

## INF388L: Professional Experience and Project

Summer 2020, Unique number: 77635

Instructor: Yan Zhang

Office: UTA 5.434

Phone: 512-471-9448

Email: [yanz@ischool.utexas.edu](mailto:yanz@ischool.utexas.edu)

Meeting dates: June 9<sup>th</sup>, 16<sup>th</sup>, July 7<sup>th</sup>, and July 28<sup>th</sup>

Meeting times: 9:00AM-12:00PM

Capstone information:

<https://www.ischool.utexas.edu/programs/msis/capstone>

<https://www.ischool.utexas.edu/handbooks/capstone-handbook.pdf>

### 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.

### 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

Project proposal and letter of agreement: May 8, 2020

Project journal entries: June 9, June 30, July 21

Project abstract: July 21

Draft poster slide in PowerPoint or PDF: July 21

Final version of your poster slide in PowerPoint or PDF: July 28

Electronic portfolio: (check in: no later than July 27) July 31

Completed evaluation by field supervisor: July 31

### Project proposal and letter of agreement

These should have been submitted by May 8, 2020. Any modifications to the project should be discussed with the course instructor.

### Project journal entries

Students are required to keep and share a journal related to the project. Journal entries are shared through the course Canvas site. The content should focus on the project and address progress, expectations, challenges, problems, 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.

### Project abstract

Submit a brief summary of your capstone that will be included on your poster via canvas. The abstract must include this information, neatly labeled as such:

- Your name
- Project title
- Host organization
- Field supervisor's name (or faculty supervisor if you are completing a thesis or report)
- Abstract (100-150 words)

### **Poster slide draft and final version**

Submit a draft of the poster you will display online.

### **Poster session**

In the past, you will present, typically in the form a poster presentation, the work that you have done on your project in an open Poster Session in the iSchool. Given the current COVID-19 pandemic, we will not hold a physical poster session. Instead, we will display your work on our website. More information will be presented in class.

### **Electronic portfolio (E-portfolio)**

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.

An e-portfolio is a website 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). It is recommended that you include the following items at a minimum on your e-portfolio:

***Statement of intent.*** In 400 words or less, detail your professional goals. Discuss how your iSchool education, your undergraduate degree, your volunteer efforts, prior employment, and/or similar events and experiences reflect and help 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 skills might translate to multiple environments. For example, the same skills 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 same skills that enable success as a library cataloger are equally good preparation for roles in 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 should be fine) so that the viewer understands:

- What the sample is.
- The knowledge, skills, or perspective that the sample demonstrates.
- If appropriate, why the sample is important to your professional identity.

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

- Contact information.
- Education.
- Previous work experience. Summarize key functions and accomplishments that are relevant to your current goals.
- Skills not apparent from the work experience or education information (for example, languages spoken, including both human and computer).
- Awards and honors if they are relevant to your professional goals.

When you have completed your portfolio, submit the portfolio URL on Canvas no later than July 27<sup>th</sup>. If the portfolio is satisfactory, then I will notify you and you are done. If the portfolio is not satisfactory, I will notify you of what you need to do to improve it; the revised e-portfolio will be due July 31<sup>st</sup> and must be sufficient by that date for course credit.

### **Completed evaluation form**

This must be completed and signed by your field supervisor and submitted to the course instructor no later than July 31, 2020. Earlier submissions are appreciated!

### **Class attendance**

The classroom sessions are designed to provide professional guidance and to give you an opportunity to discuss your projects with other students. Attendance and active participation are expected for all class meetings. If you are unable to attend a class session, you must let the instructor know at least 24 hours before the class session.

### **Grading**

Grading is CR/NC, based on completion of the following five items:

- Professional project, as verified by field supervisor (this component signifies the PRACTICE part of learning)
- Class discussion of your experience (those who are going to be absent due to location could submit learning journals) (this component signifies the REFLECTION part of learning)
- E-portfolio (this component signifies the PRESENTATION of self)
- Abstract and Poster (this component signifies the PRESENTATION of work)
- Class Attendance

### **Class Activities**

Class meets on selected Tuesdays: June 9<sup>th</sup>, 16<sup>th</sup>, July 7<sup>th</sup>, and July 28<sup>th</sup>

	<b>Date</b>	<b>Subject</b>
1	June 9	Introduction; Project overviews (student presentations about their projects & Q&A); student discuss capstone experience thus far
2	June 16	Guest speaker: Kim Wood, Career service
3	July 7	ePortfolio sources; student share experience with creating ePortfolios
4	July 28	Class discussion about capstone experience