Careers Report to Faculty Council

Function: Career services
Report Period: July to October, 2013
Report Date: October 9, 2013
FC Meeting Date: October 18, 2013
Report By: Isidora Petrovic, Careers Officer

Practicum (INF2173H) and Internship (MSL3000Y) courses

✓ Assisted with the Information Professional Practicum course (INF2173H – Summer 2013) by assisting hosts and students with organizing practicum projects
✓ Summer 2013 term: INF2173H Practicum placements:
  o 96 practicum projects: (29 ARM, 3 CIS, 10 ISD, 7 KMIM, 47 LIS)
  o 109 placements*
  o 39 students (total enrollment)
  o 10 students found their own placements
✓ Fall 2013 term: INF2173H Practicum course was not offered this term
✓ Winter 2014 term: INF2173H Practicum course will be offered; hosts will be invited to submit projects starting November 1
✓ Assisted with MSL3000Y MMSt Internship course Visual Display day (Sept. 20) and promotional material for the 2014 internships

* 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

✓ Conducted the 2nd annual Alumni Survey with the graduating class of November 2011, March 2012 and June 2012
✓ Wrote a two-part report based on survey data:
  o First report describes alumni’s perceptions of the learning outcomes and their program satisfaction
  o Second report presents employment outcomes 12 months after graduation
✓ Employment report, which will focus on the key employment results and will be posted on the iSchool website, is currently being developed
✓ Presented at the iSchool Assembly – MI orientation session (Sept. 6) organized for the first year students
✓ Started organizing and inviting professional associations to participate in the 3rd annual career networking event, Associations as Your Gateway to Networking, which will take place on Wednesday, October 23, also as an iTea event
✓ Created and held a new workshop on Professional Communication, as per recommendations from the IS team and faculty members
✓ Participate in Co-Curricular Record (CCR) initiative as a member of the CCR Local Evaluation Committee
✓ Participate in the CCR initiative as part of the iSchool’s iSkills series of workshops, where 7 career workshops have been added as the “iCareer” CCR activity
✓ Updated, and continuing to update, 7 career workshops (iCareer series), which are now offered as part of the iSkills CCR initiative, with a goal of including more interactive, hands-on activities
✓ Assist with student recruitment by collaborating with the U of T Career Centre on placing our alumni as panel speakers in the upcoming career panels organized for the upper year undergraduate students
✓ Started to research and recommend employers, associations, and other types of organizations for the Dean’s 100 Visits initiative, as part of a five member team

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 (82 jobs in August, 73 jobs in September)
✓ Assisted a variety of employers with job postings, interviews, co-ops/internships, and general inquiries