Careers Report to Faculty Council

Function: Career services
Report Date: February 7, 2014
FC Meeting Date: February 14, 2014
Report By: Isidora Petrovic, Careers Officer

Practicum (INF2173H) and Internship (MSL3000Y) courses

- Assisted with the Information Professional Practicum course (INF2173H – Winter 2014) by answering specific questions and requests from hosts and/or students and collecting 84 projects (*99 placements)
- Secured 21 volunteer opportunities from leftover practicum projects; 14 first year students expressed interest and were connected directly with practicum hosts to work on these or similar projects as volunteers
- Assisted with MMSt Internship course (MSL3000Y) by communicating with host supervisors and students with questions regarding the new portal, insurance, and similar
- Prepared and organized 2 tailored workshops for MMSt Internship students on how to write resumes and how to prepare for the internship/job interviews

* 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

- Organized an information session with Mitacs representatives about their research funding programs, held for all iSchool students and faculty members; held on Nov. 28
- Organized an information session with Ontario Public Service (OPS) with a speaker from the Ministry of the Attorney General to talk about career opportunities within the Ontario government; held on Jan. 21
- Organized an information session with MacLaren McCann User Experience Director about the organization and UX internship/summer opportunities; to be held on Feb. 10
- Assisted with student recruitment by presenting at the recruitment information sessions, for both MI and MMSt programs, held at the iSchool on Nov.23, 2013, and January 18, 2014
- Assisted MISC PD committee with Employer Showcase by securing 3 new employers (CSIS, MacLaren McCann, PwC) to attend the event; held on January 10, 2014
- Finalized the 2013 Alumni Survey, 2nd part, focusing on employment, including the Employment Report which was posted on the iSchool’s website (Current Students<Careers<Career Options)
- Sent 54 holiday cards, with a letter signed by the Dean, to employers and professionals who regularly offer practicum placements and attend events at the iSchool
As a member of the Coop Committee, researched coop programs, contacted coop software providers (Orbis and Symplicity) and met with U of T Career Centre Associate Director to explore partnership options

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