

**THE UNIVERSITY OF TEXAS AT AUSTIN SCHOOL OF INFORMATION**  
**INF 388L: Professional Experience and Project**  
**Unique # 77499**  
**Summer 2023**

**Instructor:** Carla Criner  
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**Office hours:** By appointment  
**Pronouns:** she/her  
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**Note that INF 388R, INF 398R, and INF 689B meet with this class.**

**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.

### **COURSE 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:**

**Discussion Prompts: June 12, June 26, July 17, and August 7**

**Progress Report: July 10**

**Project Title and Abstract: June 26**

**Poster Slide (PDF): July 31**

**Reflective Summary: August 11**

**Virtual Poster Session: August 11 (Time TBD)**

**Completed evaluation by field supervisor: August 11**

### **CLASS ATTENDANCE:**

The delivery mode is asynchronous. There are no class meetings, except for the virtual poster session. Date/Time to be determined.

### **ASSIGNMENTS**

**Project Title and Abstract Due: Monday, June 26**

- To be submitted in the Canvas site and in the iSchool Capstone Project Information Form <https://www.ischool.utexas.edu/capstone-project-information-form>
- Students will submit their project title and a 150-200 word abstract summarizing the goals and anticipated outcomes of their projects.

Please review previous year's capstone project titles and abstracts:

- 2023 Spring Projects: <https://www.ischool.utexas.edu/2023-spring-capstone-projects>
- 2022 Spring Projects: <https://www.ischool.utexas.edu/2022-spring-capstone-projects>
- 2022 Summer Projects: <https://www.ischool.utexas.edu/2022-summer-capstone-projects>
- 2021 Spring Projects: <https://www.ischool.utexas.edu/2021-spring-capstone-projects>

### **Progress Report**

**Due: Monday, July 10**

Students will submit a progress report detailing the work accomplished on the project to date and describing obstacles, successes, problems and solutions encountered since the start of the semester. Limit your report to 500-1000 words.

### **Poster Slide**

**Due: Monday, July 31**

To be submitted in the Canvas site and uploaded to UT Box.

### **Reflective Summary**

**Due: Friday, August 11**

Students will prepare a reflective summary on their project experience, considering what was accomplished, what might have been approached differently, etc. Please limit your summary to 750-1000 words.

### **Virtual Capstone Class Poster Session: Friday, August 11 (Time TBD)**

You must present the work you have completed on your project to your classmates during our Virtual Poster Session. This will be an opportunity to share your experiences

### **Discussion Prompts and Responses to Peers**

**Discussion Prompts: June 12, June 26, July 17, August 7**

There will be a total of four discussion prompts posted at regular intervals to the Canvas site. Students are required to respond to all four prompts and to respond to classmates' prompts.

### **Completed evaluation form by field supervisor**

**Due: Friday, August 11**

This must be completed and signed by your field supervisor and submitted to the Canvas no later than Friday, August 11.

## **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:

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 progress report and reflective summary.
3. Respond to four discussion prompts on Canvas.
4. Produce an abstract for the capstone and a poster and/or presentation displaying outcomes of the work.
5. Attend the required poster session at the end of the semester.

### **LAND ACKNOWLEDGEMENT**

We 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, we would like to acknowledge the Alabama-Coushatta, Caddo, Carrizo/Comecrudo, Coahuiltecan, Comanche, Kickapoo, Lipan Apache, Ysleta Del Sur Pueblo and Tonkawa, 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.

### **DISABILITY & ACCESS (D&A)**

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 Disability & Access (D&A). Please refer to the D&A website for more information: <http://diversity.utexas.edu/disability/>. If you are already registered with D&A, 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.

### **CLASS EXPECTATIONS**

- It is your responsibility to check the class Canvas site and read your emails regularly
- Email is the most reliable communication method with the instructor. Please include "INF 388L" or "Capstone Project" in a subject line. Although I will try my best to answer your questions promptly, please give me 48 hours to reply to your email. If you do not hear from me within 48 hours, please resend your email for my attention.

### **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](#). 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 [this site](#). More resources available on the Gender and Sexuality Center's website, [www.utgsc.org](http://www.utgsc.org).

### **COUNSELING AND MENTAL HEALTH CENTER (CMHC)**

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 512-232-2983. Outside CMHC business hours (8a.m.-5p.m., Monday-Friday), 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, gynecology, 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.

### **TITLE IX DISCLOSURE**

Beginning January 1, 2020, Texas Education Code, Section 51.252 (formerly known as 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, or third party reports) must be report it. Before talking with me, or with any faculty or staff member about a Title IX related incident, please remember that I will be required to report this information to the Title IX Coordinator. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email [supportandresources@austin.utexas.edu](mailto:supportandresources@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](mailto:titleix@austin.utexas.edu), or call 512-471-0419.

Although graduate teaching and research assistants are not subject to Texas Education Code, Section 51.252, 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 Education Code, Section 51.252. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support all impacted by a Title IX incident.

