THE UNIVERSITY OF TEXAS AT AUSTIN
SCHOOL OF INFORMATION

INF388L: Professional Experience and Project
Unique #28495
Spring 2023

Class mode: Online
Instructor: Dr. Yan Zhang
Office hours: By appointment
Pronouns: she/her
Email: yanz@utexas.edu

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

Assignments and due dates:

Assignment	Due Date
Discussion prompts	Jan. 23, Feb., 20, March 20, and April 17
Progress report	March 6
Project Title and Abstract	April 3
Poster Slide (PDF)	April 10
Reflective summary	April 24
School of Information Virtual Poster Presentation Session	TBD
Completed evaluation by field supervisor	April 24

Class attendance:
The delivery mode is asynchronous. There are no class meetings, except for the virtual poster session. Date/Time to be determined.

Assignments (specifics):
Discussion prompts and responses to peers
There will be a total of four discussion prompts posted at regular intervals to the Canvas site. Students are required to respond to all four prompts and to respond to classmates' prompts.

	Prompt
1	You have registered for a few interviews with the attending employers during a virtual career fair at UT. You want to prepare a few talking points about your current capstone project to make the case about why you are a great candidate. Please write a script for your "elevator pitch." An elevator pitch is a short synopsis about yourself for a prospective employer. It's called an elevator pitch because it's meant to be brief enough to deliver convincingly during a quick elevator ride to your floor. It's a best practice to keep your elevator pitch to a minute or less. For your elevator pitch script, please focus on the skills and qualifications while introducing your capstone project. • What's your capstone project is about? • How does your relevant skills and knowledge contribute to the project? • What do you expect to accomplish when you complete it?
2	What are new skills and insights you have gained so far from your capstone project? • What was the most surprising aspect of your project that you did now know and had to learn? • Were there particular mentoring moments from the field supervisor or other team members? • Are you using new tools that you have not used before? If so, Why these tools are/will be adopted in your project? The tools can be a collaborative work tool, project management tool, team communication tool, programming language, development environment or anything else. The goal of this prompt is for you to share your experiences. The collective knowledge and experiences you have gained from the project can benefit the class as a whole and allow your peers to try something new that may help them throughout the project.
3	Over the course of your project so far, what are the obstacles or challenges you faced? How do you overcome them?
4	If you have a chance to keep working on your capstone project, what will you do?

	Here are some examples.
	1. System redesign 2. New functions 3. New rounds of system testing 4. More research 5. Different ways data organization 6. Learn new ways of data analyses

Progress report

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. Limit your report to 500-1000 words.

Project Title and Abstract

- To be submitted in the Canvas site and in the iSchool Capstone Project Information Form <link>
- Students will submit their project title and a 150-200 word abstract summarizing the goals and anticipated outcomes of their projects.

Please review previous year's capstone project titles and abstracts:

- 2022 Spring Projects: https://www.ischool.utexas.edu/2022-spring-capstone-projects.
- 2022 Summer Projects: https://www.ischool.utexas.edu/2022-summer-capstone-projects.
- 2021 Spring Projects: https://www.ischool.utexas.edu/2021-spring-capstone-projects.

Poster slide

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

Reflective summary

Students will prepare a reflective summary on their project experience, considering what was accomplished, what might have been approached differently, etc. Limit your summary to 750-1000 words.

Virtual Capstone Class Poster Session

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 by field supervisor

This must be completed and signed by your field supervisor and submitted to the Canvas

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), Practicum in School Libraries, an MS Report, or Thesis, as verified by the field or faculty supervisor.
2. Submit progress report and reflective
3. Respond to four discussion prompts on Canvas.
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:

1. It's your responsibility to check the class Canvas site and read your emails regularly
2. 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.

Names and Pronouns
Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender identity & expression, and nationalities. Class rosters are provided to the instructor with the student's legal name, unless they have added a "chosen name" with the registrar's office, which you can do so here.will gladly honor your request to address you by a name that is different from what appears on the official roster, and by the pronouns you use (she/he/they/ze, etc). Please advise me of any changes early in the semester so that I may make appropriate updates to my records. For instructions on how to add your pronouns to Canvas, visit this site. More resources available on the Gender and Sexuality Center's website, www.utgsc.org.

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.

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. or call 512-471-4955.

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.

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