Careers Report to Faculty Council

Function: Career services
Report Period: March 1, 2013 to April 8, 2013
Report Date: April 9, 2013
FC Meeting Date: April 12, 2013
Report By: Isidora Petrovic, Careers Officer

Practicum (INF2173H) and Internship (MSL3000Y)

- Promoted the Information Professional Practicum course (INF2173 – Summer 2013) by sending an email to 402 previous and potential new hosts/contacts from a variety of organizations mostly within the GTA, and a few contacts outside of the GTA
- Assisted with the Information Professional Practicum course (INF2173H – Summer 2013) by answering specific questions and requests from hosts and/or students regarding organizing practicum projects; collected 85 projects (*98 placements) by April 8
- Assisted Barbara Soren with MMSt Internship course (MSL3000Y) by speaking in class regarding the WSIB insurance, work permits for international students and similar documents

*One project can be done by one or more students; therefore the number of placements is always higher than the number of projects

Career Services

- Wrote an iSchool 2012 Employment Report, based on the alumni survey results, summarizing key employment statistics; the report will be posted on the iSchool’s website this month
- Organized an iTea on March 13 by creating a presentation and talking about the skills that employers want, including tips on how to accurately read job postings and successfully search for work opportunities
- Presented key findings regarding the employment statistics selected from the alumni survey and career survey, both conducted last summer, at the Faculty of Information Alumni Association (FIAA) Executive meeting on March 19
- Attended a Master of Information Student Council (MISC) meeting on March 14 to discuss career services and collect feedback from 1st and 2nd year students regarding their needs in relation to current and future career services and career events; all of the suggestions will be evaluated, and if feasible, included in the career services annual plan for the next academic year
- Assisted with student recruitment by presenting at three recruitment information sessions held at the iSchool on March 2, March 20, and March 26
- Updated the MI Career Options information sheet, used for the student recruitment, by adding career related information on two new concentrations: Knowledge Media Design (KMD) and Culture & Technology (C&T)
- Participated in web committee meetings regarding the new iSchool website; created a list of 15-20 additional job titles per each MI concentration and submitted it to Recruitment Officer to utilize for student recruitment as needed
- Acted as liaison between the School of Continuing Studies English Language Program and the McLuhan Program/Coach House Institute to provide an opportunity for students from
the City University of Hong Kong to learn about the McLuhan program and participate in the Institute’s events this summer; potential for cross-promoting the MI program will be further explored

Regular Monthly Activities

- Provided career advice to students, alumni, and prospective students individually in one-hour meetings on career topics such as career options, resume, cover letter, CV, interviewing techniques, professional networking, job search, and similar
  - Observation: several 2nd year students have successfully secured employment before graduation, while many were invited to interviews
- Received, verified, and posted new work opportunities on the iSchool’s job site
  - Observation: 88 job ads were posted during March, which is a record, i.e. the highest number of postings in the last 9 months
- Assisted a variety of employers with job postings, interviews, co-ops/internships, and general inquiries
  - Observation: for the third time since November, a government employer has offered a “hidden” job (i.e. job never advertised anywhere) to our students and alumni, which might indicate that this could potentially become a trend for some organizations to hire students based on recommendations rather than the formal hiring process