INF 388L: Professional Experience and Project
School of Information; University of Texas at Austin
Selected Thursdays 12-3 pm: Jan. 17; Feb. 21; March 28, April 25
Friday 1-4, May 3
UTA 1.208

Lynn Westbrook
Spring 2013
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Office hours: Wednesday 3-5; Tuesday 10:30-12:30; by appointment, by chance

Course description:
The course provides concrete, practical, professional experience that builds on students’ integrated coursework as well as their related experiences

Rationale
Information Studies is a practice field. Graduates move into organizational, institutional, community and entrepreneurial settings where their skills produce active changes in the world around them. This course provides students the opportunity to actually employ the breadth of their course preparation and experiences in a professional-level experience within an actual work place.

Learning objectives:
Upon successful completion of this course, students will be able to:
1. meet the professional responsibilities of their particular work context;
2. strengthen their professional skills through self-reflection; and
3. make high quality presentations of their professional work.

Course format
This course is almost entirely applied experience in an established setting under the direction of a practicing professional. This on-site work is enriched through in-class guest speaker presentations and self-reflective writing. Conversations with the instructor are fully available as an additional resource.

Requirements
• PEP: Complete the PEP as described in your letter of agreement; hand in the final site supervisor evaluation by May 1
• Self-reflection journal: Submit six status updates and reflections on the following dates: January 25, February 8, February 22, March 8, March 22, and April 12. Describe your progress in meeting your goals, the tips/ideas you’d like to remember, challenges you’re working on, connections to your course work/other experiences, and anything else you find useful. This is very informal and drawn entirely from your own reflections so frame it as you think best. There’s no set format, length, or tone. Email the journal entries to me.
• Poster: The poster session will be held on the afternoon of May 3; have it ready by May 1 at the latest. Feel free to bring a draft to your wrap-up meeting and/or any office hour session.
• Wrap-up meeting: Schedule a 20 minute meeting with me for any time between April 11 and May 1
• Attendance: In addition to the poster session, the class meets only three times so attendance is mandatory.
# Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics/Activities/Speakers</th>
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<tbody>
<tr>
<td>1/17</td>
<td>Introductions; course requirements; networking connections within class; preferences for professional development speakers’ focus; initial elevator pitches</td>
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<tr>
<td>2/21</td>
<td><em>Creating Your Digital Brand</em>, Tara Iagulli; expert advice on creating your digital portfolio and using other digital means of establishing your professional presence -- bring your questions!</td>
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<tr>
<td>3/28</td>
<td>Professional development speakers; brief explanation of poster printing mechanics; draft/share outlines of posters; developed elevator pitches</td>
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<tr>
<td>4/25</td>
<td>Optional class for anyone who’d like to use the time for a wrap-up meeting, poster review, elevator pitch coaching, or any other matter</td>
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<tr>
<td>5/3</td>
<td>Present posters {timing TBA but will be in the afternoon}; you’ll be asked for your polished elevator pitches by various people who review your poster</td>
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*Optional* – on Wednesday March 6 from 4-6, you are invited to join Prof. Immroth’s class in 1.208 to hear Gary Hoover’s dynamic talk on professional development with particular reference to entrepreneurship.
INF 398T Course Policies

You are responsible for reading and following these course policies. Please let me know if you have any questions on any of them.

University’s Honor Code – see UT site for elaboration

Please note that all matters of academic integrity are taken seriously in this course. Students who use, quote, or otherwise employ the ideas, words, and insights of others without appropriate attribution will fail the assignment and, possibly, the course. When in doubt, ask immediately. Asking is the sign of an intelligent, thoughtful response to our complex world of layered information resources.

University’s Electronic Mail Notification Policy

All students should become familiar with the University's official e-mail student notification policy. It is the student's responsibility to keep the University informed as to e-mail address changes. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily. The complete text of this policy and instructions for updating your e-mail address are available at http://www.utexas.edu/its/policies/emailnotify.html.

In this course e-mail will be used as a means of communication. You will be responsible for checking your e-mail regularly for class work and announcements. Please be certain that your email address in Blackboard is correct at all times. You are the only one who can do this and it’s essential for course communication.

University’s Documented Disability Support Policy

The University of Texas seeks to provide appropriate academic adjustments for all individuals with disabilities. This University will comply with all applicable federal, state and local laws, regulations and guidelines with respect to providing appropriate academic adjustments to afford equal educational opportunity. It is the responsibility of the student to register with and provide medical verification and academic schedules to Services for Students with Disabilities at the beginning of each semester or as soon as the need arises. The student must contact the faculty member in a timely manner to arrange for appropriate academic adjustments. Students who require special accommodations need to get a letter that documents the disability from the Services for Students with Disabilities area of the Office of the Dean of Students (471-6259- voice or 471-4641 – TTY for users who are deaf or hard of hearing). This letter should be presented to the instructor in each course at the beginning of the semester and accommodations needed should be discussed at that time. Five business days before an assignment the student should remind the instructor of any testing accommodations that will be needed. See this Web site for more information: [http://ddce.utexas.edu/disability/].

Communication

• I will make every effort to answer emails and phone calls within 3 working days. If you have not heard from me within those time limits, please let me know by an alternative form of contact so we can make sure there are no technical problems involved.

• If I have to cancel office hours, then I will note that on our BB announcement page along with the make-up time scheduled to replace the slot.
**Maintain work files**
Students are responsible for maintaining their own files of work, both submitted and returned, until official University grades are received. You are encouraged to keep these materials until graduation, as I may need some of it to compose a detailed and persuasive recommendation letter for you.

**Health and safety**
The University has a wide range of health and safety services available to all students. Please take full advantage of these support tools and let me know if you have questions about how to access what you need. Campus security encourages all of us to be aware of our surroundings at all times. For more on personal safety and health, take a look at these resources:

- Behavior Concerns Advice Line (BCAL) [http://www.utexas.edu/safety/bcal/]
- Stress management [http://www.cmhc.utexas.edu/stress.html]
- Crime prevention [http://www.utexas.edu/police/prevention/]