I 372: CAREER SUCCESS IN THE DIGITAL ORGANIZATION
UNIQUE COURSE NUMBER 28400

Fall 2023

CLASS MEETS: Monday, Wednesday, 2:00 PM - 3:30 PM; MEZ Bo.306

Instructor: Dr. Kayla Booth
Pronouns: She/Her
Email: kayla.booth@ischool.utexas.edu

Office: UTA 5.456
Office Hours: Tuesdays via Zoom 5:00 PM – 6:00 PM (or by appointment)
Office Hours Location: Posted in Canvas course site under “Announcements” tab

Course Description

This course is designed to help set students majoring in Informatics up for career success post-graduation. What does career success look like? Well, philosophically many things depending on context. This course, however, focuses on the transition between the last year of college and the first year of a career. The semester is broken into three units as a foundation to begin answering these questions:

1. **The Landscape**: What opportunities exist for graduates with my skillsets and interests? What do different job titles actually mean? How do I know which path is right for me? How do I find jobs and opportunities I’m interested in and qualified for?

2. **The Application & Interview Process**: After Unit 1, I know the kinds of positions and career paths I’m interested in post-graduation, but how do I actually get the job/position or accepted to my program of interest? In a sea of hundreds (sometimes thousands) of applicants, how do I show I’m a good fit in an application and an interview? Once I have options, how do I choose what’s right for me?

3. **The First Year**: How do I make sure my first year is successful? How do I navigate a new professional space? How do I set myself up to build relationships and perform well? How do I apply what I’ve learned in the Informatics Major and at UT to grow as an ethical, equitable leader and information professional?

This course is held in-person and rather than exams, assignments are built as concrete materials students can use in their career searches and professional endeavors. Students will leave this course empowered to successfully navigate the Informatics-related job market and professional opportunities.

PRE-REQUISITES FOR THE COURSE
N/A for Fall 2023 (may change for future semesters)

LEARNING OUTCOMES
At the end of this course, students will:

1. **Connect Course Content to the Six Informatics Major Concentrations**
   - Gain familiarity with professional careers and graduate education opportunities across Cultural Heritage Informatics, Health Informatics, Human-Centered Data Science, Social Informatics, Social Justice Informatics, and User Experience Design
• Develop information seeking and evaluation skills surrounding searching for and understanding professional opportunities and descriptions

2. **Apply Course Concepts to Identify Their Individual Professional Goals & Curate Application & Digital Materials to Support Those Goals:**
   - Practice making connections between job/opportunity descriptions and students’ individual academic/professional experience to communicate alignment and fit for desired positions
   - Develop and communicate professional identity and experience across contexts (e.g. digital materials, “elevator pitches,” interviews, etc.)
   - Communicate the “so what?” around their academic and professional experiences to demonstrate their qualifications and potential for success across contexts


4. **Connect the School of Information’s Mission and Values to Their Responsibilities and Opportunities as Information Professionals:**
   - Use the iSchool’s core values as a framework to analyze ethics & equity across professional landscapes
   - Apply these values to reflect on their roles as information professionals and emerging leaders

---

**How Will You Learn?**

**STATEMENT OF LEARNING SUCCESS**
Your success in this class and overall well-being are important to me. We all learn differently, and everyone struggles sometimes (me included!). You are not, ever, the only one having difficulty! If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. You can email me, talk to me after class, come to office hours, schedule a 1-1 meeting, whatever you feel most comfortable with! Together we will develop strategies to meet both your needs and the requirements of the course. I also encourage you to reach out to the student resources available through UT and I am happy to connect you with a person or Center if you would like.

**TEACHING MODALITY INFORMATION**
This course will be held in-person. This means attendance in the classroom is expected. That being said, illness and emergencies happen and I completely understand that. Please do not come to class sick – just let me know as soon as possible via email and I will work with you.

Absences happen. **If you need to miss class, please follow the following steps:**

1. Prior to class, email me via Canvas to let me know. These aren’t emails I respond to (unless you ask a question), but they are emails I save to review when I calculate attendance/participation grades for excused absences.
2. Review the slides for class (posted on Canvas)
3. Ask your team and other classmates to get a summary and notes on any lessons you miss.
4. If you find there are topics that we covered while you were gone that raise questions, please come by during office hours or schedule a meeting to discuss. Email specific questions you have in advance so that we can make the most of our time.
WHAT WILL CLASS LOOK LIKE?
Each week will follow a similar structure:

**Mondays: Introduce a Concept**
- Agenda & Objectives for the Week
- Presentation
  - Videos from Information Professionals
  - Tie examples to six concentrations
  - Connect content to media & current events
- Individual Reflection, Small Group, Class Discussion

**Wednesdays: Apply the Concept**
- Interactive class activities
- Working in Teams

**COMMUNICATION**
The course Canvas site can be found at [utexas.instructure.com](http://utexas.instructure.com). Please email me through Canvas. You are responsible for ensuring that the primary email address you have recorded with the university is the one you will check for course communications because that is the email address that Canvas uses.

**DIVERSITY, EQUITY AND INCLUSION**
It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students’ learning needs be addressed, and that the diversity that students bring to this class can be comfortably expressed and be viewed as a resource, strength and benefit to all students. Please come to me at any time with any concerns or suggestions.

**NAMES AND PRONOUNS**
Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender identity & expression, and nationalities. Class rosters are provided to the instructor with the student’s legal name, unless they have added a “chosen name” with the registrar's office, which you can do so here: [https://utdirect.utexas.edu/apps/ais/chosen_name/](https://utdirect.utexas.edu/apps/ais/chosen_name/). I will gladly honor your request to address you by a name that is different from what appears on the official roster, and by the pronouns you use (she/he/they/ze, etc). Please advise me of any changes early in the semester so that I may make appropriate updates to my records. For instructions on how to add your pronouns to Canvas, visit [https://utexas.instructure.com/courses/633028/pages/profile-pronouns](https://utexas.instructure.com/courses/633028/pages/profile-pronouns). More resources available on the Gender and Sexuality Center’s website, [www.utgsc.org](http://www.utgsc.org).

**BASIC NEEDS SECURITY**
Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. UT maintains the UT Outpost ([https://deanofstudents.utexas.edu/emergency/utoutpost.php](https://deanofstudents.utexas.edu/emergency/utoutpost.php)) which is a free on-campus food pantry and career closet. Furthermore, please notify the professor if you are comfortable in doing so. This will enable him to provide any resources that he may possess.

**SERVICES FOR STUDENTS WITH DISABILITIES**
The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a
disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to SSD’s website for contact and more information: [http://diversity.utexas.edu/disability/](http://diversity.utexas.edu/disability/). If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

### Course Requirements and Grading

#### REQUIRED MATERIALS

There are no textbooks for this course. All readings are free and can be found on our course Canvas site ([utexas.instructure.com](http://utexas.instructure.com)) under the “Files” tab. If you encounter any technical difficulties or barriers while doing work for this course, please let me know and I will work with you.

#### ASSIGNMENTS & GRADING FOR THIS COURSE

The following table represents how you will demonstrate your learning and how we will assess the degree to which you have done so:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Possible</th>
<th>Percent of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introductory Survey</td>
<td>10</td>
<td>1.4%</td>
</tr>
<tr>
<td>2. Reflection One</td>
<td>90</td>
<td>12.8%</td>
</tr>
<tr>
<td>3. Personal Brand Assignment</td>
<td>100</td>
<td>14.3%</td>
</tr>
<tr>
<td>4. Resume</td>
<td>100</td>
<td>14.3%</td>
</tr>
<tr>
<td>5. Cover Letter</td>
<td>100</td>
<td>14.3%</td>
</tr>
<tr>
<td>6. Final Reflection</td>
<td>100</td>
<td>14.3%</td>
</tr>
<tr>
<td>7. Team Evaluation</td>
<td>100</td>
<td>14.3%</td>
</tr>
<tr>
<td>8. Attendance &amp; Participation</td>
<td>100</td>
<td>14.3%</td>
</tr>
</tbody>
</table>

#### LATE WORK AND MAKING UP MISSED WORK

Please submit assignments on time. If you become ill or experience an emergency, please let me know ASAP. Once the due date for an assignment has passed, it is more difficult to accept / grade late assignments, but I definitely want to know if something is going on so I can work with you to give you the best opportunity to succeed in the class!

#### ABSENCES

Being present is critical to achieving our goals for this course. Please plan to attend both class sessions each week. That being said, illness and emergencies happen and I completely understand that. Please do not come to class sick – just let me know as soon as possible via email and I will work with you.

Absences happen. **If you need to miss class, please follow the following steps:**

5. Prior to class, email me via Canvas to let me know. These aren’t emails I respond to (unless you ask a question), but they are emails I save to review when I calculate attendance/participation grades for excused absences.
6. Review the slides for class (posted on Canvas)
7. Ask your team and other classmates to get a summary and notes on any lessons you miss.
8. If you find there are topics that we covered while you were gone that raise questions, please come by during office hours or schedule a meeting to discuss. Email specific questions you have in advance so that we can make the most of our time.
+/- GRADE POLICY
+/- grades will be used for the final class grade.

GRADE BREAKS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Cutoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94%</td>
</tr>
<tr>
<td>A-</td>
<td>90%</td>
</tr>
<tr>
<td>B+</td>
<td>87%</td>
</tr>
<tr>
<td>B</td>
<td>84%</td>
</tr>
<tr>
<td>B-</td>
<td>80%</td>
</tr>
<tr>
<td>C+</td>
<td>77%</td>
</tr>
<tr>
<td>C</td>
<td>74%</td>
</tr>
<tr>
<td>C-</td>
<td>70%</td>
</tr>
<tr>
<td>D+</td>
<td>67%</td>
</tr>
<tr>
<td>D</td>
<td>64%</td>
</tr>
<tr>
<td>D-</td>
<td>60%</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
</tr>
</tbody>
</table>

Course Outline

All instructions, assignments, readings, rubrics and essential information will be on the Canvas website at https://utexas.instructure.com. Please check this site regularly and use it to ask questions about the course schedule.

Changes to the schedule may be made at my discretion and if circumstances require. It is your responsibility to note these changes when announced (although I will do my best to ensure that you receive the changes with as much advanced notice as possible).

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
</table>
Wednesday (Aug 23rd): |
| Week 2 (Aug 28th)   | Identifying Opportunities & the Career Landscape | Monday (Aug 28th):  
Wednesday (Aug 30th): Intro Survey Due by 11:59PM CT |
| Week 3 (Sept 4th)    | Identifying Opportunities & the Career Landscape | Monday (Sept 4th): Labor Day; No Classes Held  
Wednesday (Sept 6th): |
| Week 4 (Sept 11th)   | Finding Opportunities & Critically Reading Job Descriptions | Monday (Sept 11th):  
Wednesday (Sept 13th): Reflection One Due by 11:59PM CT |
| Week 5 (Sept 18th)   | Building Your Brand & Narrative               | Monday (Sept 18th):  
Wednesday (Sept 20th): |
<p>| Week 6 (Sept 25th)   | Building Your Brand &amp; Narrative               | Monday (Sept 25th):  |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2nd</td>
<td>Resumes &amp; Cover Letters</td>
<td>Oct 2nd</td>
</tr>
<tr>
<td>Oct 4th</td>
<td>LinkedIn, Portfolios, &amp; Curating Your Digital Brand</td>
<td>Oct 4th</td>
</tr>
<tr>
<td>Oct 16th</td>
<td>Interviews</td>
<td>Oct 16th</td>
</tr>
<tr>
<td>Oct 18th</td>
<td>Resume</td>
<td>Oct 18th</td>
</tr>
<tr>
<td>Oct 23rd</td>
<td>Interviews</td>
<td>Oct 23rd</td>
</tr>
<tr>
<td>Oct 25th</td>
<td>Negotiation</td>
<td>Oct 25th</td>
</tr>
<tr>
<td>Nov 6th</td>
<td>Setting Yourself Up for Success: The First Year</td>
<td>Nov 6th</td>
</tr>
<tr>
<td>Nov 8th</td>
<td>Cover Letter</td>
<td>Nov 8th</td>
</tr>
<tr>
<td>Nov 13th</td>
<td>Setting Yourself Up for Success: The First Year</td>
<td>Nov 13th</td>
</tr>
<tr>
<td>Nov 15th</td>
<td>Fall Break: No Classes Held</td>
<td>Nov 20th</td>
</tr>
<tr>
<td>Nov 27th</td>
<td>Emerging as Information Leaders &amp; Ethics</td>
<td>Nov 27th</td>
</tr>
<tr>
<td>Dec 4th</td>
<td>Course Wrap-Up</td>
<td>Dec 4th</td>
</tr>
<tr>
<td>Dec 5th &amp; 6th</td>
<td>No Class Days</td>
<td>Dec 5th &amp; 6th</td>
</tr>
<tr>
<td>Dec 11th</td>
<td>Final Exams</td>
<td>Dec 11th</td>
</tr>
</tbody>
</table>

**Course Policies and Disclosures**

**ACADEMIC INTEGRITY EXPECTATIONS**
Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on academic dishonesty will be strictly enforced. For further information, please visit the Student Conduct and Academic Integrity website at: [http://deanofstudents.utexas.edu/conduct](http://deanofstudents.utexas.edu/conduct).

**CONFIDENTIALITY OF CLASS RECORDINGS**
Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.
GETTING HELP WITH TECHNOLOGY
Students needing help with technology in this course should contact the School of Information’s Information Commons (help@ischool.utexas.edu).

CONTENT WARNING
Our classroom provides an open space for the critical and civil exchange of ideas. Some readings and other content in this course will include topics that some students may find offensive and/or traumatizing. I’ll aim to forewarn students about potentially disturbing content and I ask all students to help to create an atmosphere of mutual respect and sensitivity.

SHARING OF COURSE MATERIALS IS PROHIBITED
No materials used in this class, including, but not limited to, lectures, recordings, hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, written permission of the instructor. Unauthorized sharing of materials promotes cheating. The University is well aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to Student Conduct and Academic Integrity in the Office of the Dean of Students. These reports can result in sanctions, including failure of the course.

RELIGIOUS HOLY DAYS
By UT Austin policy, please let me know of your pending absence as far in advance as possible of the date of observance of a religious holy day. If you miss a class, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

LAND ACKNOWLEDGMENT
I would like to acknowledge that we are meeting on the Indigenous lands of Turtle Island, the ancestral name for what now is called North America. Moreover, I would like to acknowledge the Alabama-Coushatta, Caddo, Carrizo/Comecrudo, Coahuiltecan, Comanche, Kickapoo, Lipan Apache, Tonkawa and Ysleta Del Sur Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas.

University Resources for Students

SERVICES FOR STUDENTS WITH DISABILITIES (SSD)
The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to SSD’s website for contact and more information: http://diversity.utexas.edu/disability/. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

COUNSELING AND MENTAL HEALTH CENTER (CMHC)
All of us benefit from support during times of struggle. Know you are not alone. If you or anyone you know is experiencing symptoms of stress, anxiety, depression, academic concerns, loneliness, difficulty sleeping, or any other concern impacting your wellbeing – you are strongly encouraged to connect with CMHC. The Counseling and Mental Health Center provides a wide variety of mental health services to all UT students including crisis services, counseling services with immediate support and well-being resources. Additionally, CARE Counselors are located within the academic schools and colleges. These counselors get to know the concerns that are unique to their college’s students. For more information on CMHC, visit https://cmhc.utexas.edu or call 512-471-3515.
I urge students who are struggling for any reason and who believe that it might impact their performance in the course to reach out to me if they feel comfortable. This will allow me to provide any resources or accommodations that I can. If immediate mental health assistance is needed, call the Counseling and Mental Health Center (CMHC) at 512-471-3515 or you may also contact Bryce Moffett, LCSW (iSchool CARE counselor) at 512-232-4449. Bryce’s office is located in FAC18S and she holds drop in Office Hours on Wednesday from 2-3pm. For urgent mental health concerns, please contact the CMHC 24/7 Crisis Line at 512-471-2255.

UNIVERSITY HEALTH SERVICES (UHS)
Your physical health and wellness are a priority. University Health Services is an on-campus high-quality medical facility providing care to all UT students. Services offered by UHS include general medicine, urgent care, a 24/7 nurse advice line, women’s health, sports medicine, physical therapy, lab and radiology services, COVID-19 testing and vaccinations and much more. For additional information, visit https://healthyhorns.utexas.edu or call 512-471-4955.

SANGER LEARNING CENTER
Did you know that more than one-third of UT undergraduate students use the Sanger Learning Center each year to improve their academic performance? All students are welcome to take advantage of Sanger Center’s classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70 courses in 15 different subject areas. For more information, please visit https://ugs.utexas.edu/slc or call 512-471-3614 (JES A332).”

STUDENT EMERGENCY SERVICES (SES)
Student Emergency Services in the Office of the Dean of Students helps students and their families during difficult or emergency situations. Assistance includes outreach, advocacy, intervention, support, and referrals to relevant campus and community resources. If you need to be absent from class due to a family emergency, medical or mental health concern, or academic difficulty due to crisis or an emergency situation, you can work with Student Emergency Services. SES will document your situation and notify your professors. Additional information is available at https://deanofstudents.utexas.edu/emergency/ or by calling 512-471-5017.

Important Safety Information
If you have concerns about the safety or behavior of fellow students, TAs or professors, contact BCCAL (the Behavior Concerns and COVID-19 Advice Line) at https://safety.utexas.edu/behavior-concerns-advice-line or by calling 512-232-5050. Confidentiality will be maintained as much as possible, however the university may be required to release some information to appropriate parties.

CLASSROOM SAFETY AND COVID-19
To help preserve our in-person learning environment, the university recommends the following.

- Adhere to university mask guidance. Masks are strongly recommended, but optional, inside university buildings for vaccinated and unvaccinated individuals, except when alone in a private office or single-occupant cubicle.
- Vaccinations are widely available, free and not billed to health insurance. The vaccine will help protect against the transmission of the virus to others and reduce serious symptoms in those who are vaccinated.
- Proactive Community Testing remains an important part of the university’s efforts to protect our community. Tests are fast and free.
- We encourage the use of the Protect Texas App each day prior to coming to campus.
- If you develop COVID-19 symptoms or feel sick, stay home and contact the University Health Services’ Nurse Advice Line at 512-475-6877. If you need to be absent from class, contact Student Emergency Services and they will notify your professors. In addition, to help understand what to do if you have been had close contact with someone who tested positive for COVID-19, see this University Health Services link.
• Behavior Concerns and COVID-19 Advice Line (BCCAL) remains available as the primary tool to address questions or concerns from the university community about COVID-19.
• Students who test positive should contact BCCAL or self-report (if tested off campus) to University Health Services.
• Visit Protect Texas Together for more information.

CARRYING OF HANDGUNS ON CAMPUS
Texas’ Open Carry law expressly prohibits a licensed to carry (LTC) holder from carrying a handgun openly on the campus of an institution of higher education such as UT Austin. Students in this class should be aware of the following university policies:
• Students in this class who hold a license to carry are asked to review the university policy regarding campus carry.
• Individuals who hold a license to carry are eligible to carry a concealed handgun on campus, including in most outdoor areas, buildings and spaces that are accessible to the public, and in classrooms.
• It is the responsibility of concealed-carry license holders to carry their handguns on or about their person at all times while on campus. Open carry is NOT permitted, meaning that a license holder may not carry a partially or wholly visible handgun on campus premises or on any university driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.
• Per my right, I prohibit carrying of handguns in my personal office. Note that this information will also be conveyed to all students verbally during the first week of class. This written notice is intended to reinforce the verbal notification, and is not a “legally effective” means of notification in its own right.

TITLE IX DISCLOSURE
Beginning January 1, 2020, Texas Senate Bill 212 requires all employees of Texas universities, including faculty, to report any information to the Title IX Office regarding sexual harassment, sexual assault, dating violence and stalking that is disclosed to them. Texas law requires that all employees who witness or receive any information of this type (including, but not limited to, writing assignments, class discussions, or one-on-one conversations) must be report it. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email advocate@austin.utexas.edu. For more information about reporting options and resources, visit http://www.titleix.utexas.edu/, contact the Title IX Office via email at titleix@austin.utexas.edu, or call 512-471-0419. Although graduate teaching and research assistants are not subject to Texas Senate Bill 212, they are still mandatory reporters under Federal Title IX laws and are required to report a wide range of behaviors we refer to as sexual misconduct, including the types of sexual misconduct covered under Texas Senate Bill 212. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support survivors.

Faculty members and certain staff members are considered “Responsible Employees” or “Mandatory Reporters,” which means that they are required to report violations of Title IX to the Title IX Coordinator. I am a Responsible Employee and must report any Title IX-related incidents that are disclosed in writing, discussion, or one-on-one. Before talking with me or with any faculty or staff member about a Title IX-related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, email advocate@austin.utexas.edu For more information about reporting options and resources, visit the Title IX Office or email titleix@austin.utexas.edu.

CAMPUS SAFETY
The following are recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767,
• Students should sign up for Campus Emergency Text Alerts at the page linked above.
• Occupants of buildings on The University of Texas at Austin campus must evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
• Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
• Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
• In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
• For more information, please visit emergency preparedness.