Careers Report to Faculty Council

Function: Career Services
Report Date: June 11, 2015
FC Meeting Date: June 12, 2015
Report By: Isidora Petrovic, Careers Officer

Practicum (INF2173H) and Internship (MSL3000Y) courses

✓ Answered questions and collected practicum projects from host supervisors and students for the INF2173H Information Professional Practicum course (Summer 2015 term); 90 projects (*99 placements) were posted for 49 students enrolled in this course
✓ Assisted with MMSt Internship course (MSL3000Y) by helping students access postings and complete necessary insurance forms and safety abroad processes; collected insurance, Letters of Agreement, and safety abroad documents from students and host organizations

* 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 the TALint program by organizing End-of-Year Social held on March 18
✓ Assisted with student recruitment by presenting at the Meet & Greet event, for both MI and MMSt programs, held at the iSchool on Saturday, April 25, 2015
✓ Created a two-page handout about the co-op option for incoming students highlighting the process of application and key steps; the handout was given to the student recruitment staff and was included in the package for students attending Meet & Greet event
✓ Organized a meeting of the Career Minded Professionals, a group of U of T career professionals from all 3 campuses, held at the iSchool on April 17; held a presentation on the history of the iSchool, current programs, career options for students and given handouts to 15 career advisors to promote our MI and MMSt programs to current undergraduate U of T students on all campuses

iSchool Co-op

✓ Consulted with the co-op committee and the MI Program Director on next steps regarding the co-op option; a new generic co-op email (ischool.coop@utoronto.ca) was created; as the primary contact for this email, respond to inquiries from students and employers (ongoing)
✓ Currently preparing a handout for employers and web page regarding the co-op

Ongoing 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
✓ Receive, verify, and post new work opportunities on the iSchool’s job site