Careers Report to Faculty Council

Function: Career services
Report Date: April 11, 2014
FC Meeting Date: April 23, 2014
Report By: Isidora Petrovic, Careers Officer

Practicum (INF2173H) and Internship (MSL3000Y) courses

✓ Assisted Vicki Whitmell with the practicum course (INF2173 – Summer 2014) by promoting it to 390 previous and potential new practicum hosts and inviting them to attend Practicum Showcase, held on April 3

✓ Assisted Vicki Whitmell with student and host questions about the practicum (INF2173 - Summer 2014) course; collected 62 proposals till today; last day to submit project proposals is April 25

✓ Assisted Cathy Blackbourn with the MMSt Internship course by helping students with WSIB and ACE insurance and safety abroad regulations; spoke to students in class to inform of changes in these regulations

✓ Completed training with Safety Abroad Office as the main contact person for MMSt Internships course; created documents and connected with students who are going abroad for their summer internships

Career Services

✓ Assisted with student recruitment by writing content for the website for each of 7 MI concentrations and MMSt program focusing on general description of career options, list of employers, list of jobs, list of associations, and list of alumni with examples of where they work now

✓ Assisted with student recruitment by presenting at the info session held at the iSchool on Saturday, March 1

✓ Assisted with student recruitment by writing content for the website regarding career/employment trends for MI, MMSt, and CRO programs and respective career fields

✓ As a member of the Co-op Committee, and in order to research existing U of T co-op programs and establish potential partnerships, met with the Director of the UTSC Management Co-op Program (Feb. 20), and the Director of the Engineering Career Centre (Feb. 21); and Manager of Master of Industrial Relations and Human Resources internship program (Apr. 11)

✓ As a member of the Co-op Committee, researched existing coop programs (outside UofT), analyzed best practices reported through CAFCE – Canadian Association for Co-operative Education, analyzed CAFCE’s Co-op Manual, contacted coop software providers (Orbis and Symplicity) to obtain quotes, and announced the co-op initiative to alumni at the FIAA meeting (Feb. 19)
Held four career development workshops as part of the iCareer series Co-Curricular Record, career development series

Regular Monthly Activities

Provide 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

Update and hold career workshops tailored for MI and MMSt fields/students as part of the iCareer series Co-Curricular Record, career development series

Receive, verify, and post new work opportunities on the iSchool’s job site (68 in February, 96 in March)

Assist a variety of employers with job postings, interviews, co-ops/internships, and general inquiries