Careers Report to Faculty Council

Function: Career Services  
Report Date: January 28, 2015  
FC Meeting Date: February 6, 2015  
Report By: Isidora Petrovic, Careers Officer

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

✓ Assisted practicum host supervisors and students with organizing placements and submitting practicum projects for the INF2173H Information Professional Practicum course (Winter 2015 term); 97 projects (*108 placements) were posted for 50 students enrolled in this course

✓ Assisted with MMSt Internship course (MSL3000Y) by communicating with host supervisors and students with questions regarding the new portal, insurance, and similar

✓ Designed and delivered 2 tailored career workshops for MMSt Internship students on how to write resumes and cover letters and job interviewing skills; First workshop was held on Jan. 27, while second workshop will be held on Feb. 12

* 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

✓ Designed and delivered 7 career development workshops on topics such as MI career options, MMSt career options, resume writing, etc. as part of the iSkills workshop series; All workshops were well attended and held during January 2015

✓ Assisted with student recruitment by presenting at the recruitment information sessions, for both MI and MMSt programs, held at the iSchool on Saturday, January 17, 2015 and Saturday, January 24, 2015

✓ Wrote 2014 Alumni Survey Report, based on 3rd annual iSchool Alumni Survey results; survey was conducted in June-July 2014 with the graduating class of November 2012 and June 2013; Report focuses on the results regarding the employment outcomes and was posted on the iSchool website

✓ Organized and delivered 2 presentations to iSchool faculty members on 2014 alumni survey results focusing on employment, learning outcomes and program satisfaction data

✓ Assisted MISC PD committee with Employer Showcase event held on January 9, 2015

✓ Designed and delivered a workshop on LinkedIn during a class taught by Mike McCaffrey and as part of the pilot mentorship program for MI students
Assisted with TALint program by organizing a focus group/meeting with all TALint students in order to collect feedback on the program and their progress

Sent 100 holiday cards, with a letter signed by the Dean, to employers and professionals who regularly offer practicum placements and attend events at the iSchool, in December 2014

Co-op Committee

Revised the “University of Toronto Major Modification Proposal – Type A: Significant Modifications to Existing Graduate and Undergraduate Programs” (form) in collaboration with Prof. Wendy Duff, based on January 2015 feedback from SGS and Simcoe Hall regarding the new MI Concentration with Co-op Option (CCO)

Completed “University of Toronto Minor Modifications – New Course or Change to Existing Course Governance Form C” in collaboration with Prof. Wendy Duff; This form is a proposal for a new course which is related to the proposed CCO

Answered questions regarding the potential MI CCO during the student recruitment information sessions and when requested

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