



Fall 2018

iSkills

Professional, Academic, and Technical Workshops

MMSt ARM ISD C&T CIPS UXD KMIM LIS



UNIVERSITY OF TORONTO
FACULTY OF INFORMATION

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Introduction

The workshops:

- Are available exclusively to the current Faculty of Information community
- Facilitate successful academic and professional endeavours
- Complement the practical and theoretical content of the Faculty of Information's academic programs

Registration

To register for iSkills workshops visit: <https://libcal.library.utoronto.ca/calendar/iskills>

Please note the following:

- **On September 10, 2018, at 12:10pm, registration opens**
- You will **ONLY** be able to register via the link above. To ensure our limited workshop seats are solely filled by Faculty of Information students, **the link to the registration system will NOT** be publicly posted. We kindly ask that you do not share this link with anyone
- **DOUBLE CHECK** you entered your **UTORONTO** email information correctly (example: john.doe@mail.utoronto.ca)
- You **MUST** be registered for each workshop you wish to attend
- There will be an attendance sheet in each workshop session, listing the names of all registrants. Those who are not on the attendance sheet will be asked to leave, as it is an imposition on the instructor and unfair to those who registered or are waitlisted.
- Fall workshops and their descriptions can be found within this brochure, and on the iSkills website: <http://uoft.me/iskills>

Space and requirements

- Workshops are offered on a first-come, first-served basis, so please register early
- If a workshop is full, be sure to sign up for the waitlist, as we add sessions to the fall and winter roster based on numbers of those who are on the waitlist
- Most workshops are hands-on; therefore, you will need your UTORid and password

Withdrawing

If you are unable to attend a workshop that you signed up for, PLEASE WITHDRAW so that others may have your spot. Be sure to save each registration confirmation email, as it contains a link to use if you need to withdraw.

Reminder emails

A few days before each workshop, registered participants will be sent a reminder email. If a workshop is rescheduled or cancelled, students will be notified by email, so be sure to **enter**

your UTORONTO email address correctly, and check your email prior to the workshop for any updates.

Penalty

If you fail to withdraw 48+ hours in advance, **your library account will be charged \$10** per missed workshop. It is your responsibility to sign your name on each workshop's attendance sheet to ensure that we have a record of your attendance. A blank signature spot will result in a penalty charge.

Workshop Instructors

- Leslie Barnes Digital Scholarship Librarian
 - Mikey Bennington Research and Policy Analyst, Peel Public Health
 - Heather Cunningham Assistant Director for Research and Innovation Services, Gerstein Science Information Centre

 - Louis de Thanhoffer de Volcsey PhD
 - Jessie Durham Illustrator
 - Lisa Gayhart User Experience Librarian
 - Peter Grav Associate Professor, Teaching Stream, Graduate Centre for Academic Communication

 - Samantha Hartlen Lead Coordinator, Clubs & Leadership Department
 - Alex Howes Faculty of Information Careers Officer
 - Madeleine Long Faculty of Information Alumnus
 - Vincci Lui Gerstein Librarian
 - Mariya Maistrovskaya Institutional Repositories Librarian, UTL
 - Steve Marks Digital Preservation Librarian at UTL
 - Vik Pant PhD Student, Faculty of Information
 - Mark Pellegrino Media Specialist, Media Commons
 - Laura Robb Assistant Interpretive Planner, Art Gallery Ontario
 - Nalini K. Singh Inforum Librarian, Reference Services Coordinator
 - Margaux Smith Faculty of Information Alumnus
 - Mike Spears MADLab Manager
 - Elisa Sze Inforum Librarian, Collections & Public Services Coordinator
 - Desmond Wong Outreach Librarian
 - Jess Whyte Digital Assets Librarian
-

Classroom Locations

- Room 224/225 2nd floor Bissell Building, 140 St. George Street
- Room 307 3rd floor Bissell Building, 140 St. George Street

- Room 417 4th floor Bissell Building, 140 St. George Street
 - Room 507 5th floor Bissell Building, 140 St. George Street
 - Room 520 5th floor Bissell Building, 140 St. George Street
 - Room 538 5th floor Bissell Building, 140 St. George Street
 - Room 728 7th floor Bissell Building, 140 St. George Street
 - MadLab Gerstein, Basement, Room B112, 9 King's College Circle
 - Media Commons Robart's, 3rd floor, Room #1/3-023, 130 St. George Street
-

Selecting Workshops

Faculty of Information professors, librarians, the Careers Officer, current students, alumni, and a collective of professionals from each program and concentration worked together to create the iSkills roster of workshops. These workshops expand upon the MI and MMSt curricula and will benefit you academically and/or professionally. You are welcome and encouraged to take as many workshops as your schedule can manage.

Should you find yourself unable to attend a workshop for which you registered, make sure to withdraw as soon as possible so that students on the waitlist are able to attend in your place.

Calendar

The registration system provides you with a daily and monthly view of the iSkills workshops in September and October. The first view you are presented with is the day/list view. If you click on the top right of the list, it will display the monthly view of workshops. Below is the icon you are looking for:



Comments, Suggestions, & Questions

All Comments, suggestions, and questions can be directed to: iskills@utoronto.ca

Finding Articles in LIS and ARM

"How do I find articles for my assignment/paper on topic X?"

The workshop will help students to answer this common research question. The hands-on session will familiarize people with article databases relevant to the LIS & ARM fields, and offer tips for efficient and effective search strategies.

Topics covered will include:

- Choosing the right database(s) for your topic – U of T Libraries subscribes to hundreds of different databases in all areas of study.
- Using limits and other tools for refining searches
- Searching effectively for articles by authors
- Using subject search strategies that will increase your chances of finding articles
- Finding scholarly / peer-reviewed articles
- Getting to the articles in online or paper formats

Instructor: Nalini K. Singh, Academic Librarian, Reference Services Coordinator

- **Sept. 19, 2018 (4:30 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
- **Sept. 21, 2018 (1:00 PM – 3:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
- **Sept. 29, 2018 (10:30 AM – 12:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225

Researcher Impact & the Responsible Use of Metrics

This session will focus on research impact (what it is, how it can be measured) at three different levels: journal, article, person. Metrics such as h-index, journal impact factor, times cited, and other measures will be explained and discussed. Traditional metrics as well as altmetrics (e.g. social media usage) from Web of Science, Scopus, ImpactStory and other databases will be demonstrated with time for hands-on. Over-arching will be a discussion of the responsible use of metrics movement as well as tools and strategies a researcher can use to tell their research impact story.

Instructor: Heather Cunningham, Assistant Director for Research and Innovation Services, Gerstein Science Information Centre

- **Sept. 25, 2018 (4:30 PM -6:30 PM)**

Finding Books by Topics: Making Library Catalogues Work for You

Want to improve your chances of finding books on your topics in the U of T Library Catalogue and other library catalogues? This workshop offers hands-on practice in using catalogues to efficiently discover resources by topic/subject.

Participants will:

- Understand the basics of the subject headings* used by most academic & public library catalogues
- Learn different ways of finding subject headings to use in their search statements
- Use subject headings to discover special types of resources, such as conference proceedings or journals on a particular topic
- Practice in an academic library catalogue (UTL), and a public library catalogue (TPL)
- Find books on their own topics of interest. Bring a few topics to test drive!

This workshop will be of interest to people:

- In all programs & concentrations, as graduate students will need to find books on their research topics
- With an interest in reference librarianship since librarians must help users to find books on THEIR topics even when the librarian is unfamiliar with those topics!

**Library of Congress Subject Headings* is the most common system used by public & academic libraries world-wide.

Instructor: Nalini K. Singh, Academic Librarian, Reference Services Coordinator

- **Sept. 27, 2018 (4:30 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
- **Sept. 28, 2018 (1:00 PM – 3:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225

PRESENT

Poster Creation and Presentation

In this workshop participants will learn how to create effective conference, research, and assignment posters, as well as learn how to effectively present the information on the poster.

Agenda:

- Brief overview of presentation skills
- Posters' sources of inspiration and sample conference posters
- Exercise (Think-Pair-Share) poster critique
- Design dos and don'ts (fonts, colour, image use, layout, etc.)
- Comparison of basic design programs and tools (PowerPoint, Canva, PikoChart)
- Brief demo: PowerPoint poster setup
- Practice Time: PowerPoint

Instructor: Vincci Liu, Gerstein Librarian

- **Oct. 11, 2018 (4:30 PM – 6:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
- **Oct. 16, 2018 (4:30 PM – 6:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417

DESIGN

Introduction to Illustrator*

Adobe Illustrator is one of the most popular and effective vector-based applications in use today. This industry-standard tool enables an information professional to create info graphics, charts, and illustrations for reports, publications, and presentations. Illustrator also is the cornerstone for many web or video presentations.

Do Microsoft Word's built-in drawing tools fall short of your visual communication needs? Adobe Illustrator might be the solution. For an information professional's print purposes, Illustrator can be useful for the layout of text, shapes, and pictures to create posters, stationery, resumes, and logos.

This workshop will review:

- The difference between vector files and raster files
- An overview of Illustrator's basic tools
- How to create vectors, integrate type, and import photographs
- How to make PDF files for print and web

*This workshop was made possible by the combined efforts of the Tech Fund and the Inforum.

Instructor: Jessie Durham, Illustrator

- **Oct. 13, 2018 (12:00 PM – 3:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417
- **Oct. 14, 2018 (12:30 PM – 3:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417

- **Oct. 23, 2018 (5:00 PM – 8:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
-

Introduction to Photoshop*

Adobe Photoshop is one of the most popular and digital image-editing applications in use today. This industry-standard tool allows users to alter existing images, create type, use drawing tools, and combine all three to create complex, layered compositions for print, and screen. In this beginner workshop, you will learn how to navigate the program, become familiar with the program's functionality, and do some simple image manipulations.

This workshop will review:

- Non-destructive editing of photographs
- How to create original images, using imported images and in-program drawing and type
- Saving your files: different file types and their best applications (.JPG vs .GIF vs .TIFF, etc.)

*This workshop was made possible by the combined efforts of the Tech Fund and the Inforum.

Instructor: Jessie Durham, Illustrator

- **Sept. 30, 2018 (12:30 PM – 3:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417

CLASSIFICATIONS/COLLECTIONS

Crash Course in Library of Congress Classification

Library of Congress Classification (LCC) is a system for organizing and arranging the book collections of the Library of Congress. Since its creation in 1898 as a local classification scheme, many academic and research libraries across the United States and Canada have adopted the system.

This workshop introduces participants to the basic structure and principles of LCC. Throughout the workshop, participants will have opportunities to classify topics using the LCC schedules (<https://www.loc.gov/aba/publications/FreeLCC/freelcc.html>).

This workshop complements the workshop Crash Course in Dewey Decimal Classification.

Instructor: Eliza Sze, Librarian, Collections & Public Services Coordinator

- **Oct. 2, 2018 (4:30 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
 - **Oct. 3, 2018 (4:30 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
-

Crash Course in Dewey Decimal Classification

Dewey Decimal Classification is a system for organizing and arranging library collections using notations that reflect the subject of each work and their relationship with other works in the collection. It has been translated into over 30 different languages, inspired the development of other classification schemes such as Universal Decimal Classification, and continues to be used by libraries around the world.

This workshop introduces participants to the basic structure and principles of Dewey Decimal Classification. In the second half of the workshop, participants will apply their knowledge by classifying actual topics using the online utility, WebDewey.

This workshop complements the workshop Crash Course in Library of Congress Classification.

Instructor: Eliza Sze, Librarian, Collections & Public Services Coordinator

- **Oct. 10, 2018 (4:30 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
 - **Oct. 12, 2018 (1:00 PM – 3:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417
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Indigenous Materials & Perspectives in Library Collections

This workshop will discuss issues within librarianship relating to Indigenous peoples and Indigenous materials within library collections. Presented through the lens of [critical librarianship](#), this workshop will focus on the criteria for selection of Indigenous materials to ensure that collections work involving these materials are culturally responsive. Throughout the workshop there will be discussions regarding Indigenous issues such as sovereignty and cultural appropriation. Participants will leave with a brief introduction to Indigenous issues as they relate to librarianship and skills to evaluate Indigenous materials.

By the end of this workshop, participants will be able to:

- Identify culturally responsible materials for Library Collections,
- Discern examples of cultural appropriation and inappropriate depictions of Indigenous nations and peoples,
- Evaluate problematic areas of librarianship as it relates to Indigenous representation and settler-colonialism

Instructor: Desmond Wong, Outreach Librarian

- **Oct. 4, 2018 (4:30 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
 - **Oct. 16, 2018 (4:30 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
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Introduction to Omeka: Creating Online Exhibits and Collections

This workshop will introduce students to Omeka, a content management system that enables users to easily create online exhibits and collections. Omeka is open source software developed by the Roy Rosenzweig Center for History and New Media to support the creation of collections and exhibits in smaller cultural and academic institutions, but has since been adopted by a broad user-base, including UofT.

Through workshop activities, we will introduce students to the Omeka platform and discuss how to evaluate platforms and develop user services. By the end of the workshop, students will be able to create items, collections, and exhibits using the web-hosted omeka.net.

Instructor: Leslie Barnes, Digital Scholarship Librarian

- **Oct. 3, 2018 (4:30 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417
 - **Oct. 10, 2018 (4:30 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417
-

PRESERVATION

Basic Video Preservation Hands-on Training**

The often-underappreciated magnetic tape which has recorded our home videos, our favorite movies as a kid, educational programs, news broadcasts, and artworks of the last six decades faces many challenges to preservation. This workshop will be an introduction to video preservation practices. The objective is to acquaint students with the properties of magnetic tape, various formats and playback devices, as well as gain experience conducting physical condition and playback assessments. Upon completing this workshop, students will understand the challenges of video preservation and will be able to identify common problems.

**This workshop was made possible through a partnership between AMIA and the Inforum. For more information about AMIA, check out their [Facebook page](#)

Instructor: Mark Pellegrino, Media Specialist, Media Commons

- **Oct. 25, 2018 (5:15 PM – 8:15 PM)**
John P. Roberts Library, 130 St. George Street, 3rd Floor, Room #1/3-023
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Preservation in a Historical Computing Environment: How to Recover Information from Vintage Tech

Students will be introduced to the process of forensic disk imaging of legacy media. This is followed by an introduction to tools (like the BitCurator environment) for analyzing these images and file systems, and extracting content and metadata.

Learning outcomes:

- Forensic imaging of 3.5" and 5.25" floppies
- Concept of write-blocking
- Overview of commonly used tools, e.g. FREDs or Forensic Recovery Evidence Devices, Kryoflux, etc.
- File system analysis and exporting DFXML metadata
- Extracting and accessing content or deleted files from a disk image
- Using Bulk Extractor to identify personally identifiable information

Instructors: Steve Marks, Digital Preservation Librarian at UTL & Jess Whyte, Digital Assets Librarian

- **Oct. 9, 2018 (4:00 PM – 7:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
- **Oct. 17, 2018 (12:30 PM – 3:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225

OUTREACH

Museums and Gaming*

How are games shifting museum education and interpretation? This workshop will focus on the basic principles of game design, pedagogy, and evaluation and provide an overview of innovative projects happening in the field – both digital and analog.

Participants will not learn how to code in this workshop – this is a session about understanding how games work and why they're worth thinking about in the context of museum interpretation. No tech experience or background is necessary.

*This workshop was made possible by the combined efforts of the Tech Fund and the Inforum

Instructor: Laura Robb, Assistant Interpretive Planner, Art Gallery of Ontario

- **Oct. 20, 2018 (10:30 AM - 12:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417
- **Oct. 20, 2018 (12:30 PM – 2:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417

MAKING



3D Printing*

This workshop is an introduction to 3D printing. It will acquaint students with 3D printing techniques and provide hands-on 3D imaging sessions using a 3D printing software. The objective is to provide a better understanding of the possibilities and limitations of these new technologies in Critical Information Studies through the creation of a personalized take-home 3D print.

NOTE: Participants must bring a laptop with [Autodesk's Fusion 360](#) installed on it to the workshop session. If you do not have a laptop, you can borrow a Mac from the Inforum with this application installed. It is also recommended that you bring an external mouse.

*This workshop was made possible by the combined efforts of the Inforum and the Tech Fund.

Instructors: Margaux Smith, Faculty of Information Alumnus & Madeleine Long, Faculty of Information Alumnus

- **Sept. 30, 2018 (1:30 PM – 4:30 PM)**
Bissell Building, 140 St. George Street, Room 307
- **Oct. 14, 2018 (1:30 PM – 4:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 307
- **Oct. 28, 2018 (1:30 PM – 4:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 307

DATA



Introduction to Google Analytics

This workshop will introduce you to Google Analytics, the popular web traffic tracking and analysis tool. Learn why so many companies and organizations use Google Analytics to track

and analyze web traffic and how you can be prepared with these skills. Using a demo account, you will interact with Google Analytics, learning how to understand and analyze the data presented and how to create basic reports.

Learning outcomes from this workshop:

- Understand the Google Analytics account set up and structure, collection methods and administration dashboards
- How to collect and analyze basic website traffic to better understand usage patterns, including user information, homepage interaction, and popular content
- Gather data to help make evidence-based design and content management decisions for your website
- How to use Google Analytics to build basic reports

Instructor: Lisa Gayhart, User Experience Librarian

- **Oct. 22, 2018 (4:15 PM – 6:15 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 507
- **Oct. 29, 2018 (4:15 PM – 6:15 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417

Using Data to Solve Problems: An Introduction to Artificial Intelligence and Machine Learning for Beginners*

Artificial intelligence (AI) and machine learning are all around us – from Siri on your iPhone to Google Map suggestions, to recommendations for purchases during your Amazon check-out. While many of us may think AI and machine learning mean more robots and self-driving cars, at a fundamental level, they are about data – and ways to make meaning of data.

In this workshop, we'll use a hands-on project based approach to learn how to put data to use for us in our everyday lives. During the session, you'll learn the following:

- An introduction to the history of artificial intelligence and machine learning, what they mean and why it matters
- An introduction to data and strategies for collection, preparation, manipulation and analysis of data
- An introduction to machine learning models and predictive data
- Build your very own machine learning model to evaluate data that's interesting to you
- What resources are available if you'd like to continue learning at home (and we think you will) and career opportunities available in the fields of AI and machine learning

This workshop has been designed for absolute beginners. If you know absolutely nothing about coding, computer programming or data science, you've come to the right place! Our only expectation is that you know how to open up a web browser and do something online like checking your email. (But if you're reading this, we're pretty sure you know how to do that.)

*This workshop was made possible by the combined efforts of the Inforum and the Tech Fund.

Instructor: Vik Pant, PhD Candidate

- **Sept. 29, 2018 (1:00 PM – 5:00 PM)**
Claude T. Bissell Building, 140 St. George Street, 224/225
- **Oct. 14, 2018 (1:30 PM – 5:30 PM)**
Claude T. Bissell Building, 140 St. George Street, 224/225
- **Oct. 21, 2018 (1:30-PM – 5:30 PM)**
Claude T. Bissell Building, 140 St. George Street, 224/225

DEVELOP



Developing for Virtual Reality

In this workshop, we will demonstrate how to build web VR applications using Mozilla's A-Frame web framework. A-Frame is built on top of HTML and employs Javascript to create webVR applications that run in a browser. The workshop covers the basics of A-Frame from creating simple virtual reality scenes to integrating 3D models and responding to user interactions. It also covers how to use the Glitch.me website to host the webVR applications you create.

While aimed at beginners, familiarity with HTML and basic Javascript is strongly recommended.

Instructor: Mike Spears, MADLab Manager

- **Sept. 25, 2018 (4:15 PM – 6:15 PM)**
Gerstein MADLab, Basement, Room B112, 9 King's College Circle
- **Oct. 3, 2018 (4:15 PM – 6:15 PM)**
Gerstein MADLab, Basement, Room B112, 9 King's College Circle

The MADLab is located at the far south end of the first basement level of Gerstein Library, 9 King's College Circle. When you enter the library go up to the circulation desk and look for the blue logo/sign on the column near the elevator - that will point you in the right direction.

Resume/CV & Cover Letter Writing

During this workshop, students will learn about best practices specific to resume, CV and cover letter writing. This workshop will cover different styles, including skills-based and experience-based resumes, as well as structuring cover letters.

Students who attend this workshop will build competency in application readiness. As well, students will be able to identify peers within and beyond their field of student to gain an understanding of how others are presenting their skills and experiences.

Instructor: Alex Howes, Faculty of Information Careers Officer

- **Oct. 1, 2018 (4:30 PM – 6:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417
- **Oct. 4, 2018 (5:00 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
- **Oct. 5, 2018 (12:00 PM – 1:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
- **Oct. 9, 2018 (5:00 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728

Job Interview Readiness

Students will learn about best practices and techniques related to job interviews. This interactive workshop will have students work in pairs or small groups to practice interview skills once they have been informed on best practices.

Students will also be informed about various styles of interviews (phone/video, panel interviews, second interviews, etc.), what to expect and how best to prepare. By understanding how to communicate and structure answers, students will gain competency in Job Interview Readiness.

Instructor: Alex Howes, Faculty of Information Careers Officer

- **Oct. 10, 2018 (5:00 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
- **Oct. 12, 2018 (12:00 PM – 1:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
- **Oct. 15, 2018 (5:00 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417

- **Oct. 17, 2018 (5:00 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
-

Building Your Professional Network

Networking is an extremely valuable step in the career exploration and job search process. Students attending this workshop will gain an understanding of the best practices related to professional networking both online and off-line.

This interactive workshop will provide students the opportunity to learn about how best to articulate their skills, experiences and interest. By practicing with peers, students will identify others within and beyond their concentration of study to gain perspective on how others present themselves professionally.

Instructor: Alex Howes, Faculty of Information Careers Officer

- **Sept. 27, 2018 (5:00 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
 - **Oct. 2, 2018 (4:30 PM – 6:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417
 - **Oct. 11, 2018 (4:30 PM – 6:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
-

Leveraging LinkedIn

Online presence has become ubiquitous and necessary for students and recent graduates looking to develop their career. Students in this workshop will understand the value and importance of a professional online brand. As well, students will understand best practices related to sharing information, job search, career exploration, and networking using the website.

Students will begin to build their network by identifying others during the workshop whom they would be interested in connecting with.

Instructor: Alex Howes, Faculty of Information Careers Officer

- **Oct. 18, 2018 (5:00 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
- **Oct. 24, 2018 (5:00 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225

Professional Communications

In both the academic and professional setting, students and employees are expected to maintain a professional standard of communication both online and in-person. This workshop will highlight areas of best practice related to professional communications.

Students will work collaboratively to assess what qualifies as poor and acceptable methods of communication in the professional and academic setting.

Instructor: Alex Howes, Faculty of Information Careers Officer

- **Sept. 25, 2018 (5:00 PM – 6:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
- **Sept. 28, 2018 (1:00 PM – 2:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 538

Know Your Strengths

The importance for students to identify their personal strengths and skills is the first step in their career exploration journey. Students who attend this workshop will understand the value of knowing their strengths and skills and begin to identify those strengths and skills in the workshop environment.

Through collaborative story-telling and networking, students will be able to draw on past experiences in their academic and professional lives to create an overall narrative. Through this, students will also have the ability to draw on a variety of strengths and skills to adapt to varying audiences such as employers, mentors, and peers.

Important: Students will be required to complete the online StrengthsQuest assessment prior to attending this workshop. Details to be provided following registration.

Instructor: Samantha Hartlen, Lead Coordinator, Clubs & Leadership Development

- **Sept. 24, 2018 (5:00 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728

PORTFOLIO

UXD Portfolio

Students in the User Experience & Design concentration will often be required to submit a portfolio of their work during their job search process. This workshop will provide students the knowledge and expertise on how to best prepare and present their projects and accomplishments.

Instructor: TribalScale

- **Oct. 20, 2018 (10:30 AM – 12:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225

Museum Studies Portfolio*

While preparing for your career in museums, one important element will be for you to tell your story. This workshop will prepare you with the skills and knowledge needed to identify and map your professional experience as it relates to the museum field.

*This workshop was made possible by the combined efforts of the Inforum and the Tech Fund.

Instructor: Laura Robb, Assistant Interpretive Planner, Art Gallery of Ontario

- **Oct. 13, 2018 (10:30 AM – 12:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225

PUBLICATIONS

Publish Your Own Journal with Open Journal Systems (OJS)

This workshop will introduce students to Open Journal Systems, a comprehensive journal management and publishing platform. OJS is open source software developed by the Public Knowledge Project through its federally funded efforts to expand and improve access to research. It is used by many open access presses as well as university libraries for their faculty and student-run journals – the Faculty of Information's iJournal is published on the UTL's instance of OJS.

Through interactive workshop activities, students will plan a new journal and discuss all aspects of a successful publication. They will then set up the journal on a demo OJS 3 instance and go through the editorial workflow from submission through to publication of an issue. By the end of the workshop, students will be able to navigate OJS front-end and back-end, set up a journal's website and workflow and perform editorial tasks.

Instructor: Mariya Maistrovskaya, Institutional Repositories Librarian, UTL

- **Oct. 25, 2018 (4:30 PM – 6:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417

WRITING/GRANTS

Genres of Academic Writing

In this workshop, we'll be considering typical academic writing tasks and how to "read" your course assignments so you'll deliver what's really expected. Specifically, we'll be looking at how to approach and construct some basic genres of academic writing: the reflection paper, the research paper introduction, the critical review and the literature review.

Instructor: Peter Grav, Associate Professor, Teaching Stream, Graduate Centre for Academic Communication

- **Oct. 15, 2018 (4:30 PM – 6:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 507
- **Oct. 16, 2018 (4:30 PM – 6:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728

Fundamentals of Academic Writing

In this workshop, we'll examine 5 fundamental aspects of academic writing you'll need to know in order to succeed in your graduate work and beyond: achieving the right level of formality in your writing; connecting your ideas; constructing coherent paragraphs; outlining and reverse outlining; and working effectively with sources while avoiding plagiarism.

Instructor: Peter Grav, Associate Professor, Teaching Stream, Graduate Centre for Academic Communication

- **Sept. 17, 2018 (4:30 PM – 6:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 728
- **Sept. 20, 2018 (4:30 PM – 6:00 PM)**

Strategic Non-Academic Grant Writing*

In this session you will learn strategies for non-academic grant writing. Through a series of hands-on activities, you will develop the critical skills to successfully write proposals. For success in a non-academic granting setting, you will need to be strategic in 3 key ways:

- Identifying the specific grantee's intent
- Framing your work to match the intent as best as possible
- Laying out the practical outcomes or products of the proposed work

In addition to covering these three areas, the session will also cover identifying grants as well as co-writing proposals with community partners.

*This workshop was made possible by the combined efforts of the Inforum and the Tech Fund.

Instructor: Mikey Bennington, Research and Policy Analyst, Peel Public Health

- **Sept. 30, 2018 (1:30 PM – 3:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
- **Oct. 21, 2018 (1:30 PM – 3:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 417

EXPLORE



Inforum Tours

The Inforum, the library at the Faculty of Information, offers a host of academic and professional resources and services that cater to Faculty of Information students, staff, and faculty. We specialize in information and heritage studies, and are part of your network for achieving a successful grad school experience.

On this walking tour, we will cover:

- Where our collections are located
- How to obtain items on your course reading lists
- How and where to scan, print, and photocopy
- Where to book a group study room/meeting rooms
- How and where to borrow laptops, iPads, headphones, and other technology
- Other Faculty-specific services offered through the Inforum, and how to access them

- Different types of spaces in the Inforum, including research spaces, and collaborative and individual study areas

Instructors: Inforum librarians and/or staff

- **Sept. 12, 2018 (12:00 PM – 12:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 12, 2018 (12:30 PM – 1:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 12, 2018 (4:15 PM – 4:45 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 12, 2018 (5:00 PM – 5:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 13, 2018 (12:00 PM – 12:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 13, 2018 (12:30 PM – 1:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 13, 2018 (4:15 PM – 4:45 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 13, 2018 (5:00 PM – 5:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 14, 2018 (12:00 PM – 12:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 14, 2018 (12:30 PM – 1:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 15, 2018 (10:30 AM – 11:00 AM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 15, 2018 (11:30 AM – 12:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 15, 2018 (1:00 PM – 1:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 18, 2018 (12:00 PM – 12:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 18, 2018 (12:30 PM – 1:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 18, 2018 (4:15 PM – 4:45 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 18, 2018 (5:00 PM – 5:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 22, 2018 (10:30 AM – 11:00 AM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 22, 2018 (11:30 AM – 12:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk
- **Sept. 22, 2018 (1:00 PM – 1:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Inforum Information Desk

A Taste of Python: Starting From Scratch

In this workshop, you'll take your first steps towards programming in the world's most popular language: Python. Absolutely zero prior experience is required.

You'll get an insight into how programming languages work and get a chance to test your newfound skills in action by writing Python code to solve some simple real-life tasks, and even program your own game of rock-paper-scissors!

Along the way, you'll learn about Git: the perfect tool to build your own online portfolio and showcase your skills to the world.

Through this workshop, you will:

- Understand the major paradigms of programming.
- Familiarize yourself with the basics of Python.
- Get hands-on with Python and write basic code.
- Work in groups to program a game.
- Understand version control using Git and how to push your code to Github

Instructor: Louis de Thanhoffer de Volcsey, PhD

- **Oct. 20, 2018 (1 :00PM – 5:00 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225
- **Oct. 28, 2018 (1:30 PM – 5:30 PM)**
Claude T. Bissell Building, 140 St. George Street, Room 224/225