.

Electronic portfolio link: Tuesday, July 24

Final version of your poster slide in PowerPoint: Tuesday, July 24 by noon.

Poster Session: July 31

Completed evaluation by field supervisor: July 31

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 2018 semester. Any modifications to the project should be discussed with the course instructor.

**Your Project Journal:**

Students are required to keep and share a journal related to the project. Journal entries are shared through the course Canvas site. You may also 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, challenges, solutions, successes, and lessons learned. 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 challenges encountered in this experience, perhaps somewhat objectively.

Students may read each other’s 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.

You must send an abstract for your project to me via email by the deadline above. 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 our final session. 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.

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**Poster Slide Draft and Final Version:**

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

**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.

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.

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**Poster Session:**

On July 31 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.

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**Completed Evaluation Form:**

This must be completed and signed by your field supervisor and submitted to the course instructor no later than May 4, 2018. Earlier submissions are appreciated!

**Course Schedule**:

Tuesday, June 12: Join me on my birthday!

Introduction; course requirements; project overviews

Tuesday, June 19

Practical instruction in designing and creating an electronic portfolio. Guest speaker from IT lab.

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Tuesday, July 17

Review and practice for the Poster Session. Submit your project abstract by 2 p.m., one hour before we meet. Submit your draft slide by 2 p.m.; students will project draft slides in class. You must submit a final PowerPoint slide of your poster no later than Tuesday, July 24 at noon.

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Tuesday, July 24

Marketing your skills.

Readings:

Job searching:

* 10 Job Search Tricks That Will Change Everything You’ve Been Doing – Anna Runyan, The Muse. Link https://www.themuse.com/advice/10-job-search-tricks-that-will-change-everything-youve-been-doing
* 6 simple job search tips people tend to forget - USA Today College, July 29, 2015. Link http://college.usatoday.com/2015/07/29/simple-job-search-tips/

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. lib.utexas.edu Link 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. 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 http://www.businessinsider.com/the-best-career-advice-you-never-hear-2014-7

Championing yourself:

* 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/
* 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/
* 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 31: Poster Session

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**Course Summary: Assignments**

Date & Details

Tue Jun 12, 2018

 Class session, June 12: Introduction of Projects: due by 3pm

Wed Jun 13, 2018

 1st Project Journal Entry: due by 3pm

Tue Jun 19, 2018

 Class Session, June 19: Creating an e-Portfolio due by 3pm

Wed Jun 27, 2018

 2nd Project Journal Entry due by 3pm

Wed Jul 11, 2018

 3rd Project Journal Entry due by 3pm

Tue Jul 17, 2018

 Draft Poster Slide due by 2pm

 Project Abstract due by 2pm

 Class Session, July 17: Review and Practice for the Poster Session due by 3pm

Tue Jul 24, 2018

 Final Version of Poster Slide due by 12pm

 Class Session, July 24: Marketing Your Skills due by 3pm

 E-Portfolio due by 3pm

Wed Jul 25, 2018

 4th Project Journal Entry due by 3pm

Tue Jul 31, 2018

 Completed Evaluation Form from Field Supervisor due by 2pm

 Poster Session due by 2pm

 Project Proposal

 Signed Letter of Agreement from Capstone Supervisor