Careers Report to Faculty Council

Function: Career services
Report Period: April 8, 2013 to June 7, 2013
Report Date: June 7, 2013
FC Meeting Date: June 14, 2013
Report By: Isidora Petrovic, Careers Officer

Practicum (INF2173H) and Internship (MSL3000Y)

- 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
- Out of 96 practicum projects (*109 placements), which were submitted for the Summer term, 58 projects (70 placements) were left available; after contacting supervisors, 29 projects were turned into volunteer opportunities for students, who are not enrolled in the practicum course
- Arranged volunteering for 17 students by connecting them with practicum supervisors, whose projects were not chosen for the summer practicum course, in order to gain work experience by working on the leftover practicum projects

*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

- Assisted with student recruitment by meeting with U of T Career Counsellors and doing presentations about the iSchool programs and career options, jointly with the Recruitment Officer, at three U of T Career Centres: at UTSC Career Centre on April 16, at U of T St. George Career Centre on April 26 and at UTM Career Centre on May 1
- Attended AIS/ISD student round table meeting on April 17 to discuss and collect feedback from students regarding their needs in relation to career services and career events
- On the iSchool’s website, published the 2012 Employment Report, based on the alumni survey results, summarizing key employment statistics: www.ischool.utoronto.ca/careers/outcomes
- Presented alumni survey and graduating class survey methodology and key results to the Deans of single department faculties on May 23
- Met with the new Director of the U of T Career Centre on May 29 and discussed potential future partnerships, including ways to inform undergraduate students about the iSchool’s programs, as a way of student recruitment for the iSchool
- Updated questionnaires for the career survey and alumni survey by incorporating suggestions made by the faculty members and based on the previous surveys results
- Sent out the June 2013 Graduating Class Survey to 193 graduating students via email on Friday, June 6;
- 2013 Alumni Survey is scheduled to go out next week (i.e. June 10 - 14)
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

☑ Received, verified, and posted new work opportunities on the iSchool’s job site
  - Observation: 95 job ads were posted in May, which is a record, i.e. the highest number of postings, since I’ve been tracking them, i.e. September 2011

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