THE UNIVERSITY OF TEXAS AT AUSTIN
SCHOOL OF INFORMATION

INF388L: Professional Experience and Project
Unique #27725
Thursday, 3pm-6pm (January 23, February 13, March 12, April 16)
Spring 2020

Instructor: Dr. Carla Criner
Office: 5.308
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INF 388L (Unique #27725)
Note that INF 388R, INF 398R, and INF 689B meet with this class.
Class time: Thursday, 3:00 – 6:00pm
Class dates: January 23, February 13, March 12, April 16
Open House: Friday, May 8 (1:00pm-4:00pm)
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 9, 2019
Project journal entries: February 6, March 5, April 9
Project abstract: Wednesday, April 1
Draft Poster Slide in Power Point: Thursday, April 30
Electronic portfolio: Friday, May 8
School of Information Open House Poster Session: Friday, May 8 (1:00-4:00pm)
Completed evaluation by field supervisor: Friday, May 8

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 6, Mar 5, and Apr 9

Students must maintain a 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.

Electronic portfolio
Due: Friday, May 8

If completing the program through a previous *Graduate Catalog*, you are required to be enrolled in INF 181E along with INF 388L.
If completing the program through the current catalog (2019-2021), you do not need to register for INF 181E; however, you are required to produce an electronic portfolio as part of the capstone.
All students, whether under a previous catalog or the current catalog, will create a website that illustrates 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 below, 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 team will present on the electronic portfolio in the third class meeting of the semester, Thursday, March 12, 2020.

To receive credit for the electronic portfolio, 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 **Friday, May 8, 2020**. 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 **Monday, May 11, 2020** and must be sufficient by that date to receive course credit.

Open House
Friday, May 8
On Friday, May 8, 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 8
This must be completed and signed by your field supervisor and submitted to the course instructor no later than Friday, May 8. 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 8 Open House, 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 any prompts provided by 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 8.

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Tentative Schedule
Spring 2020

DATE	ACTIVITY	DETAILS
Thursday, January 23	Class	1st Class meeting Introductions; course requirements; project overviews Workplace ethics and professional etiquette Guest speaker: Kim Wood
Thursday, February 6	Journal	1st journal entry due by 5pm
Thursday, February 13	Class	2nd Class meeting Marketing your skills Guest speaker: Kim Wood
Thursday, March 5	Journal	2nd journal entry due by 5pm
Thursday, March 12	Class	3rd Class meeting Practical instruction in designing and creating an electronic portfolio Guest speaker: IT staff, TBD
Wednesday, April 1	Project abstract	Project abstract due by 5pm
Thursday, April 9	Journal	3rd journal entry due by 5pm
Thursday, April 16	Class	4th Class meeting Poster design and printing Guest speaker: IT Lab staff
Thursday, April 30	Poster Slide Electronic Portfolio	Poster Slide due by 5pm Electronic Portfolio due by 5pm
Friday, May 8	Open House Supervisor Evaluations	Open House (1:00-4:00pm) Supervisor evaluations due by 5pm