Careers Report to Faculty Council

Introduction

This is the first Careers Report to the Faculty Council prepared by the Careers Officer. The Careers Officer role was created in June 2011 with two primary objectives: to coordinate and manage implementation of student practicum placement programs and to identify and create student career development and job opportunities. The annual plan for 2012-13, submitted to the Dean in late August 2012, lists all planned activities, which address the key objectives.

Function: Career services
Report Date: March 1, 2013
Report By: Isidora Petrovic, Careers Officer

Practicum (INF2173H) and Internship (MSL3000Y)

✓ Assisted Professor Barbara Craig with the Information Professional Practicum course (INF2173H – Winter 2013) by answering specific questions and requests from hosts and/or students and collecting 88 projects (103 placements)
✓ Prepared and organized 3 tailored workshops for MI students taking the Practicum course (INF2173H) on how to access practicum online system, how to write resumes, prepare for job interviews and tips on workplace etiquette
✓ Assisted Vicki Whitmell with the Management of Corporate and Other Special Information Centres course (INF2158H – Winter 2013) by collecting 9 projects: 4 of them were submitted for INF2173H and INF2158H courses; coordinated transfer to avoid overlap between the courses
✓ Secured 28 volunteer opportunities from leftover practicum projects; 15 first year students expressed interest and were connected directly with practicum hosts to work on these or similar projects as volunteers
✓ Assisted Barbara Soren with MMSt Internship course (MSL3000Y) by editing last year's promotional material for potential hosts, including a web page and 2-page handout/brochure
✓ Prepared and organized 2 tailored workshops for MMSt students taking the Internship course (INF2173H) on how to write resumes and how to prepare for the internship/job interviews
✓ Assisted MMSt Internship host supervisors and students with questions regarding insurance, work permits for international students, and similar

Career Services

✓ Sent 114 holiday cards to employers and professionals who regularly post jobs and offer practicum and internship placements
✓ Created 8 career workshops, as part of the career development series, tailored for MI and MMSt students; the workshops were offered multiple times in December, January, and February
- Organized a meeting with faculty members to discuss how to best present results from two surveys completed last summer with the graduating class and alumni; new survey report will be available soon
- Assisted AIS student chapter by providing resources and information regarding ISD career options, employers, websites, associations, and similar information for their first information night held on Jan. 29
- In collaboration with Recruitment Officer, created a presentation for the student recruitment info sessions regarding careers for MI and MMSt graduates
- Assisted with student recruitment by presenting at the recruitment info night held at the iSchool on Feb. 5
- Participated in web committee meetings regarding the new iSchool website and created content for pages: Careers in Information and Museum Studies, Employers, and a section on Your iSchool Experience page
- In collaboration with a work-study student, edited over 2 hours of video material recorded at career events held last year, which will be posted on the iSchool’s YouTube channel by the end of this term

**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
- Assisted employers with job postings, practicums, internships, and general inquiries