Careers Report to Faculty Council

**Function:** Career Services  
**Report Period:** October 18, 2014 – November 22, 2014  
**Report Date:** November 17, 2014  
**FC Meeting Date:** November 28, 2014  
**Report By:** Isidora Petrovic, Careers Officer

**Practicum (INF2173H and INF2158H) and Internship (MSL3000Y) courses**

- Invited 380 previous participants and potential new practicum hosts to participate in the upcoming *INF2173H Information Professional Practicum* course (Winter 2015 term) by submitting practicum opportunities/projects
- Assisted hosts and students with organizing placements and submitting practicum projects for the *INF2173H Information Professional Practicum* course (Winter 2015 term)
- Updated the practicum portal to include new MI concentration, i.e. Knowledge Media Design (KMD)

**Career Services**

- Organized 4th annual *Associations as Your Gateway to Networking* career event held on Wednesday, October 22, 2014 in the Inforum; 22 professional associations were represented by 42 information and museum professionals; over 100 students attended the event
- Organized a visit to the iSchool and presentation held by two Librarians and former Fellows from North Carolina State University (NCSU) on Wednesday, November 12, 2014; presentation was held to connect with prospective candidates of the NCSU Fellows Program, i.e. a 2-year paid Librarian position with mentorship opportunities; for the guests, organized a tour of the iSchool, the Semaphore Lab and U of T Fisher Rare Books Library; presentation was attended by 9 MI students
- Organized and held 7 career development workshops on MI career options, MMSt career options, resume, and similar, as part of the iSkills workshop series; All workshops were well attended and will be repeated next term, i.e. Winter 2015
- Assisted with student recruitment by presenting at the recruitment information sessions, for both MI and MMSt programs, held at the iSchool on Saturday, Oct. 25, 2014 and Saturday, November 22, 2014
- Wrote 2014 *MMSt Alumni Survey Report*, based on 3rd annual *iSchool Alumni Survey* results; survey was conducted in June-July 2014 with the graduating class of June 2013; report focuses on the results regarding the employment outcomes, learning outcomes and program satisfaction; a separate report based on 2014 survey data collected from MI alumni will be written and completed by the end of December 2014; a third report, focusing only on employment data will be written and posted on the iSchool website by the end of December 2014
Met with Professor Lynn Howard, Mike McCaffrey and Vicki Whitmell, to discuss a pilot project of creating a mentorship program for MI students with a focus on special libraries and related experiential/practicum opportunities

Met with Christine MacDonald from Mitacs and new iSchool’s Research Officer, Joanna King, to discuss partnerships

**Co-op Committee**

- Answered questions regarding the potential MI co-op program during the student recruitment information sessions and when needed/asked
- Started preparing for the co-op program by researching business development opportunities and student career development requirements and options

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