Careers Report to Faculty Council

Function: Career services  
Report Period: July 1, 2014 – October 15, 2014  
Report Date: October 15, 2014  
FC Meeting Date: October 17, 2014  
Report By: Isidora Petrovic, Careers Officer

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

- Assisted with the Information Professional Practicum course (INF2173H – Summer 2014) by answering specific questions and requests from hosts and/or students and collecting 107 projects (*119 placements) for 40 students.
- Obtained 25 volunteer opportunities from leftover practicum projects; 10 first year students expressed interest and were connected directly with practicum hosts to work on these or similar projects as volunteers.
- Assisted with the special libraries practicum course (INF2158H – Fall 2014) by promoting it to 120 previous and potential new practicum hosts; answered specific questions and requests from hosts and/or students and collected 40 projects (*50 placements) for 35 students.
- Assisted with the MMSt Internship (MSL3000Y – Summer 2014) course by helping students with WSIB and ACE insurance and safety abroad regulations; Spoke to 1st year MMSt students in Cathy Blackbourn’s class regarding the Summer 2015 Internship course.
- Completed training with Safety Abroad Office as the main contact person for MMSt Internships course; created documents and connected with students who are going abroad for their summer internships.

*One project can be done by one or more students; therefore the number of placements is always higher than the number of projects.*

Co-op Committee

- Wrote the proposal for a new MI Co-op Education Program (MICEP), in collaboration with the members of the Co-op Committee (Professors Duff, Lyons and Krmpotich), which was distributed to the iSchool faculty members in June/July.
- Met with two members of the Office of the Vice Provost, Academic Programs, together with Prof. Wendy Duff and the Dean, in July, to discuss next steps for the MICEP; As per their advice, revised the proposed “MICEP” to “MI program - 7 concentration with co-op option” within the concentration pathway.
- Completed the “University of Toronto Major Modification Proposal – Type A: Significant Modifications to Existing Graduate and Undergraduate Programs” (form) in collaboration with Prof. Wendy Duff.
- Attended the Programs Committee meeting on Oct. 2 and answered questions regarding the proposed co-op option.
Career Services

✓ Organized and led 7 career development workshops on MI career options, MMSt career options, resume, etc., as part of the iSkills series; All workshops were well attended and couple of them will be repeated due to waitlists

✓ Assisted with recruitment by providing names of successful alumni, focusing on ISD, CIPS, and KMIM areas, for alumni profiles

✓ Assisted with TALint program and roles which were created for second year students; met with four UTL Librarians steering this program

✓ Conducted 3rd annual iSchool Alumni Survey with the graduating class of November 2012 and March – June 2013; Employment report, which will focus on the key employment results and will be posted on the iSchool website, is currently being developed

✓ Currently preparing for the 4th annual Associations networking event to be held on Wednesday, October 22, from 4:30pm to 6:30pm in the Inforum

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