

**THE UNIVERSITY OF TEXAS AT AUSTIN
SCHOOL OF INFORMATION**

**INF388L: Professional Experience and Project
Unique #77915
Summer 2022**

Instructor: Dr. Carla Criner
Office: UTA 5.308
Office hours: By appointment
Email: criner@ischool.utexas.edu

Teaching Assistant: Yao-Cheng Chan
Email: ycchan@utexas.edu

INF 388L

Note that INF 388R, INF 398R, and INF 689B meet with this class.

Class format: Asynchronous online, June 2-July 26

NOTE: Poster session attendance on Tuesday, July 26 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: Friday, May 6, 2022
Discussion Prompts (choose three): June 6, 13, 27, and July 11, 18
Peer Responses to Discussion Prompts (choose two): June 10, 17, and July 1, 15, 22
Progress Report: Friday, July 1
Project Title and Abstract (in Canvas and iSchool Capstone Information page): Friday, July 1
Final Poster Slide (in Canvas and UT Box): Monday, July 18
Virtual Poster Session: Tuesday, July 26 (Time TBD)

Completed evaluation by field supervisor: Tuesday, July 26
Reflective Summary: Tuesday, July 26

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

The delivery mode is asynchronous. There are no class meetings, except for the last class day poster session on Tuesday, July 26. Time to be determined.

Assignments:

Project Title and Abstract

Due: Friday, July 1

To be submitted in the Canvas site and in the iSchool 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.

Progress Report

Due: Friday, July 1

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. There is no specific format required for the progress report. The situations that may arise during the capstone are likely to be similar to what you will find in the workplace.

Poster Slide

Due: Monday, July 18

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

Discussion Prompts and Responses to Peers

Discussion Prompts (choose three): June 6, 13, 27, and July 11, 18

Peer Responses to Discussion Prompts (choose two): June 10, 17, and July 1, 15, 22

There will be a total of five discussion prompts posted at regular intervals to the Canvas site. Students are required to respond to three of these prompts and to respond to two classmates' prompts prior to the end of the summer session.

Reflective Summary

Due: Tuesday, July 26

Students will prepare a reflective summary on their project experience, considering what was accomplished, what might have been approached differently, etc.

Virtual Capstone Class Poster Session:

Tuesday, July 26 (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

Completed evaluation form

Due: Tuesday, July 26

This must be completed and signed by your field supervisor and submitted to the course instructor no later than Tuesday, July 26. 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 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 project report and reflective summary.
3. Respond to three of the semester's discussion prompts and respond to two classmates' responses.
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.

University Resources for Students

COVID-19 Update: "Keep Learning" Resources

This course may be offered in a format to which you are unaccustomed. If you are looking for ideas and strategies to help you feel more comfortable participating in our class, please explore the resources available here: <https://onestop.utexas.edu/keep-learning/>

UT Land Acknowledgment

I would like to acknowledge that we are meeting on Indigenous land. Moreover, I would like to acknowledge and pay my respects to the Carrizo & Comecrudo, Coahuiltecan, Caddo, Tonkawa, Comanche, Lipan Apache, Alabama-Coushatta, Kickapoo, Tigua 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, here on Turtle Island.

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/>. 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

The [Counseling and Mental Health Center](#) serves UT's diverse campus community by providing high quality, innovative and culturally informed mental health programs and services that enhance and support students' well-being, academic and life goals. To learn more about your counseling and mental health options, call CMHC at (512) 471-3515. If you are experiencing a mental health crisis, call the CMHC Crisis Line 24/7 at (512) 471-2255.

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).

Libraries: <http://www.lib.utexas.edu/>

ITS: <http://www.utexas.edu/its/>

Student Emergency Services: <http://deanofstudents.utexas.edu/emergency/>

BeVocal

BeVocal is a university-wide initiative to promote the idea that individual Longhorns have the power to prevent high-risk behavior and harm. At UT Austin all Longhorns have the power to intervene and reduce harm. To learn more about BeVocal and how you can help to build a culture of care on campus, go to: <https://wellnessnetwork.utexas.edu/BeVocal>.

Important Safety Information:

COVID-19 Update: While we will post information related to the contemporary situation on campus, you are encouraged to stay up-to-date on the latest news as related to the student experience. <https://protect.utexas.edu/>

If you have concerns about the safety or behavior of fellow students, TAs or Professors, call BCAL (the Behavior Concerns and COVID-19 Advice Line): 512-232-5050. Your call can be anonymous. If something doesn't feel right – it probably isn't. Trust your instincts and share your concerns.

The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/>

Occupants of buildings on The University of Texas at Austin campus are required to 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.
- Link to information regarding emergency evacuation routes and emergency procedures can be found at:
www.utexas.edu/emergency

Title IX Reporting

Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, unprofessional or inappropriate conduct of a sexual nature, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When unprofessional or inappropriate conduct of a sexual nature occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university's [relevant policies](#).

Beginning January 1, 2020, Texas Senate Bill 212 requires all employees of Texas universities, including faculty, 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 reported. **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 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 unprofessional or inappropriate conduct of a sexual nature, including the types of conduct 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.

Emergency Evacuation Procedures

The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/>

University Policies

Academic Integrity

Each student in the course is expected to abide by the University of Texas Honor Code: **“As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity.” Plagiarism is taken very seriously at UT.** Therefore, if you use words or ideas that are not your own (or that you have used in previous class), you must cite your sources. Otherwise you will be guilty of plagiarism and subject to academic disciplinary action, including failure of the course. You are responsible for understanding UT’s Academic Honesty and the University Honor Code which can be found at the following web address:
<https://deanofstudents.utexas.edu/conduct/standardsofconduct.php>

Use of E-mail for Official Correspondence to Students:

UT-Austin has an official policy that requires all students to provide a current email address. You can review this policy at <http://www.utexas.edu/cio/policies/university-electronic-mail-student-notification-policy>

Religious Holy Days:

The UT-Austin Office of the Registrar provides this additional information about absences due to a religious holy day: A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible, so that arrangements can be made to complete an assignment within a reasonable time after the absence. (<https://registrar.utexas.edu/schedules/179/terms>)

Student Bereavement Policy:

The UT-Austin Student Bereavement Policy passed on 13 July 2020. A brief summary of this policy as reported in the Brief Minutes of the July 2020 Faculty Meeting reads: "The new policy states that students will be provided a minimum of three days of excused absences for the loss of family members and loved ones, and one day for classmates. In response to a question from the June 15 Faculty Council meeting, the proposal now clarifies that Saturday does count as a possible class day. To secure bereavement leave, a student would file an absence request with Student Emergency Services (SES), which would then reach out to the student’s instructors about the absence dates." See a copy of the proposed legislation here: [D 18282-18284 Student Bereavement Policy.pdf](#)

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.