Course Overview:

Practical, professional experience allowing the student to apply ideas and concepts from coursework in the School of Information. The course provides the opportunity to evaluate and discuss projects as they develop.

Objectives:

- Strengthen professional skills
- Strengthen presentation skills
- Learn to use professional networks and collegial relations to the best advantage

Due dates:

- Project proposal and letter of agreement: December 6, 2013
- Project journal entries: January 23, February 11, February 27, March 18, April 3, April 22
- Class attendance, unless previous arrangements have been made
- Electronic portfolio: May 1
- School of Information Open House Poster Session: May 2
- Completed evaluation by field supervisor: May 2

**Project proposal and letter of agreement**

These should have been submitted by the end of the fall semester. Any modifications to the project should be discussed with the course instructor.

**Project journal entries**

Students are required to keep and share a journal related to the project. You may elect to keep a companion journal that is not shared. Students are free to create their own format. The content should include expectations, problems, solutions, successes, etc. The situations you encounter in this project are likely to be similar to
what you will find in the workplace. The purpose of keeping this journal is to be able to recall the experience, perhaps somewhat objectively. The journal entries are due on Thursday January 23, Tuesday February 11, Thursday February 27, Tuesday March 18, Thursday April 3, and Tuesday April 22. Please note the days alternate between Tuesday and Thursday. The rational for this is so classmates can have a chance to read your journal entries before class meets. Students may read each others entries, although it is not required.

Please remember this is a professional experience and this information will be shared with colleagues. Therefore, it’s probably a good idea to keep away from vitriolic comments about your supervisor and the like.

**Class attendance**
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.

**Electronic portfolio**
Each student is required to be enrolled in INF 181E along with INF 388L. In that course you will create a website the displays your professional aims, interests and pursuits. One class session of INF 388L will be devoted to giving you instruction about how to accomplish this.

**Poster session**
On May 2 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 printed poster affixed to a 24 x 30" poster board, but you are welcome and encouraged to explore other options.

**Completed evaluation form**
This must be completed and signed by your field supervisor and submitted to the course instructor no later than May 2.

**Course Schedule (tentative, not all dates confirmed)**

January 16
Introduction; course requirements; project overviews

February 13
Marketing your skills. Guest speaker: Tara Iagulli

March 20
Practical instruction in designing and creating an electronic portfolio
April 24
Review and practice for poster session

May 2
Poster session