

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

**INF388L: Professional Experience and Project  
Unique #28470**

**Thursday, 3pm-6pm (January 21, February 25, March 25, April 22)  
Spring 2021**

**Instructor:** Dr. Carla Criner

**Office:** virtual for spring 2021

**Office hours:** Thursday, 10:00-11:00am and by appointment

**Email:** criner@ischool.utexas.edu

**INF 388L (Unique #28470)**

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

**Class time:** Thursday, 3:00 – 6:00pm

**Class dates:** January 21, February 25, March 25, April 22

**Open House:** May 6 and May 7 (tentative)

**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 7, 2020
- Project journal entries (Thursdays by midnight): February 18, March 11, April 15
- Project Title and Abstract (in Canvas and Open House page): Thursday, April 15
- Draft Poster Slide in Power Point (in Canvas): Thursday, April 22
- Electronic portfolio and Final Poster Slide (in Canvas and Open House page): Friday, April 30

School of Information Open House Poster Session: Thursday, May 6 and/or Friday, May 7 (tentative)

Completed evaluation by field supervisor: Friday, May 7

### **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 18, Mar 11, and Apr 15**

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, April 30**

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 second class meeting of the semester, Thursday, February 25, 2021.

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 AND to the Open House page no later than **Friday, April 30, 2021**. 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 10, 2021** and must be sufficient by that date to receive course credit.

### **Open House**

**Thursday, May 6 and/or Friday, May 7 (tentative)**

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 7**

This must be completed and signed by your field supervisor and submitted to the course instructor no later than Friday, May 7. 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 three 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/Open House 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.

**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](http://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](mailto: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](mailto: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>

#### **COVID-19 Updates: Spring 2021 Semester**

For the most up to date information on learning during COVID-19, including guidance about safety, cloth masks in classrooms, and classroom guidelines, see <https://protect.utexas.edu/learning/>.

#### **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.

**INF 388L**  
**Unique #28470**  
**Tentative Schedule**  
**Spring 2021**

<b>DATE</b>	<b>ACTIVITY</b>	<b>DETAILS</b>
<b>Thursday, January 21</b>	Class	1 <sup>st</sup> Class meeting Topic: Introductions
<b>Thursday, February 18</b>	Journal	1 <sup>st</sup> journal entry due by 11:59PM
<b>Thursday, February 25</b>	Class	2 <sup>nd</sup> Class meeting Topic: E-portfolio
<b>Thursday, March 11</b>	Journal	2 <sup>nd</sup> journal entry due by 11:59PM
<b>Thursday, March 25</b>	Class	3 <sup>rd</sup> Class meeting Topic: Poster design
<b>Thursday, April 15</b>	Journal Project Title & Abstract	3 <sup>rd</sup> journal entry due by 11:59PM Project Title & Abstract
<b>Thursday, April 22</b>	Class Draft Poster Slide	4 <sup>th</sup> Class meeting Topic: Careers Draft PPT Slide due by 3:00PM
<b>Friday, April 30</b>	Final Poster and Electronic Portfolio	Poster Slide (PDF) and Electronic Portfolio (URL) due by 11:59PM
<b>Thursday, May 6 and Friday, May 7</b>	Virtual Open House (tentative) Supervisor Evaluations	Open House (tentative) PEP field supervisor evaluations due by 5pm