Library and Information Science
Graduate Student Handbook

Contact Information

Admissions and Financial Aid:
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Graduation Procedures:
Recorder, Jill Mathews
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Dates:
December graduation: June 15
June or August: February 1
May: November 1

Course and career advising:

➢ Cataloging, Technical services areas - Dr. Barbara Albee
➢ Library systems, web design - Dr. Bill Helling
➢ Academic libraries or history - Dr. Rachel Applegate
➢ Public libraries and community engagement - Dr. Andrea Copeland
➢ Youth or school - Professor Kimberly Kramer
➢ Digital archives, scholarly communication - Dr. Ayoung Yoon

Full Time Faculty Listings:

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Policies

Definition of grades overall
LIS faculty follow the following definitions of achievement for course grades.

A  Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.
A- Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
B+ Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.
B  Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and performs at an acceptable level.
B- Marginal work. Student performance demonstrates incomplete understanding of course materials.
C+ Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.
C, C-, etc. Unacceptable work.

Grade requirements
Students must receive a B- or above for a course to satisfy core requirements (e.g. S501, S502).
Students must receive a C or above for an elective course to apply to the MLS.
Students must maintain a 3.0 GPA overall and must finish coursework with a 3.0 GPA.
If in any semester a student receives less than a 3.0 for that semester, he or she will be placed on probation and will need to achieve a 3.0 overall GPA during the next semester.

Graduation requirements
To receive an MLS from IU, Indianapolis, students must:
- Complete or gain a waiver for S401 (first semester!)
- Complete 15 credits satisfying the core requirements
- Complete 21 additional credits = 36 graduate credits
- Maintain a 3.0 GPA
- Complete an electronic portfolio ("ePort") with demonstrations of achievement of program goals taken from coursework

All graduate courses counted towards the degree must be completed within 5 years; see Time Limit below.

ePort requirement
The purpose of the ePort is to document how the IUPUI MLS program meets the goals we set for student learning: Learning Outcomes on this page:
http://soic.iupui.edu/lis/master-library-science/
You are added to the ePort site in Oncourse as soon as you ‘matriculate’ (begin your first courses). You can start work on the ePort at any time; students need to complete this before the degree is conferred. There is usually a period of 1-3 weeks after the final semester ends during which the recorder processes degrees.

**In Oncourse, in “more sites” in Portfolio Sites, you should see a tab, SLIS MLS ePort.
*If not, email me.*

**When you enter that site, you are in the Matrices tool (area).

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1 All students admitted starting in Fall of 2011.
2 This will migrate but not until 2016.
**Click on Resources.**
There you will find:
- A link to a page where you can view video demonstrations
- A quick how-to document for the ePort matrix
- A how-to for the Presentation Maker (an option—not required)
- A lengthier pdf for Presentation Maker (an option—not required)

**ePort is required and simple:**
- There are cells (you will see green squares) for each of our program outcomes. Click the cell.
  - On that page you will see the description of that program outcome. It will name core courses that address that outcome.
  - Upload materials that demonstrate your mastery of that program outcome. Be sure to cover all bullet points.

***If you are using a website as a demonstration, preserve some screenshots in ppt or Word or pdf. We need stable access to your work.
***Materials can come from basic courses OR from advanced. For example someone who wants to be in technical services will probably use something from Advanced Cataloging for the ‘organization’ outcome, while others will use something from S503 or 504

***If you want to use something that is not an ‘artifact,’ write a good description with supplementary materials, such as describing programming you designed and presented on an internship.

**Engagement requirements (attendance, due dates)**

- All students need reliable access to high-speed internet, including the ability to check course sites or email **at least every 72 hours.** This is required for the program. Group work may need more frequent contact.
- All students need to be able to arrange **physical visits** to libraries/information agencies. Specific visit needs will vary by course.
- All group work needs to conform to the assignment deadlines posted in the syllabus.
- Instructors will indicate deadlines for responses (class interactions).

Students whose work, personal responsibilities, or disabilities, prevent them from reliably meeting these standards should carefully consider whether they can participate in a particular course or in the program.

In the case of disability accommodation it is essential to work with the Adaptive Educational Services office: [http://aes.iupui.edu/](http://aes.iupui.edu/

*It is the student’s responsibility both to contact AES and to keep in close contact with instructors: every course, every semester, every incident of needing accommodation.*

Students whose work or personal responsibilities change during the course of a semester (e.g. new job hours) should work with instructors and their advisor to
achieve a work-able course load. In some cases, when students have acceptable performance, they may be able to receive an Incomplete. If so, they should take this into consideration when registering for future courses. Students with multiple incompletes are blocked from further registrations.

Students who have sudden acute medical emergencies can be accommodated directly by individual instructors: this would apply to situations not lasting more than 2 weeks. For situations lasting more than 2 weeks, work with the department chair and Adaptive Education Services to create a plan for all current courses.

Students need to remain in contact with their instructors. Normally this is by email. If students cannot use email, they or their representatives can leave a message at: 317-278-2395.

If students do not remain in contact with instructors, their grades will reflect penalties for late assignments.

**Incompletes and registration**

Students who have *multiple* incompletes (2 or more) will be blocked from registering for additional LIS courses until there is only one (or zero) outstanding incomplete, or the student presents the department chair with a plan of action for completing all incompletes in a timely way.

Incompletes are not automatically granted. Students need to have completed the majority of course work (75%+) at an acceptable level of achievement. Deadlines for the work for an incomplete to be finished are *at the instructor’s discretion*. The deadline can be no longer than 1 year from the end of the semester, but can be earlier if the instructor specifies that.

**Non-LIS courses**

36 graduate credits are required for the MLS degree; 42 for the MLS-Library Technology Management Specialization.

In consultation with their advisor students may apply these courses to their degree:

- Up to 6 credits from any ALA-accredited MLS program.
- Up to 9 credits offered by the Department of Information and Library Science in Bloomington (ILS-Z courses).
- Up to 6 credits from graduate courses offered by the Human Centered Computing (INFO or NEWM prefixes) or BioHealth Informatics (INFO prefixes) departments at IUPUI School of Informatics and Computing, Indianapolis.

Consult your advisor if you wish for any of these to apply to the core requirements.

Note that no undergraduate courses, including those from the Ivy Tech LTA program, can apply towards the MLS.
**Time limit**
All graduate courses that apply to the MLS degree must be taken within a five year time period, to ensure intellectual integrity and currency of content. This includes courses taken as a non-degree graduate student, prior to admission to the degree.

A one-year extension can be granted upon request with explanation of the unusual circumstances involved. No more than one year can be granted.

In rare circumstances, older courses can be “revalidated” if evidence is presented that the person has current knowledge of the topic. Please contact the chair for information about this.

**Advice**

**Initial courses**
Along with S401 Computer-Based Information Tools, most students seek to first complete the courses that meet our core area requirements. These are described on our website (the MLS page). Usually the first courses involve S501 Information Sources and Services, S502 Acquisition and Management of Knowledge and Information, and S503 Organization and Representation of Information, with S551-3 Management and S505 Evaluation or S506 Research taken in the middle or end of the program. S550 Perspectives is a useful elective to take early in your program if you are undecided about potential careers.

**S401 Computer Based Information Tools**
This is a prerequisite requirement: you need the skills in this course to succeed in the program. You can attempt to ‘waive’ this requirement by completing a test and portfolio, demonstrating your skills. Check the Current Student Resources page for the most up to date information. You **can** take this course **concurrently** with other LIS courses, such as S501, S502 and S503. If you are completely new to office software (Word, Powerpoint) or online learning, you may want to take this **before** any other course.

**Teacher licensure**
If you are interested in becoming a licensed school librarian (school media specialist), it is important to receive advice soon.

If you **already** are a licensed teacher:
Requirements for the school media license change often. Most of the time, the complete MLS degree is not needed. But…

- If you are not admitted to the MLS degree program/ you are a non-degree student, you will not be eligible for federal financial assistance
(loans) and you will only be able to take a maximum of 9 LIS credits; therefore it is usually to your benefit to apply to the MLS program. To be an effective school media specialist, certain specific courses are essential for your knowledge and skills base, even if your state “only” requires a standardized exam.

If you are not a licensed teacher, in addition to the above points:
Additional education courses will be needed, at either the undergraduate or graduate level.
Student teaching is required and can ONLY take place within 100 miles of Indianapolis.

Online courses: time considerations
How much time does a course take? The basic rule of thumb is 9-12 hours per week, during the course of the semester. Most courses need some engagement each week (posting, assignments, readings-responses). Some weeks have major assignments that require more work.

In S401, you may already know some of the skills but not others. Therefore, S401 may take less time than other courses; or more, if your technology skills are limited when you start.

Some courses are writing-intensive: judge your own pace of writing.
Some courses are reading-intensive, either scholarly or other (e.g. Materials for Youth or Adult Readers Advisory): judge your own pace of reading.

Many courses require visits to physical locations near to you. Some of these visits or activities must take place during business hours. Your learning is not entirely self-paced or virtual.

Registering and waitlisting
Register as soon as possible. When you wait to the last minute, either a class may ‘fill’ with other students, or it may be cancelled due to an observed lack of interest.

If a class is full, be sure to place yourself on the waitlist. The department cannot plan on accommodating additional needs until and unless it sees that people are interested in a class.

When someone registered for a class drops it before the semester starts and you are on the waitlist, you will be notified. You must affirmatively register for the course at this time.

Faculty cannot add students to a course directly: they must come through the waitlist.
Course load
It is unrealistic to expect to be a full time employee and a full time student.

The federal financial aid rule is that for graduate students, four to seven credits equals part time and eight or more credits equals full time. Practically that means two classes (six credits) for part time and three classes (nine credits) for full time. Only students who are working 10 hours a week or less, with limited family obligations, can expect to be successful with 12 credits.

Nine credits (three classes) is a full time commitment. It can be combined with a job that is 15-20 hours per week.

For those working 30-40 hours a week, many students are successful with two classes at a time.

The most common reason to drop a course is that the student realizes he or she is taking too many courses. This has significant financial consequences; IUPUI refund dates and federal financial aid requirements are strictly enforced.

Specializations, or not?
A specialization appears on your transcript, not your diploma. Current specializations (and dual degrees) are listed on the website, along with degree (course) checklists.

A specialization is NOT required. At the time you apply for graduation, make sure you indicate if you wish a specialization.

Use the degree checklists as advice on courses to take. Advisors can approve changes or waivers to fit your circumstances and course availability. The course number 604 is used for new course topics; these eventually are dropped or become regular courses. These new courses can be applied to specializations even when they are not listed on the degree checklists; have your advisor approve them. All changes should be entered in your student records by email from your advisor to the department chair.

Dual degrees, or not?
LIS has dual-degree agreements with Public History, Philanthropy, Health Informatics, and Law. These are very specific, institutional, arrangements. You can only do these specific dual degrees; dual degrees offered by ILS-Bloomington are in partnership with Bloomington departments: there can be no cross-campus dual degrees, although if you wish, you could pursue two degrees at the same time.

The benefit to you is a reduction in the total number of credits compared to taking each degree separately. The constraint is that you need to be admitted to both programs at the same time (or within the first semester of starting one program);
you need to apply separately to each. You also need to finish both of them at the same time: even when you have finished all the credits for X degree, you cannot be awarded X until Y requirements are also met. Out of state students receive the LIS (SoIC) scholarship for LIS credits only; the credits for the other program are billed to and controlled by the other program.

**Internships**

Students who do not already have good, relevant work or volunteer experience need an internship to be competitive in the job market. Internships can occur after 18 credits; students arrange their own though there is an internship database with listings.

An internship is not a requirement to get the degree, but experience is an essential part of being a competitive job applicant.

There are other for-credit options to have individualized experiences and learning. Check out the document [http://soic.iupui.edu/files/lis-601-602-605-606-guidelines.pdf](http://soic.iupui.edu/files/lis-601-602-605-606-guidelines.pdf)

**Internships Projects Independent—A Guide for Students**