

THE UNIVERSITY OF TEXAS AT AUSTIN SCHOOL OF INFORMATION
INF 388L: Professional Experience and Project
Unique #27925
Fall 2024

Instructor: Carla Criner, PhD
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SUGGESTED READINGS

UT iSchool Capstone page: <https://www.ischool.utexas.edu/programs/masters/capstone>
Capstone handbook: <https://www.ischool.utexas.edu/handbooks/capstone-handbook.pdf>

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.

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

CLASS ATTENDANCE

The delivery mode is asynchronous. There are no class meetings, except for the final poster session at the end of the semester. Zoom meetings will be set up on Canvas for one-on-ones in the summer sessions.

PROJECT PROPOSAL AND LETTER OF AGREEMENT

Due: August 16, 2024

The proposal and signed letter of agreement are due by the last class day of the summer term for review and final approval. Please upload the PDF file(s) in Canvas. Any modifications to the project should be discussed with the course instructor.

ASSIGNMENTS

Discussion Prompts (Canvas discussion board)

Due: Wednesdays (September 4, October 2, October 30, November 27)

Four discussion prompts will be posted at regular intervals in Canvas. **All students are required to respond to all 4 prompts.**

Project Title, Project Abstract, and Project Poster PDF

Due: Wednesday, November 20

To be submitted via Microsoft Forms Uploader

For the title and abstract:

- Students will submit their project title and a 150-200 word abstract summarizing the goals and anticipated outcomes of their projects
- Please review previous capstone project titles and abstracts here:

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

For the poster: landscape format; in PDF

Reflective Summary

Due: Wednesday, December 4

Students will prepare a reflective summary of their project experience, considering what was accomplished, any transformative learnings, or perhaps what might have been approached differently, etc. Please limit your summary to 500-1000 words.

Completed Field Supervisor Evaluation Form

Due: Monday, December 2

This evaluation form must be completed and signed by your field supervisor and submitted to Canvas no later than December 2, 2024. The instructor will send the evaluation form to your field supervisor directly. Please ensure accurate contact information is on file (in your letter of agreement).

Final Poster Session

Friday, December 6

11:00AM-1:00PM

Location: TBD

You must present the work you have completed on your project as part of a Capstone Showcase to students, faculty, and community partners. This will be an opportunity to share your experiences and insights. Time allocated for each student presentation and format to be announced.

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:

1. Successfully complete a Professional Experience and Project (PEP) as verified by the field supervisor.
2. Respond to four discussion prompts on Canvas.
3. Submit progress report and reflective summary.
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.

CLASS EXPECTATIONS AND CONSULTATION

- It is your responsibility to check the class Canvas site and read your emails regularly
- Please send me a message via Canvas if you have any questions or would like to request consultation. Although I will try my best to reply to you ASAP, please give me 48 hours to reply. If you do not hear from me within 48 hours, please resend your message for my attention.

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.

DISABILITY & ACCESS (D&A)

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 Disability & Access (D&A).

Please refer to the D&A website for more information: <https://community.utexas.edu/disability/>

If you are already registered with D&A, 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 (CMHC)

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), contact the CMHC 24/7 Crisis Line at 512-471-2255.

UNIVERSITY HEALTH SERVICES (UHS)

Your physical health and wellness are a priority. University Health Services is an on-campus high-quality medical facility providing care to all UT students. Services offered by UHS include general medicine, urgent care, a 24/7 nurse advice line, gynecology, sports medicine, physical therapy, lab and radiology services, COVID-19 testing and vaccinations and much more. For additional information, visit [https:// healthyhorns.utexas.edu](https://healthyhorns.utexas.edu) or call 512-471-4955.

TITLE IX DISCLOSURE

Beginning January 1, 2020, Texas Education Code, Section 51.252 (formerly known as Senate Bill 212) requires all employees of Texas universities, including faculty, to 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, or third-party reports) must be report it. Before talking with me, or with any faculty or staff member about a Title IX related incident, please remember that I will be required to report this information to the Title IX Coordinator. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email supportandresources@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 teachers and research assistants are not subject to Texas Education Code, Section 51.252, they are still mandatory

reporters under Federal Title IX laws and are required to report a wide range of behaviors we refer to as sexual misconduct, including the types of sexual misconduct covered under Texas Education Code, Section 51.252. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support all impacted by a Title IX incident.