Careers Report to Faculty Council

Function: Career Services
Report Date: October 8, 2015
FC Meeting Date: October 15, 2015
Report By: Isidora Petrovic, Careers Officer

Practicum (INF2158H) and Internship (MSL3000Y) courses

✓ Assisted with the special libraries practicum course (INF2158H – Fall 2015) by promoting it to 118 previous and potential new practicum hosts; answered specific questions and requests from hosts and/or students and collected 39 projects (*43 placements) for 35 students
✓ Updated the database of all MMSt internships from 2005 to 2015; shared the list of previous internships with 1st year MMSt students
✓ Assisted with MMSt Internship course (MSL3000Y) by speaking to 1st year MMSt students during the MMSt Internship Information Session, held on Sept. 17

* 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

✓ Held a presentation on professional communication to incoming MI & MMSt students, together with Communications Officer, during the Orientation Day, on Sept. 10
✓ Organized and led 8 career development workshops regarding career options for MI and MMSt students, resume writing, job interviewing, etc. as part of the iSkills series; All workshops were very well attended
✓ Currently organizing 5th annual Associations Networking event to be held on Wednesday, October 21, from 4:30pm to 6:30pm in the Inforum;
  o 13 associations (AAO, ACMLA, ARLIS, APRA, ARMA, CALL, CAML, CAPAL, IRMAC, ISACA, OLA, OMA, SLA) have signed up and more are expected to attend;
✓ Conducted the annual alumni employment survey during the summer, analyzed responses, and wrote 2015 MI Alumni Survey Report;
  o survey was conducted in June 2015 with the graduating class of June 2014;
  o report focuses on employment status, learning outcomes and program satisfaction;
  o a separate report for MMSt alumni is being written;
  o a “public” report, focusing only on employment data, will be written and posted on the iSchool website by the end of December 2015

MI Co-op

✓ Created and wrote 3 web pages with information about the MI co-op option:
  o a page for prospective students: www.ischool.utoronto.ca/co-op-option
  o a page for current students, with more detailed information: http://current.ischool.utoronto.ca/degrees/mi/co-op
Organized an information session regarding the MI Co-op option and, together with the MI Co-op Director, answered questions from 1st year MI, prospective co-op students

Worked with iSchool's information services to create an online co-op application site for students;

Worked with iSchool's financial services to establish process for collecting application fee; explored options for processing other co-op fees through ROSI

Promoted the co-op to potential employers by reaching out to professional associations

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