Careers Report to Faculty Council

Function: Career services
Report Period: October 1 to November 14, 2013
Report Date: November 14, 2013
FC Meeting Date: November 22, 2013
Report By: Isidora Petrovic, Careers Officer

Practicum (INF2173H) and Internship (MSL3000Y) courses

- Assisted with the Information Professional Practicum course (INF2173H – Winter 2014) by assisting hosts and students with organizing and submitting practicum projects
- Sent an email invitation to 390 previous and potential new practicum hosts to submit a practicum project for the Winter 2014 course
- Assisted Cathy Blackbourn with the Museum Studies Internship course by updating course material, i.e. list of previous internships and promotional flyer, sending announcements to 1st year MMSt students and speaking at the first meeting with 1st year students (Oct. 24)
- Initiated a project of creating a MMSt Internship online portal; wrote a detailed proposal and discussed options with two Internship Instructors, the MMSt Program Director and IT team

Career Services

- Organized 3rd annual career networking event, Associations as Your Gateway to Networking, as an iTea (Oct. 23) with 20 associations represented by 33 professionals and over 100 students in attendance
- Created an event geared towards KMIM, ISD, KMD students and anyone interested in PricewaterhouseCoopers (PwC) organization; secured a speaker, Data Manager, to talk about the history of databases and career opportunities within PwC; the event will be held on Monday, November 25
- Assisted with student recruitment by presenting at the recruitment information sessions, for both MI and MMSt programs, held at the iSchool on Saturday, Oct. 26
- Attended a MISC meeting (Oct. 9) to collect feedback from students regarding their needs in relation to career events and services and to invite student groups and chapters to participate in the networking event (Oct. 23)
- Met with student chapters and associations (AIS, SLA, MISC PD) to discuss their needs and future events
- Initiated a new project of creating a planning events calendar, which would serve as a central information resource for any iSchool student and staff (student chapter reps, iSchool staff, MISC, MUSSA) who is organizing events for the iSchool students; this calendars should resolve the issue of overlapping events and keep everyone informed about plans for all future events
Updated and held 3 career workshops, as part of the iCareer series Co-Curricular Record, career development series: Resume & CV, Cover Letter and How to Network – geared to MI and MMSt fields/students

Researched organizations, as a member of the Dean’s 100 Visits committee, to assess speaking/presentation opportunities for creating and/or increasing awareness of the iSchool

Analyzed results and wrote a report of the second part of the Alumni 2013 Survey Report, which is focusing on the alumni’s feedback and statistics regarding employment outcomes; the report will be finalized in late November/early December 2013

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 (68 jobs in October)

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