

INF 388L: Professional Experience and Project

Unique # 27305

University of Texas at Austin School of Information Fall 2020

[Last updated: August 24, 2020]

Instructor: Soo Young Rieh (rieh@ischool.utexas.edu)

Office hours: Thursdays 2-3 pm through Prof. Rieh's Zoom Room.

COURSE OVERVIEW

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.

Note that **INF 388R**, **INF 398R**, and **INF 698B** meet with this class.

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

CANSTONE INFORMATION

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

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

CLASS DATES

All students who are completing a capstone experience in the fall must attend four class sessions and Open House on the following dates from 3 to 6 pm via Zoom. The Zoom link will be posted on Canvas in late August.

Session 1: August 27 Thursday

Session 2: September 17 Thursday

Session 3: October 15 Thursday

Session 4: November 5 Thursday

Virtual Open House: December 3 Thursday

If you are unable to attend a class session, you must inform the instructor before the class session.

DUE DATES:

Project proposal and letter of agreement: July 28, 2020

Project journal entries: September 10, October 8, October 29

Project abstract: November 12

Draft poster slide in Power Point: November 23 (Monday)

Final poster: December 3

Electronic portfolio: December 3

School of Information Virtual Open House Poster Session: Thursday December 3 from 3 to 5 PM.
Completed evaluation by field supervisor: December 7

ASSIGNMENTS

1. Project Journal

388L Students must maintain a journal related to the project. The purpose of keeping this journal is to be able to recall the successes and problems encountered in this experience. The content should focus on addressing:

- How many hours approximately did you spend on this project? What were the activities of you engaged in?
- Did you encounter obstacles and problems? How did you solve such problems?
- What went particularly well? Can you think of any moments that you are proud of?
- What new skills or insights did you gain?
- Were there particular mentoring moments from the field supervisor that you might want to share?

Please be aware that I'll read all of your journal entries and select "best stories" to share with classmates in class.

2. Project abstract

Write an abstract in 300-500 words. Typically, an abstract is composed of background information, purpose of the project and its scope, work tasks and activities you worked on, important outcomes and impact, and statement of conclusion and/or recommendation. Use less technical language to make sure that your abstract is accessible to a wide audience. Read 5-10 abstracts from here:

<https://www.ischool.utexas.edu/2020-spring-capstone-projects>

3. Poster

You can choose a format of your poster. You can make a 24" x 30" traditional poster as a PDF file. You can make a video or other multi-media formats to present your poster. Your digital posters will be published in the iSchool website. You will also have an opportunity to present your poster at the Virtual Open House Poster session on December 3.

4. E-Portfolio

If you are completing the MSIS program through a previous Graduate Catalog, you are required to be enrolled in INF 181E along with INF 388L. If you are completing the program through the current catalog, you do not need to register for INF 181E; however, you are still required to produce an electronic portfolio as part of the capstone.

Your e-Portfolio must include the following items at a minimum: statement of intent in 500 words or less describing your background, professional goals, work experiences, and interests; samples of at least three papers or projects that you completed for iSchool courses or as independent projects; your resume.

<https://wikis.utexas.edu/pages/viewpage.action?spaceKey=iSchool&title=iSchool+Student+Portfolios>

5. Completed evaluation form

This must be completed and signed by your field supervisor and submitted to the Canvas no later than December 7 (Monday).

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 December 3 Open House, and complete all assignments satisfactory. The instructor will issue a course grade of NC (no credit) if ANY assignment is not completed. 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 capstone and responding to any prompts provided by the instructor.
3. Produce an electronic portfolio that meets the criteria.
4. Product an abstract for the capstone completed and a poster and presentation displaying outcomes of the work.
5. Attend all classes, including the required poster session (Virtual Open House) on December 3.

CLASS SCHEDULE

Date	Activity	Details
Thursday August 27	Class	1 st meeting Introductions, course requirements, project overviews
Thursday, September 10	Journal	1 st journal entry due by 3 PM
Thursday, September 17	Class	2 nd class meeting Discussions on projects Guest speaker: Kim Wood
Thursday, October 8	Journal	2 nd journal entry due by 5 PM
Thursday, October 15	Class	3 rd class meeting E-portfolio design and critique
Thursday, October 29	Journal	3 rd journal entry due by 5 PM
Thursday, November 5	Class	4 th class meeting Poster design and critique
Thursday, November 12	Project abstract	Abstract due by 5 pm
Monday, November 23	Draft poster slide in Power Point	PPT file due by 5 pm
Thursday, December 3	Virtual Open House Electronic Portfolio	3-5 pm
Monday, December 7	Supervisor evaluation	Evaluation due by 5 pm

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.

COURSE POLICIES

1. Email is the most reliable communication method with the instructor. Please include “INF 388L” or “Capstone Project” in a subject line. Do not use the messaging feature in Canvas because it is often getting lost. 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.
2. Zoom Classroom Etiquette: Plan to have your video and microphone turned on during the class. If you do not have appropriate technology/device to participate in class, let me know ASAP.
3. 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.

COVID-19 SPECIAL NOTES

Your safety, physical and mental health, and wellbeing is more important than anything going on in class and in your field site. My office hours are not limited to discussing your capstone project. Please feel free to email me or stop by Zoom office hours if you need to talk with me about any concerns or issues.

BCAL is now BCCAL to answer your questions about COVID-19: safety.utexas.edu/bccal

To make it as easy as possible for faculty, staff, students and visitors to get support for their COVID-19 questions and concerns, the Behavior Concerns Advice Line (BCAL) is now the Behavior Concerns and COVID-19 Advice Line (BCCAL). In addition to the established 24/7 support for behavior concerns, BCCAL will help students, faculty and staff with the following areas related to COVID-19, in both English and Spanish, Monday - Friday 8 a.m. to 6 p.m.:

- Protect Texas Together app malfunctions and questions
- Reporting positive COVID-19 tests
- International travel
- Assistance with self-isolation and self-quarantine
- Contact tracing
- Financial support
- Professor notifications for student class absences
- Student, faculty, staff, and visitor COVID-19 concerns

Trained staff help callers explore available options and provide guidance and resource referrals to address behavior concerns and answer COVID-19 questions. Call 512-232-5050 or share your concerns 24/7 using either the [behavior concerns](#) or [COVID-19 questions online form](#).

UNIVERSITY POLICY ON TITLE IX

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. 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.