# 2021-2022 Student Handbook: M.S. in Library and Information Science (with or without School Media specialization)

# Part 1: Graduate Education at the iSchool

## Welcome

Welcome to the Syracuse University (SU) School of Information Studies (iSchool). This student handbook is designed for full-time and part-time campus and online students, and should serve as an advising guide for those pursuing the graduate program of study for the Master of Science in Library and Information Science (M.S.L.I.S.) degree at the Syracuse University iSchool.

While this handbook covers many of the aspects of the program for online students, students enrolled specifically as an online M.S.L.I.S. student should consult with their advisor on specific questions regarding admissions, course selection and sequence, and registration.

This handbook covers academic and administrative policies and requirements that all graduate students must follow and is current as of August 2021. Please consult the websites linked throughout this handbook for additional information.

The information concerning academic requirements, courses, and programs of study contained in this student handbook does not constitute an irrevocable contract between the student and the iSchool. The iSchool reserves the right to change, discontinue, or add academic requirements, courses, and programs of study. Such changes may be made without notice, although every effort will be made to provide timely notice to students. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.

### About the iSchool

The iSchool is one of several schools at Syracuse University and has a unique blend of programs. Each program has a director, requirements, and matriculated students.

The faculty and the courses in the iSchool, however, are not divided into discrete departments. Instead, we have a united faculty body made up of tenured faculty, leading industry practitioners, and scholars with diverse research and academic interests, committed to teaching all iSchool students. This means that in your experience as an MSLIS student, there will be courses in which your classmates will represent a mix of MSLIS students and students from other degree programs. With access to a Faculty of One, iSchool students have the freedom to explore and study all corners of the information field.

In the iSchool, all graduate students (including doctoral students) and some qualified undergraduate students may enroll in any 500-level or higher course, provided they fulfill course prerequisites. This means that there will be courses in which your classmates will be a mix of M.S.L.I.S. and other students. Although some courses are more clearly geared to one or another of the programs, you are free to design your program of study with your own goals in mind, providing you meet the basic requirements of the M.S.L.I.S. program.

This integration of disciplines provides you with many opportunities for expanding your course options beyond the traditional M.S.L.I.S. curriculum. In addition, it allows you to learn from students pursuing other professional education. While providing diversity in terms of coursework and faculty expertise, a common thread ties all the courses together to create the well-respected hallmark: the technologically competent, person-oriented, creative information professional.

### Who Should Use This Guide?

This advising handbook is for all students: campus, online, both full-time and part-time, pursuing the graduate program of study for the Master of Science in Library and Information Science (M.S.L.I.S.) degree.

The M.S.L.I.S. with School Library Media specialization (occasionally referred to as "School Media") is a teaching certification program certified by the State of New York. School Media students must meet specific competencies, and there are some requirements beyond the M.S.L.I.S., which are explained in the School Media Student Advising Record (SAR). Most information in this guide is the same for school media students with additional information in the SAR, which may be found in the appendix.

M.S.L.I.S. students are welcome to enroll in courses designed for other School of Information Studies graduate programs, subject to any required prerequisites or consent of the instructor.

## Academic Resources

Sources of advice come in many forms.

### M.S.L.I.S. Program Points of Contact

We firmly believe that advising is a cooperative and multifaceted process, and we encourage you to seek input from a variety of sources. Many people in the school contribute to advising. Their roles are described briefly below.

#### Program Director

**Jian Qin** (jqin@syr.edu) is the program director for both M.S.L.I.S. and School Media students. Each degree program in the school has a Program Director. The Program Director acts as a central resource person for questions regarding program requirements. He or she approves petitions for waivers and transfer credit. The Program Director acts as a liaison between individual programs and the school as a whole. In this role, he or she is your advocate for matters concerning policy and procedures, and for special problems that might arise.

#### Graduate Academic Advisors

The Graduate Academic Advisors **Tess Schaufler** (iadvising@syr.edu), for campus students, and **Jelena Mlikota** (onladvising@syr.edu ) for online students, assist students with questions regarding the degree requirements, registration, and most other paperwork. They also review and provide input on all graduate petitions. They are involved in preliminarily assessing transfer credits, and waiving credits.

#### Faculty Advisor

After matriculating and enrolling into the program, each campus student is assigned a faculty advisor. The faculty advisor serves as a mentor for academic and professional development. Students may ask their faculty advisor questions about specific course content, questions regarding which electives to take to fulfill a specific career goal, etc. Students may change advisors; it is easy to do so with a Change of Advisor form, available from the Student Services Office. Online students may contact any faculty member for advice but are not assigned to a specific person.

#### Assistant Dean of Student and Career Services

**Kathy Allen** oversees the iSchool's Student Services advising staff. Student Services staff are the best resource to help figure out what classes to take, processing forms such as petitions, credit transfers, independent study documents, etc., and how to get involved in the iSchool community.

#### iAdvising

All graduate **campus** students are encouraged to email iAdvising@syr.edu with any questions regarding course selection and availability, registration, graduation requirements, petitions, and program of study forms. A dedicated staff monitors the iAdvising account on a daily basis.

#### Studentsupport@ischoolonline

All graduate **online** students are encouraged to email studentsupport@ischoolonline.syr.edu or directly with their online student success advisor with any questions regarding course selection and availability, registration, graduation requirements, petitions, and program of study forms.

#### Director of Career Services

**Christopher Perrello** guides all campus iSchool students through career development, including researching career options, job search strategies, networking, resume and cover letter development, interviewing techniques, and reviewing job offers. He also develops and delivers career and professional development programming.

Online students should contact The Virtual Career Center, found in the LMS under Courses or careerservices@ischoolonline.syr.edu Phone: 855.832.9702

#### Assistant Director of Career Services

**Jeffrey Fouts:** provides career counseling to all campus iSchool students individually or in small groups. He also creates and delivers presentations specifically designed to help iSchool students earn internships and/or jobs and helps to facilitate students' transition out of SU through job search strategies including resume assistance, interviewing techniques, etc.

#### Program Coordinator: Internships, Fieldwork, and Faculty Internship Supervisor

**Kathy Benjamin** (kabenjam@syr.edu) is the Program Coordinator and assists the faculty members who oversee internships. She can answer student questions about the internship process and the requirements for an internship.

Kathy is responsible for managing and processing all paperwork for internships and posting internship opportunities and employment opportunities to the student listservs. Kathy is responsible for Curricular Practical Training (CPT) and Optional Practical Training (OPT) letters for international students. She also assists with employer visits to the iSchool. These people are important contacts for information on current and past sites for practical experience in the form of internships.

When planning your internship, please use the most recent version of the Internship Guide: M.S. in Library and Information Science. This will lead you through the internship process. School Media students should use the Fieldwork and Practica Guides.

### Director of Online and Post-Traditional Education

**Vicky Williams** (vawill02@syr.edu) leads efforts to integrate our online program into our existing management processes for admissions, scheduling and staffing. Her role includes strategic management of all potential forms of online education at the school – veteran/military, undergraduate, corporate cohorts, and graduate platforms including campus and online.

### Faculty

The entire faculty of the school, including the faculty emeriti, are potential advisors for any student. Do not think because you are an M.S.L.I.S. student you can't seek advice from someone who teaches in another area. If you are unsure about whether to take a course, you should feel free to speak to the instructor about the emphasis of the course, the types of assignments required, and how the course might fit into your program objectives.

In particular, you should take advantage of the expertise of our excellent adjunct faculty, even if you don't take their courses. Most of them are practitioners, and have first-hand and up-to-date information about the working world.

### Other Students

You should not overlook the wealth of informal advising available from fellow students, who have taken classes you are interested in or who have library experience. Students will tell you what faculty sometimes won't know—the exact content of a course, the style of the professor, and the relevance of the course for a particular area of study. Students know which courses are better to take early in your program and which are better left to the end. Graduate mentors volunteer to help orient and advise new students. Take advantage of their help and become a mentor yourself.

In addition, many M.S.L.I.S. students have already worked in libraries and information centers, or are currently working while pursuing a degree part-time, and can help you connect class content to the profession.

### M.S.L.I.S. Group Advising

Group advising sessions are held periodically both in person and online. At these sessions, you will be presented with the most up-to- date information. In addition, these sessions provide you with an opportunity to ask questions and to hear the questions and concerns of others.

All new students attend a group advising session at the start of their program. New online students engage in online advising prior to beginning the program, while new campus students attend their advising session at the start of the fall semester. An additional session is held online in November to plan for spring and summer classes. This meeting is scheduled in the early evening or late afternoon to allow both full-time and part-time working students to attend. It is held early enough before registration to allow you time to set up an appointment with your academic advisor.

In addition to information about course offerings for the coming semester, some faculty will send emails to the listserv introducing courses that may be of interest to you. Frequently, these are courses that are being offered as "Special Topics" usually in new and emerging areas that draw on the unique expertise of the faculty member offering them. These courses represent a special opportunity for you to broaden your knowledge, and the best way to find out about them is to attend advising sessions.

### Practitioners

During your program of study, you will have the opportunity to meet numerous practitioners. In addition, we have frequent guests, visiting professionals from around the world, and many doctoral students who were librarians and information professionals before they entered the program.

You are strongly encouraged to take the initiative to meet with these people, since they can give advice about specific job skills, knowledge, and opportunities. For the same reason as mentioned above, adjunct faculty are also an exceptionally fine source of advice.

The people listed above are available to meet with you throughout your program. It is important that you take the initiative to meet with some or all of them. The school is small enough to allow one-to-one interaction both in and outside the classroom. We encourage you to take advantage of the opportunities for this interaction. Contact information for any iSchool faculty member, staff, or doctoral student is available on the iSchool website.

### Printed and Online Sources

In addition to the information on this page, there are University wide and school policies and procedures that you should consider in planning your program of study. Refer to the following material for supplemental information.

### Graduate School Catalog

Refer to the catalog (http://coursecatalog.syr.edu/) which is revised yearly, for University rules and regulations. It is your responsibility to be informed about your program requirements. You should consult your faculty advisor or the Graduate Academic Advisor, if you have any questions or uncertainties. NOTE: The Course Catalog is only updated once per year in the summer, so if you see a discrepancy in your requirements, check with Academic Advising (for example, using 635 or 682 in place of 618).

### Course descriptions

Brief course descriptions are listed in the Graduate School Catalog, on the school's website, and in the school's own brochures. Each faculty member is also required to post a copy of the syllabus for each course taught every term. These syllabi are found on the course schedule page (iSchool Graduate Courses) by clicking on the individual course and choosing the most recent semester/term.

### Advising Guides

A link of this and other iSchool program advising guides is always available on the iSchool website (https://ischool.syr.edu/academics/advising/handbooks-checksheets/).

### Internship Guide

A link to all iSchool internship guides is always available on the iSchool website (https://ischool.syr.edu/careers/career-resources/internships/). These guides contain all the information and instructions necessary for doing an internship.

### Email and Email Lists (Listservs™)

All students are assigned a NetID email address. The school (including your academic advisor, faculty advisor, and instructors) will communicate with you using this address; therefore, it is vital that you check it regularly. If you use an email address OTHER than the one assigned to you at SU, be sure to forward your SU email to the one you check regularly.

The school uses this NetID email address to maintain a listserv for each program offered through the school. Subscribe yourself to the relevant listservs by using the directions found on the email listserv page (https://ischool.syr.edu/academics/advising/email-listservs/) on the iSchool's website.

Listservs are read-only and should be used for announcements; they are not intended for discussion.

### Academic Calendars

Annual and 5-Year calendars for semester and quarter-based courses are found at the Registrar's site: https://www.syracuse.edu/academics/calendars/

## Formats for Course Delivery

One common question students ask prior to registration each semester has to do with the format of the classes and the different modes of instruction. The iSchool offers classes both on-campus and online. To read more about different modes of instruction and what the terminology means, visit http://registrar.syr.edu/general/schedule-of-classes/

### Asynchronous

Students access class content on their own time. Real-time communication among and between students and instructors is not required.

### Synchronous

Students and/or instructors interact in real time.

### Residency

The physical presence of students is required in a physical campus location.

### Flexible Format Classes

These classes do not coincide with the designated meeting patterns associated with the University's published official terms; have unique academic and financial deadlines; have the same academic standards and expectations as regular semester classes; may be available to matriculated and non-matriculated students; and may fulfill program requirements.

### MayMester

These classes are considered flexible format classes that usually meet for five days on campus and are offered for the 2-3 weeks after Convocation and Commencement in May. These classes usually consist of a small cohort of students, and are an opportunity for our part-time and online students to come to campus and interact with their peers and faculty. These classes are also a great opportunity for our campus students to fulfill requirements or register for classes that filled quickly or were closed for enrollment during the Fall or Spring semesters.

## General Recommendations

The following are recommendations from prior M.S.L.I.S. students and iSchool faculty:

- Strive for a well-rounded program, balancing between specific and conceptual foundations. This will prepare you for a variety of positions and provide some flexibility and allow you to adapt in the future.
- Prepare yourself for a leadership position in the future, rather than for your first entry-level job.
- Keep an open mind with respect to planning your program of study. Leave a little room for experimenting and discovery with subjects and areas that are new or unfamiliar to you.
- Take advantage of the unique combination of the other master's programs in the school and the diverse faculty that comprises the school.
- Take advantage of technology courses and courses in the management of technology, offered to students in all master's programs.
- Be an active participant in class and choose projects or assignments that you can include in your professional portfolio.
- Try to leave some time each week for interacting with other people in the iSchool. This might include attending a lunchtime lecture (which are often streamed), attending a LISSA meeting, or joining/forming a discussion group. It is these interactions which will expose you to more than want it happening in your specific courses.

- Get to know the faculty and staff personally. From a practical point of view, a faculty member who knows you as more than just a person sitting in class can write a much more personal and convincing letter of recommendation.
- Online students will want to use their time on campus during their Graduate Seminar to get to know the school and its faculty and staff. Use email to introduce yourself and ask questions.
- Choose courses for who is teaching them as well as for the course's content. Expose yourself to different teaching styles and different points of view.
- No matter your location, get involved in the school. Attend guest lectures. Volunteer when there is an opportunity to help out on committees or class activities. Participation in school activities is a great way to stay abreast of opportunities and changes. Ask your advisor, the Program Director, or an Associate Dean for ways in which you can participate.
- As an iSchool student you can become involved with student groups, such as LISSA, the American Library Association/NYLA/Special Libraries Association student group. Attend meetings and take an active role. Get to know other students personally, especially students from other countries and other walks of life. Online students are able to attend most meetings via Zoom or other online methods.
- Develop communication skills. Take courses that help you improve written and oral communication abilities.
- Volunteer as an assistant on a research project. The school has a lively research life, with faculty and doctoral students involved in an amazingly wide variety of research endeavors. As a professional you will benefit from understanding the research process and how it can affect practice. There are often opportunities for online students to participate in research projects.

## Part 2: Overview of the M.S. in Library and Information Science (M.S.L.I.S.)

### Learning Outcomes of the M.S. in Library and Information Science Program

The M.S.L.I.S. program's goals and outcomes articulate our vision of quality professional education for library and information science (LIS) professionals. The goals and outcomes are used internally to express our direction and to provide a framework for assessing our achievement. They are used externally to communicate our beliefs in the grounding needed by members of the profession.

Graduates of the iSchool M.S.L.I.S. program:

1. Can apply the skills and attitudes of visioning, entrepreneurship, advocacy, planning, and management to leadership in the information field.
2. Can manage information resources and the information life cycle through the processes of collection development, representation, organization, preservation, curation, access, and dissemination in accordance with physical, virtual, and technical infrastructure and needs.
3. Can apply appropriate pedagogical and learning theory principles in the design, development, implementation, and assessment of library instruction and learning that contribute towards an information- and technology-literate society.
4. Can design and employ policies essential for creating and providing information services and resources guided by the values of patron privacy, equitable access, intellectual freedom, and ethical use of information.
5. Possess the skills to respect, engage, and collaborate with a diverse community in order to advocate for and construct inclusive, meaningful, and participatory library services, programs, and resources.
6. Can perform and assess research-based practices through the application of information literacy, inquiry, and research methods including data discovery, analytics, and qualitative measures.

### Courses and Curriculum

The purpose of the M.S.L.I.S. program is to educate students who will become leaders in the library and information profession. We prepare students for their first job and for the career that will follow. The M.S.L.I.S. curriculum is designed to prepare library and information professionals, who have the broad range of knowledge and skills needed for exemplary practice in the library and information profession.

Three themes run through the M.S.L.I.S. curriculum:

- Focus on the users of library and information services: Keeping the needs of users—and potential users—of library and information services in the foreground is a fundamental value of librarianship.
- Use of technology to provide exemplary library and information services: Librarians need to be able to use technology effectively to provide quality library and information services.
- Management of information services and systems: Librarians must be competent managers of information, capable of innovation, efficiency, and leadership to meet the needs of their clientele.

### Core Courses: 18 credits

M.S.L.I.S. core courses provide a solid grounding in the knowledge, skills, and values of the library and information profession. The 18- credit M.S.L.I.S. core has three parts introductory course (3 credits), information resources courses (9 credits), and management and policy courses (6 credits).

For on-campus students, the schedule of the M.S.L.I.S. core courses is:

#### Introductory Courses: 3 credits

| Class # | Course Title | Course Information |
|---------|--------------|--------------------|
| IST 511 | Introduction to the Library and Information Profession | <ul><li>3 credits</li><li>Offered in the fall on campus</li></ul> |

#### Information Resources Courses: 9 credits

| Class # | Course Title | Course Information |
|---------|--------------|--------------------|

| IST 605 | Reference and Information Literacy Services | <ul><li>3 credits</li><li>Offered in the fall on campus</li></ul> |
| --- | --- | --- |
| IST 613 | Library Planning, Marketing, and Assessment | <ul><li>3 credits</li><li>Offered in the spring on campus (2nd year students)</li></ul> |
| IST 616 | Information Resources: Organization and Access | <ul><li>3 credits</li><li>Offered in the fall on campus</li></ul> |

## Management and Policy Courses: 6 credits

| Class # | Course Title | Course Information |
| --- | --- | --- |
| IST 614*, ** | Management Principles for Information Professionals | <ul><li>3 credits</li><li>Offered in the fall and spring on campus</li></ul> |
| IST 618*** | Information Policy | <ul><li>3 credits</li><li>Offered in the fall and spring on campus</li></ul> |

*IST 661 - Managing a School Library also fulfills this requirement and is a part of the School Media specialization requirements. IST 661 is 3 credits and offered online traditionally in October and April.

** IST 717 - Advanced Library Managment may be substituted in place of 614

*** IST 635 or IST 682 may be substituted in place of 618

### Core Course Availability for Online Students

For online students, the schedule/rotation of the M.S.L.I.S. core courses is:

| Class # | Course Title | Availability |
| --- | --- | --- |
| 511 | Introduction to the Library and Information Profession | All quarters |
| 605 | Reference and Information Literacy Services | All quarters |
| 613 | Library Planning, Marketing, and Assessment | January, April, and October quarters |
| 614 | Management Principles for Information Professionals | All quarters |
| 616 | Information Resources: Organization and Access | All quarters |
| 618* | Information Policy | All quarters |

* IST 635 or IST 682 may be substituted in place of 618

## Electives: 15 credits

Electives allow students to extend their core knowledge and skills in directions of their choice. The M.S.L.I.S. Focus Areas can help students select courses more easily.

Elective courses examine the tools, principles, and practices necessary to be an effective intermediary between information resources and a client's information needs. They include theoretical concepts, systems, and practices for organizing information in order to facilitate access and retrieval in a wide range of approaches to the organization and retrieval of information, from the established to the innovative and experimental. Electives also include theoretical concepts and models, tools, skills, and standards necessary to the design, implementation, and management of information systems in general.

## Exit Requirement: 3 credits

There are three ways to fulfill the exit requirement:

### IST 973 – Internship in Information Studies

There are two ways to approach a decision about an internship.

1. The first is to choose an internship that will directly match career goals and provide an excellent source of work experience and recommendations from practitioners who have had an opportunity to see your work first-hand.
2. The second approach, for those who are undecided about career goals, is to try something new. Using this approach, the internship is a way of "testing the water" to see if you like a particular environment.

Some students do two internships: one in direct preparation for a career, and one to explore and compare. At the very least, the student should be explicit about what the objectives of this practical experience will be: management skills, technical skills, more practice working with patrons, learning new technologies first hand, and so on.

The internship is treated as another course in terms of the intensity and depth of the knowledge sought. It is a waste of time and of an opportunity to seek an internship or a job that you already know.

Internship opportunities are often posted to the student listserv and even if you are a first-year student and cannot apply yet, you can keep opportunities that are of interest in mind for when you are ready. Students must have completed 18 credits prior to being eligible to register for an internship. An internship comprises 150 hours of work for three credits. The student must be under the supervision of a professional librarian or information manager, although this does not mean that the student cannot work with non-professional staff as part of the experience.

Most internships involve some general orientation, some work practice, and a special project. Each experience is different and the student designs the internship contract in cooperation with the site supervisor and the faculty internship supervisor. An internship may be paid or unpaid.

Internships can be done locally in the Syracuse area, nationally, and even internationally. Students have worked at sites in all types of libraries and organizations, doing many very new and interesting projects. Most internships are completed on-site; however, some internships have a virtual component and a few can be completed remotely.

The more specific your requirements either in terms of the type of library/organization or the location, the earlier you should start planning for arranging it. Some students elect to complete six credits of internship, in order to learn more about a specific area or to gain experiences in different types of LIS environments.

Internships can be suggested by the iSchool Career Services staff and faculty members, or the student can pursue sites on his or her own initiative. Once a contact is made, however, the internship must be arranged through the school in order to qualify. To start the internship process, review the Internship Guide (coming soon).

Students should note that the School of Information Studies cannot guarantee a paid internship arrangement. Some internship sites receive many applications, which means that selection is competitive. Sometimes the internship which bests meets your learning requirements will require you to relocate to that site for the length of the internship.

### Additional Elective

If you have significant prior library employment experience, you may petition the Program Director to waive the internship in place of another elective. https://answers.syr.edu/display/ischool/Instructions+for+the+Petition+to+Faculty+Form

### Independent Study

Students who already possess significant professional-level work experience in libraries or information centers may elect to do a culminating project as an independent study (IST 690) in place of an internship. Any student, who believes that they can elect to do an independent study instead of an internship, should discuss this option with the M.S.L.I.S. program director. The program director will talk with the student about the person's work experience, review the student's resume, and determine whether the student qualifies for this option. The student **must** have a faculty sponsor to work with and there must be specific outcomes. No more than 12 credits of a student's program can be taken as independent study or internship.

The most recent version of the Proposal for Independent Study Course form can be found at: Advising Forms

## Waiver for Prior Work Experience

The M.S.L.I.S. program is accredited by the American Library Association (ALA). According to guidelines set by the ALA, credit cannot be waived for prior or current work or life experience. However, your prior or current work experience should guide the choice of courses and electives, and will help to inform any future work situation, and may permit you to take an extra elective in place of an internship.

## Change of Program Format

Students may petition to change the primary delivery format of their degree program. Email iadvising@syr.edu to request a Graduate Program Transfer Form.

On-campus students may apply for admission to the online learning program, given extenuating circumstances that prevent them from continuing in the full- or part-time on-campus program. Since online learning students may always take campus-based courses, they do not frequently request a change of program format.

On-campus students do not need to petition to change the primary delivery format of their degree program in order to take an elective which is offered online.

### Flex Format: M.S.L.I.S. to School Media

This is for campus students who are interested in the School Media specialization.

For the first year of study, campus-based Flex Format students apply and are admitted into the M.S. in Library and Information Science program. They take their core classes in an on-campus classroom setting and then transition to the online quarter plan to take the school media courses. This gives School Media students the opportunity to build relationships with campus-based students, faculty, and staff, as well as take full advantage of on-campus resources, events, and networking opportunities.

At the end of the first year, using the Internal Transfer form requested from <u>iadvising@syr.edu</u>, Flex students transfer into the M.S. in Library and Information Science with School Media specialization for the remainder of their coursework, which is completed online.

Flex Format students and online M.S.L.I.S. students who wish to transfer to the School Media specialization **must** meet additional NYSED requirements, which include taking the GRE exam, a minimum undergraduate GPA of 3.0, and a specific personal statement related to student learning, prior to starting school media coursework. The most up-to-date School Media specialization requirements are outlined in the application checklist located on the iSchool website: <u>https://ischool.syr.edu/admissions/checklists/lis-lis-school-media-checklist/</u> Note that the application fee is not necessary for current students. NOTE: As of July 2023, only certified teachers may be admitted to the LIS: School Media Program.

## MSLIS: Plan Your Program and Choose Your Professional Pathway

The MSLIS program strides to cultivate leaders in the library and information profession who will become implementers and advocates for information justice and equity, community engagement, and technology use in their communities of practice. The MSLIS curriculum is designed to prepare library and information professionals with a broad range of knowledge and skills needed for exemplary practice in the library and information profession.

All students must complete six required courses. It is highly recommended that you take the MSLIS core courses in the first two semesters/quarters:

**LIS core courses:**

- IST 511 Introduction to the Library and Information Profession
- IST 605 Reference and Information Literacy Services
- IST 616 Information Resources: Organization and Access
- IST 613 Library Planning, Marketing, and Assessment (taken in second year)

**Common core courses across master's degrees:**

- IST 614 Management Principles for Information Professionals - or take 661 or 717
- IST 618 Information Policy (recommended not to take at same time as 613) - or take 635 or 682

For the professional pathways and course examples listed below, the following abbreviations indicates the delivery format and availability: S – Semester; Q – Quarter; S/Q – Semester and Quarter; and * – Indicates pending demand and instructor availability.

### Professional Pathway and Related Electives

The following professional pathways focus on functional areas needed to perform job duties in any settings, rather than on limiting the pathway to a particular type of library or organization. You may choose to concentrate your study on one or more  pathways, depending on your strengths and interest. The courses in each pathway are carefully selected for building the functional competency in that area. At least 3~4 courses are needed to establish necessary functional competency in each of the professional pathways.

### User Services and Community Engagement

Whether working in a college/university library or a cultural institution such as public library and museum, user services and community engagement is one of the core functions of libraries and cultural institutions of all types. User services librarians have the responsibilities on information literacy training, instructions, references, collection management, and outreach to diverse communities to assure equal access to library and information resources. As the use of online databases continues to increase, plentiful librarians in academic settings are typically responsible for teaching students how to find, use, and cite online resources.

**Sample job titles**: Dean of University Libraries; Web Services Librarian; Associate Librarian of Environmental Science; Public Services Librarian; Reference Librarian; Online Learning Librarian; Outreach and Assessment Librarian; Access Services and Instruction Librarian

Examples of courses you can take:

IST 564 - Accessible Library and Information Services (S/Q)

IST 611 - Information Technologies in Educational Organizations (Q)

IST 617 - Motivational Aspects of Information Use (S)

IST 635 - Collection Development and Access (S/Q)

IST 646 - Storytelling for Information Professionals (S)

IST 649 – Human Interaction with Computers (S)

IST 659 - Database Administration Concepts & Database Management (S/Q)

IST 662 - Instructional Strategies and Techniques for Information Professionals (Q)

IST 671 - Foundations of Research Methods in Information Studies (S/Q)

IST 672 - Public Library as Institution (Q)

IST 674 - Academic Libraries (S/Q)

IST 682 - Cultural Competence for Information Professionals (S/Q)

## Archives and Special Collections

Many different kinds of institutions handling historical materials offer job opportunities for a graduate holding an MSLIS degree, including special collections within large academic institutions, small historical societies, art museums, and even zoos. Courses in this pathway are suitable for careers in cultural heritage, archives, and special collections. Please note that if you'd like to pursue this pathway, you should take at least one of 624 and 628 because they are the techniques and methods courses specifically for archives and special collections.

**Sample job titles**: Photo Archives Manager; Curator of Historical Collections; Director of Special Collections; Rights and Reproductions and Digitization Assistant

Examples of courses you can take:

IST 622 - Introduction to Cultural Heritage Preservation (S)

IST 624 - Preservation of Library and Archival Collections (S)

IST 628 - Management and Organization of Archival Collections (S)

IST 632 - Management and Organization of Special Collections (S)*

IST 635 - Collection Development and Access (S/Q)

IST 681 - Metadata (S/Q)

IST 682 - Cultural Competence for LIS Professionals (S/Q)

IST 715 - Libraries, Archives, and Museums (LAM) (S/Q)


## Digital Curation and Services

Digital curation and services have become an increasingly important part of library operations. This area of work includes the management, curation, and preservation of digitized and born digital resources, including data, in libraries, archives, and museums. Librarians in digital curation and services develop policies and workflows, help users locate digital information and data for business or academic use, and organize digital resources for retrieval. Students interested in the digital curation and services pathway will gain knowledge of digital data systems, metadata theory and practices, programming and markup languages, and data services to the communities they serve.

**Sample job titles**: Data Visualization Specialist; Data and Metadata Services Librarian; Director, Data Center Services; Data Management and Curation Fellow; Data Quality Specialist; Research Data Archivist; Data Services and Visualization Librarian

Examples of courses you can take:

IST 654 – Information Systems Analysis (S/Q)

IST 659 - Data Administration Concepts and Database Management (S/Q)

IST 671 - Foundations of Research Methods in Information Studies (S/Q)

IST 676 - Digital Data and Services in Libraries (S)

IST 681 - Metadata (S/Q)

IST 687 - Introduction to Data Science (S/Q)

IST 719 - Information Visualization (S/Q)


## Organization and Management of Information and Knowledge

Libraries, archives, and museums (LAM) are central places for the acquisition, organization, management, and dissemination of information and knowledge. Organizing and managing information and knowledge of all types, formats, and forms is the core function that supports LAM to achieve their goals and actualize their values. This career pathway has a wide range of employment potentials, ranging from LAM to government agencies, businesses, and almost any organizations that need professionals to perform functions of organizing, managing, retrieving, and use/reuse information resources.

**Sample job titles**: Lead Technical Services Technician; Taxonomist; Metadata and Data Curation Librarian; User Interface Specialist; Metadata and Digital Initiatives Librarian; Metadata Information Architect; Digital Projects Librarian; Content Management Analyst

Examples of courses you can take:

IST 631 - Theory of Classification and Subject Representation (pending demand)

IST 638 - Indexing and Abstracting Systems and Services (pending demand)

IST 659 - Data Administration Concepts and Database Management (S/Q)

IST 664 - Natural Language Processing (S/Q)

IST 671 - Foundations of Research Methods in Information Studies (S/Q)

IST 676 - Digital Data and Services in Libraries (S)

IST 681 - Metadata (S/Q)

## Children and Youth Services

Libraries all over strive to be places that facilitate lifelong learning. When is a better time to provoke a permanent passion for curiosity than in the early years of a patron's life? The urgency for STEM (Science, Technology, Engineering, and Math) learning initiatives in library settings, the proliferation of the makerspace movement, and the widespread use of emerging technologies from a young age prove that the role and responsibilities of children's and young adult librarians go beyond recommending a good read. Networking and marketing are important facets of a Youth Services Librarian's job, as well as building relationships with parents, caregivers, and teachers in the local community.

**Sample job titles**: Children's Reference Librarian; Teen Services Librarian; Coordinator of Youth Services; Youth Service Librarian; Young and Emerging Adult Librarian; Young Adult/Asst. Children's Librarian

Examples of courses you can take:

IST 564 - Accessible Library and Information Services (S/Q)

IST 612 - Youth Services in Libraries and Information Centers (Q)

IST 617 - Motivational Aspects of Information Use (S)

IST 646 - Storytelling for Information Professionals (S)

IST 662 - Instructional Strategies and Techniques for Information Professionals (S/Q)

IST 663 - Motivating 21st Century Learning (S)

IST 672 - Public Library as Institution (S)

IST 682 - Cultural Competence for Information Professionals (S/Q)

## Digital Information Systems

Modern libraries run on digital data and information systems to provide services anywhere and anytime that require technically savvy librarians to innovate, support, and maintain. Digital information systems in libraries and other types of organizations play a key role in making data and metadata findable, accessible, interoperable, and usable/reusable. Knowledge and skills in this pathway can lead to jobs not only in non-traditional positions in libraries but also in non-library settings such as corporate and government.

**Sample job titles**: Coordinator of Metadata, Catalog Management Librarian, Web Development Librarian, Librarian for Digital Publishing, Curation, and Conversion, Software Librarian (Configuration Coordinator), Digital Asset Management, Software Engineer, FOLIO Developer | Information Technologist II

Examples of courses you can take:

IST 625 - Enterprise Risk Management (S/Q)

IST 621 - Info Management and Tech (S/Q)

IST 611 - Information Technologies in Educational Organizations (Q)

IST 654 - Information Systems Analysis (S)

IST 659 - Database Administration Concepts & Database Management (S/Q)

IST 676 - Digital Data and Services in Libraries (S)

IST 681 - Metadata (S/Q)

## Information Research and Analytics

No matter whether you are conducting research on community profiles for building a new library branch or gathering data and information on emerging trends for a market research or collecting information about products or companies for compiling competitive intelligence, the skills and knowledge in research methods and data science can go a long way.

**Sample job titles**: Collections & Metrics Facilitator, Director of Digital Initiatives, Research Support Librarian, Research Data Librarian, Legal Research Services Librarian, Senior Scientific Librarian, Research & Library Manager

Examples of courses you can take:

IST 645 - Managing Information Systems Projects (S/Q)

IST 652 - Scripting for Data Analysis (S/Q)

IST 687 - Introduction to Data Science (S/Q)

IST 659 - Data Administration Concepts and Database Management (S/Q)

IST 671 - Foundations of Research Methods in Information Studies (S/Q)

IST 707 - Data Analytics (S/Q)

IST 719 - Information Visualization (S/Q)

IST 736 - Text Mining (S/Q)

IST 772 - Quantitative Reasoning for Data Science (S/Q)

## Part 3: Overview of the M.S. in Library and Information Science with School Media specialization (School Media)

### Courses and Curriculum

All courses in the M.S.L.I.S. with School Media Specialization are mandated by New York State (NYS) and are required for New York State Certification. Students are granted their degree from Syracuse University, and after passing all state requirements, are then able to apply for school media certification from the New York State Education Department (NYSED). Students from other states must verify with their own state education department what requirements must be fulfilled to be certified in that state.

Courses with an * indicate core M.S.L.I.S. courses.

### Introductory Courses: 3 credits

| Class # | Course Title | Course Information |
|---|---|---|
| IST 511* | Introduction to the Library and Information Profession | • 3 credits<br>• Available semester and quarter |

### Information Resources Courses: 9 credits

| Class # | Course Title | Course Information |
|---|---|---|
| IST 605* | Reference and Information Literacy Services | • 3 credits<br>• Available semester and quarter |
| IST 613* | Library Planning, Marketing and Assessment | • 3 credits<br>• Available semester and quarter (2nd year students) |
| IST 616* | Information Resources: Organization and Access | • 3 credits<br>• Available semester and quarter |

### Management and Policy Courses: 6 credits

| Class # | Course Title | Course Information |
|---|---|---|
| IST 618* | Information Policy<br><br>(May substitute with 635 or 682) | • 3 credits<br>• Available semester and quarter |
| IST 661 | Managing a School Library | • 3 credits<br>• Available quarter |

**School Media Core Courses: 15 credits**

Any of these courses may be taken as electives by IST graduate students

| Class # | Course Title | Course Information |
|---|---|---|
| IST 564 | Accessible Library and Information Services | - 3 credits<br>- Available online |
| IST 611 | Information Technologies in Educational Organizations | - 3 credits<br>- Available online |
| IST 612 | Youth Services in Libraries and Information Centers | - 3 credits<br>- Available online |
| IST 663 | Instructional Leadership for School Librarians | - 3 credits<br>- Available online |
| IST 668 | Literacy Through School Libraries | - 3 credits<br>- Available online |

**School Media Practicum: 3 credits**

| Class # | Course Title | Course Information |
|---|---|---|
| IST 972 | School Media Practicum | Fully supervised and evaluated school-based library experiences at the elementary and secondary levels (120 hours each). |

**School Media Core Course Availability for Online Students**

The projected course rotation for 2020-2021 for school media courses is:

| Class # | Course Title | Availability |
|---|---|---|
| IST 564 | Accessible Library and Information Services | All quarters |
| IST 611 | Information Technologies in Educational Organizations | October and April quarters |
| IST 612 | Youth Services in Libraries and Information Centers | January and July quarters |
| IST 661 | Information Management in Schools | October and April quarters |
| IST 663 | Instructional Leadership for School Librarians | October and April quarters |
| IST 668 | Literacy Through School Libraries | January and July quarters |

All School Media required courses are in the quarter format, not semester. They have a required weekly 90-minute synchronous (live) session on the 2SU platform in addition to the asynchronous portion to be completed prior to the live session. Additional sections may be offered in quarters not noted above, and pending need, courses not offered as listed above.

## Fieldwork and Practica

The M.S.L.I.S. with School Media Specialization offers both fieldwork and practicum experiences in school settings in order to satisfy New York State certification requirements.

### Fieldwork

**Read the Fieldwork Guide for School Media students**

Students are required to satisfy 100 hours of fieldwork experience in K-12 schools (50 hours in an elementary setting, 50 hours in a secondary setting; some experience in urban, suburban, and rural schools if possible). All fieldwork must be achieved through two 50-hour experiences. 15 of these hours must be with students with disabilities. During COVID, there is some flexibility with allowing a maximum of 50 hours of approved professional development.

It is the student's responsibility to document all fieldwork and submit documentation at the time of certification. This documentation is done by completing a Learning Agreement and a Record of Fieldwork form for each site where fieldwork is completed.

This milestone is a graduation requirement, which carries no course credit. Hours will not be counted if the Learning Agreement hasn't been submitted and approved prior to the beginning of the placement.

For detailed information on the Fieldwork Process, please consult the Fieldwork Guide in the School Media Forum, https://blackboard.syracuse.edu/ under Organizations.

**Practica**

**Read the Guide to Successful Practicum Experience Completion for School Media Students**

Students will register for a 3-credit school-based practica as part of their degree program. The practica is divided into two experiences with one practicum completed at the elementary level and one at the secondary level.

The course number for school media practica is IST 972. The student registers for IST 972 once (240 hours total), with both 120-hour practica experiences counting towards the grade in the course. You MAY carry practica hours into two quarters and not only the quarter in which you enroll. You do not need to register/pay again if you extend into another term.

All practica students are expected to participate in IST 972. Teachers with at least three full years of teaching experience may omit the practicum for the grade level they work with most. For those teachers, the remaining practicum would be 120 hours.

School media students who are employed as a school librarian for at least a full academic year may waive the internship requirement if their administrator completes the Verification of Paid Teaching Experience for Initial Certification form (http://www.highered.nysed.gov/tcert/certificate/form.html). If the internship is omitted, the student must take another 3-credit course, or petition to transfer in a recent, relevant course from a prior master's program to reach the required 36 credits for the degree.

The school media specialization uses the apprenticeship model for all practicum experiences. The site supervisor acts as teacher, mentor and role model with the student observing and then doing various tasks with site supervisor feedback. Students should be considered colleagues-in-training and not substitute librarians or library aides.

School media students are advised to enroll in their practicum experiences late in their programs and not until at least 24 credits of coursework and 100 hours of fieldwork experience have been completed.

## Transfer Credit

Because all coursework for the M.S.L.I.S. with School Media Specialization is mandated by New York State, transfer credit from outside institutions is rarely accepted.

## School Media Forum

The School Media Forum is available in Blackboard (http://blackboard.syr.edu). There you will find all the forms, handbooks, and instructions required for the school media specialization.

# Part 4: Library and Information Science Online

Since 1993, the iSchool has been offering high-quality graduate-level online learning opportunities to students around the world.

Each year, students representing a broad range of professional, cultural, and academic experiences, ages, and geographic locations join iSchool online education programs. Courses are expertly designed to blend asynchronous coursework with weekly, online face- to-face live synchronous sessions in order to enhance student learning and engagement. Through this custom-designed blend of asynchronous and synchronous online learning and immersion experience opportunities, iSchool online students can learn virtually anytime, anywhere, earning a Syracuse University degree with flexible study schedules and no need to relocate.

The iSchool takes a unique approach to online learning. Our online students earn the same degree as campus students, and the only differentiation is the mode of learning. iSchool online classes are taught by the same faculty who teach campus classes, who work with world-class content developers and are formally trained in online pedagogy. Our online students have access to a dedicated student support team that helps students acclimate to the virtual campus, guides academic planning, and offers additional support services specifically for online students. To learn more about our online programs, visit ischoolonline.syr.edu.

## 2U

The iSchool has partnered with 2U, Inc., to power and support the M.S.L.I.S. Founded in 2008 by a team of education and technology veterans, 2U works with top-tier academic programs to produce innovative distance learning, and enables leading colleges and universities to deliver their high-quality degree programs online to qualified students everywhere. The innovative learning technology platform helps students cultivate lifelong professional relationships and personally interact with a worldwide community of students and alumni—all while having the flexibility to continue working full time. The M.S.L.I.S. curriculum was developed and is taught by faculty from the iSchool. For online delivery, the asynchronous content production and synchronous course meetings will be supported by 2U.

## Academic Calendar

One difference between our campus and our online M.S.L.I.S. is the course schedule which differs from the typical University semester schedule. Traditional SU semesters run three times per year for 15 weeks: one in the fall, which begins in August, one in the spring, which begins in January, and one in the summer, which begins in May. https://www.syracuse.edu/academics/calendars/academic-year/  Courses offered in our online M.S.L.I.S. run four times per year, or in quarter terms, for 11 weeks. SU has a separate academic calendar, a quarter-term calendar, which provides dates and deadlines specifically for our online classes. This academic calendar lists registration dates, financial deadlines, first day of asynchronous coursework, first day of face-to-face live classes, final examination dates, grade availability, etc. The 2019-2020 quarter term calendar can be found at syracuse.edu/academics/calendars/quarter-term/.

## Academic Support

Throughout their time in the program, online students will have access to one-on-one guidance from instructors, social and academic study groups, and university library resources. Online students will also be connected with a student success advisor who will assist you with academic and non-academic matters, such as time management.  One enrolled in the program, the iSchool's student success team can help acclimate students to the virtual campus and offer technical support.  Online student success advisor can be reached at studentsupport@ischoolonline.syr.edu.

## Orientation

Prior to the start of classes, all online master's students will participate in a Program Expectations webinar and complete an online iSchool Orientation Course. The Program Expectations webinar takes place in a live, online format and covers the topics of student support services, the three student interfaces: MySlice, 2U, and SU email (used for registration, communication, class sessions, and networking), technical requirements, an introduction to the iSchool Orientation Course, and general course expectations. The iSchool Orientation Course is a self-paced, online course hosted on the 2U learning management system. The course allows students to become familiar with 2U, through which they will access all courses, grades, upcoming events, peer contacts, and specialized student groups, as well as to become oriented to the school and profession. Students have access to the 2U platform and iSchool Orientation Course upon matriculation, and cannot begin courses until the iSchool Orientation Course is complete.

## Can Campus Students Take Online Classes?

One common question our campus students ask prior to registration each semester is if they can take an online quarter length course.  It is important to note that campus students and online students register for classes at different times- please refer to the academic calendars at https://www.syracuse.edu/academics/calendars/.   Students in the semester calendar may not take courses in the quarter calendar and vice versa.

### What Do Different Section Numbers Mean?

When you view the course schedule, the format is often indicated by the section number.

- **M00x** - A section number that begins with "M00" indicates an on-campus class. If you look at the class schedule, you will see that an on-campus class has a room assigned to it. These semester-long classes begin in late August, mid-January, and mid-May.
- **M40x** - A section number that begins with "M40" is an online class that has asynchronous and synchronous content. This means that that each week there will be asynchronous content that you are able to access and digest on your own schedule, as well as a live synchronous session, where you interact with the other students and your instructor in real time. These classes have a specific day-of- week and time-of-day listed, which is when those synchronous sessions occur. An important distinction about these classes is that they run on a quarter calendar. These courses have different registration dates and deadlines, so please refer to the quarter-term academic calendar.
- **M80x** - A section number that begins with "M80" is an online semester length class that is completely asynchronous, although some faculty may add synchronous components such as scheduled live office hours. Courses offered in this online format have the same registration dates as our campus courses offered each semester and are typically 12-15 weeks long.  These classes are considered semester-based, not quarter-term based.

# Part 5: Graduate Student Policies

## Academic Integrity

Syracuse University aspires to the highest standards of integrity and honesty in all endeavors. The Academic Integrity Policy is designed to make integrity and honesty central to the SU experience by: setting forth clear ethical expectations for students in their academic endeavors; promoting consistency of standards and practices across colleges, schools, and programs; encouraging reporting of suspected violations; and facilitating the resolution of cases as promptly as possible while providing thorough and fair consideration for students and instructors. Education is a central goal of the policy, including affording students an opportunity to discuss and learn from academic integrity violations.

Syracuse University's academic integrity policy and procedures are administered by the Academic Integrity Office (AIO) in the Division of Academic Affairs, and all schools and colleges. The AIO works with faculty, instructors, students, and staff to promote understanding of Syracuse University's academic integrity policy and coordinate its administration. The office also maintains records of all academic integrity cases. Graduate students must open a summary of Syracuse University's Academic Integrity expectations in MySlice twice a year and provide their electronic signature agreeing to uphold the AI policy.

### Academic Integrity Policy

Academic Integrity Expectations

SU classifies academic integrity expectations in four broad categories, designed for educational purposes. Neither the categories them- selves nor the examples of violations are exhaustive. Any action that improperly influences the evaluation of a student's academic work, gives one student unfair academic advantage over another, or encourages the violation of academic integrity by others constitutes a violation of this policy. SU sets general guidelines for University-wide academic integrity standards. In recognition that learning objectives vary across courses, SU also strongly encourages instructors to establish course-specific academic integrity expectations, particularly with regard to what forms of collaboration are allowed and prohibited. It is the responsibility of all instructors to communicate course-specific academic integrity expectations to students. Any student who is uncertain whether an action she or he is considering would violate academic integrity expectations is responsible for asking the instructor or consulting the AIO beforehand. Although most violations of academic integrity expectations will be course related, the SU has the authority and responsibility to respond to suspected violations in any context in which there is a threat to academic integrity at SU or involving SU students, courses, or programs.

### Expectation 1: Credit Your Sources

Students must acknowledge their use of other peoples' ideas, information, language, images, and other original scholarly and creative output when they incorporate these materials—directly or indirectly—into their own academic work. Sources include scholars and published research, as well as fellow students and other individuals who must be credited whenever their ideas are incorporated into another student's work. At a minimum, proper citation requires using quotation marks to identify others' verbatim language and providing in-text citations and bibliographic references to identify sources of direct quotation, paraphrasing, summarizing, and the borrowing of ideas and images. Sources must be credited regardless of whether those sources are published or copyrighted and regardless of whether they exist in print or online. Sources must be credited not only in written work, but also in oral and visual presentations, computer code, and other academic assignments, including any draft assignment submitted to an instructor, whether or not the draft will be graded.

### Expectation 2: Do Your Own Work

Any work a student submits for a course must be solely his or her own unless an instructor gives explicit instructions allowing collaboration or editing. This applies to homework as well as to other written, oral and creative assignments. When collaboration or editing by someone other than the student is permitted—or required – it is each student's responsibility to adhere to any limits on editing or collaboration set by the instructor. Examinations and quizzes of all kinds, including online and take-home as well as in-class exams, must reflect only the work of the submitting student without assistance from other people or resources such as texts, websites, or notes unless the instructor has specifically allowed their use. Instructors who allow collaboration or the use of written, online, or other resources during an exam or quiz are responsible for clearly communicating their expectations. Students are responsible for asking questions in advance if they are uncertain about these expectations. Having notes, cell phones, electronic devices or other prohibited resources available on one's person or within easy reach during an exam constitutes a violation whether or not these items are used in completing the quiz or exam. Dishonestly obtaining and/or sharing the contents of a quiz or exam not provided by the course instructor constitutes a violation, as does providing unauthorized assistance in any form to another student taking a quiz or exam.

Submitting work completed previously for another course or purpose constitutes a violation of this policy as such double use of material deprives students of the opportunity to learn from the current assignment. Students seeking to turn in the same work in more than one course or to turn in work they have previously completed for another purpose or submitted to another organization or institution, including a high school, must obtain written approval from all relevant University instructors before submitting the work. This requirement applies to all course work regardless of format, including art, computer code, oral reports, and other course output in addition to written assignments. Many instructors will allow students to expand the scope of an assignment so as to legitimately submit it for two courses or requirements. Students pursuing capstone projects eligible for submission to two programs, such as to Honors and to the student's major, must ascertain that both programs or courses will accept the same or substantially the same work and obtain written permission in advance from the relevant instructors or program directors.

### Expectation 3: Communicate Honestly

Students are expected to be honest in their dealings with faculty, instructors, staff, and fellow students and to represent themselves and their academic endeavors accurately. This includes accurate reporting of participation in class, internships, and other academic activities, as well as honesty in requesting extension of deadlines and permission to reschedule assignments or exams due to illness or other extenuating circumstances. Honest communication also requires accurate presentation of research and research results, including avoidance of omissions or selective reporting of data that skew interpretation of findings. The expectation of honest communication includes the handling and representation of all academic records, documents, and resources of all kinds, including library, computing, and electronic records and systems related to academic work and education. Students are expected to represent themselves, their own academic work and the academic work of others honestly and to avoid falsifying, fabricating, or destroying academic records or otherwise misrepresenting their own or others' identity and records.

### Expectation 4: Support Academic Integrity

Students are expected to support and promote high standards of academic integrity at SU. This means avoiding actions that encourage or cover up violations by others. It also means asking questions of the relevant instructor or the Academic Integrity Office when academic integrity expectations are unclear to you. New York State Education law 213-b makes illegal the sale of written assignments that the seller knew or should have known would be used for fraudulent purposes. This policy prohibits the sale or purchase of completed or partially completed work for fraudulent use, including in-kind purchases and sales that occur when a student provides or receives work completed by someone else in exchange for making her or his own completed work available or earns money by persuading other students to make their completed academic work available.

In sum, supporting academic integrity involves understanding academic integrity expectations, abiding by them and encouraging others to do the same. Any action that threatens the integrity of academic pursuits at SU, including its courses, programs, and affiliates, constitutes a violation subject to reporting under this policy. This includes violating the confidentiality of an academic integrity case, deliberately thwarting an academic integrity investigation, and lying or misleading those carrying out an academic integrity investigation.

## To Whom Does This Policy Apply?

The academic integrity expectations and standards established by this policy apply to students in all SU-sponsored courses and programs regardless of whether the student is matriculated and whether the course takes place on campus, online, or off campus, including course- and program-related internships and SU Abroad programs. These standards apply equally to behavior that occurs within a course, such as plagiarism within a midterm essay, and academic behavior outside the course context, such as altering a transcript or misrepresenting academic accomplishments in pursuit of employment. Faculty, instructors, staff, and students who report a suspected academic integrity violation or serve on a panel considering a suspected violation must follow the standards and procedures established by this policy.

To read the full Academic Integrity Policy, visit class.syr.edu/academic-integrity.

## Student Status

### Full-Time and Part-Time

SU considers a student full-time if they meet one of the three criteria below for the semester in which verification of full-time status is requested. A student's status is used for a variety of purposes, including the determination of federal loan eligibility and/or repayment. Graduate students who do not meet the requirements for full-time status are considered part-time students.

- Students registered for full-time study (nine credits in the fall, spring, or summer in a program approved by the student's advisor)
- Students who hold an appointment as a graduate assistant or fellow and are registered for the semester (fall and spring only)
- Students registered for fewer than 9 credits but for at least 0 credits of thesis, dissertation, or degree in progress for the semester and engaged, at a level equivalent to full-time study, in one or more of the following activities, as appropriate to and certified by their program: studying for preliminary, qualifying, or comprehensive examinations; studying for a language or tool requirement; actively working on a thesis or dissertation; or an internship.

### Matriculated and Non-Matriculated Students

A matriculated student is defined as one who has applied for, been formally admitted to, and has registered for one or more courses in the degree or certificate-granting program to which they have been admitted.  Students must be matriculated to receive a degree or certificate from the University.  Students who take an official leave of absence maintain matriculation status.  Non-matriculated students are held to the same academic standards as matriculated students.  A non-matriculated graduate student is one who has earned a bachelor's degree at SU or elsewhere, but has not been formally admitted to a degree or C.A.S. program at SU. This status applies whether registering for graduate or undergraduate courses.

### Student Status for International Students

Immigration regulations require that F-1 and J-1 be registered as full-time students at Syracuse University in fall and spring semesters or be otherwise considered to be maintaining valid F-1 and J-1 status.  Graduate students who begin their programs of study in the summer, must register for a minimum of 6 credits in the first session of study and must attend at least one course that meets on campus for the entire session.  Otherwise, graduate students are required to register for nine or more credits every semester, with some exceptions:

- Students who have graduate assistantships are considered to be full-time students as long as they are registered for the semester.
- Students who are registered for less than nine credits but are considered to be full-time students based criteria specified on the

Certification of Full-Time Status are considered to be full-time students on as long as they are registered for the semester and have filed the Certification of Full-Time Status with the Registrar's Office.

## Last Semester Exception to Full-Time Registration:

- Students who are in their last semester are allowed to register for less than a full course of study, but must enroll in classes that meet on campus for the entire semester and must file a Last Semester Memo with the Center for International Services http://international.syr.edu/ .
- Graduate students who will complete their programs of study in the summer, must be considered to be full-time students in the spring and must attend at least one course that meets on campus during their last summer session or be registered for the summer and have filed a Certification of Full-Time Status with the Registrar's Office for the summer

### Last Semester Memo for International Students

All international graduate students must complete this form during their last semester, and should do so as early as possible during the semester. The form can be completed electronically, signed by your academic advisors, and then submitted to the Center for International Services. **Once students have submitted and filed their last semester memo, they cannot change enrollment and will not receive a CPT letter.** You can find the form here: ischool.syr.edu/academics/advising/advising-forms/.

### Online Courses and Full-Time Status for International Students

For Syracuse University F-1 students, a full-time course load is required during the fall and spring semesters. Full-time enrollment means graduate students must enroll for at least nine credits every semester. Students are not required to enroll in courses during the summer; however, if the summer session is the student's first semester, then the student must maintain full-time enrollment of at least six credits for that summer session.  Immigration regulations place restrictions on the number of online courses students can register for each semester. F-1 students cannot register for more than three online credits per semester towards the "full course of study" requirement.  For example, a graduate student required to register for nine credits per semester to maintain full-time status can take only three of those credits through an online class each semester; six credits must involve campus-based courses.  Students who are in their last semester and do not need to be registered full-time, cannot register for only online classes in their last semester. They must be enrolled in a course that meets on campus for the entire semester. For more information, visit international.syr.edu/immigration-status/maintaining-visa-status.html

## Registration and Grading

Students must be officially registered in order to attend, be evaluated, audit, and participate in classes. An instructor may not allow students to attend classes and/or submit work unless their name appears on the official class roster or unless they are attending with the instructor's approval for the purpose of making up an incomplete. Students may not attend a class without officially registering, and then register for the class as if it were taken in a subsequent term, either for financial reasons or for scheduling convenience. The same rule also applies to internships taken for credit, independent studies, experience credit, and so on. Instructors have the option to administratively drop students who do not attend the first week of classes. Before registration, all holds need to be cleared. If outstanding bills are not paid, early registration for the next semester may be cancelled. Please refer to the academic calendars to view registration dates for each semester or quarter terms.

**\*iSchool students will be limited to 12 credits without special permission per semester, and prerequisites of all courses will be enforced.**

### Adding and/or Dropping Courses

After registration, students may adjust their schedules by adding or dropping courses upon receiving the necessary approvals. Registration and schedule adjustment may be conducted on the web through MySlice. Please consult the academic calendar on SU's website for these dates. Adding of courses or entire registrations after the add deadline is no longer allowed. Online students can email their online student success advisor for more information.

### Auditing Courses

SU's registration policy prohibits students from attending, being evaluated, auditing, or otherwise participating in courses without being officially registered or enrolled. Instructors may not allow students to attend classes and/or submit work unless they appear on the official class roster or are attending with the instructor's approval for the purpose of making up an incomplete (I) grade. Students auditing courses are not responsible for fulfilling the academic requirements of the course, and, therefore, do not receive academic credit for audited courses. Audited courses are non-credit and are not counted toward enrollment status, however, students are allowed to register for a course they previously audited to receive a grade.  If a graduate student is registered full-time, or for nine credits, the fourth class they take can be audited for free.  If a graduate student is registered for only six credits and wants to audit a three-credit course, they are financially responsible for the course.  Students may only audit courses with the approval of the appropriate department and subject to the restrictions made by the instructor. Online courses may not be audited.

### Double Major/Dual Degrees

While there is no such thing as a "dual" degree at the graduate level, students can enroll in two master's degrees concurrently. New York State Education Department, NYSED, limits the counting of credits toward multiple degrees and/or programs to protect the academic integrity of each degree and/or program. When a student is counting credits towards multiple degrees and/or programs in the same or closely related field(s) and the coursework makes up an integral part of the degrees and/or programs, the following restrictions apply:

- The student must be admitted to the degree program in each of the awarding departments/colleges.
- In no instance shall course credit be counted more than twice in satisfaction of the requirements for multiple degrees and/or programs.
- In order to earn two or more degrees and/or programs, including a C.A.S., students must earn a minimum of 80 percent of the combined total of SU credits normally required for each of the degrees.

Please contact your academic advisor more information and exceptions to these rules.

### Incomplete Grades

An incomplete grade may be granted to a student only if it can be demonstrated that it would be unfair to hold the student to the normal limits of the course. Illness or other exceptional circumstances are the usual basis for consideration. To  receive an incomplete, a student must submit the Request for Incomplete form at ischool.syr.edu/academics/advising/advising-forms/ **before** the instructor turns in grades for the semester. An incomplete is calculated immediately as an F in the grade point average, and will affect a student's overall GPA.  In the Incomplete Request form, the instructor needs to specify, in detail, remaining course requirements to be met by a certain date before a final grade is given.  The purpose of an incomplete is to finish the specified coursework and replace the incomplete with a final grade by the deadline date given in the form.  If a student has to complete so much work to be re-added to a class in a subsequent semester, that does not justify an incomplete- the student simply has to pay to retake the class.  A student may have no more than two incomplete grades on his or her record at the time of registration, and a student may not graduate with outstanding incompletes.

### Minimum GPA to Continue Graduate Work

Graduate students must earn at least a 2.8 cumulative GPA in the first 30 credits of graduate study at SU. If students fail to meet this requirement, they may be put on academic probation or their matriculation at SU may be cancelled.

### Minimum GPA to Graduate

In order to graduate, graduate students must earn a 3.0 cumulative GPA.

### Retaking Courses

Graduate students may retake a course in which they earned a grade of C+, C, C-, or F, with the approval of their department/college and the Graduate School. Graduate courses may be retaken only once. A repeated course replaces the original course on the student's degree program of study, but both the original course and the repeated course will appear on the student's transcript and both courses will calculate unless the original course is flagged. For information on how to flag a course, please speak to your academic advisor.

### Time to Degree

Students must complete their degree requirements for the M.S.L.I.S. within seven years from the time the student registers for the first course to be used in the master's degree program. If a student does not meet this requirement, the student may petition their school/ college for reinstatement of credits that were completed outside the seven-year time frame.

### Transcripts

SU maintains a permanent academic transcript showing a complete list of courses and grades earned by each student, matriculated or non- matriculated, who takes credit-bearing coursework through any SU program. The transcript may not be modified or selectively altered for any reason, including ignorance of deadlines or academic rules. Once a degree is conferred, the transcript may not be changed except in cases of subsequently discovered fraud or academic dishonesty, when assessments that more accurately represent academic work completed prior to degree certification are discovered, or to correct administrative errors. In extreme cases, such changes may include the rescinding of a degree. Transcripts may be obtained from the Registrar's Office. SU reserves the right to withhold copies of transcripts of students who have not fulfilled their financial obligations to the University or by request of the Office of Student Rights and Responsibilities.

### Transfer Credit

Many students transfer into the iSchool from another graduate program within SU, or another institution. As an incoming transfer student, there are a few items to keep in mind:

- No scholarships awarded to students by another school will transfer into the iSchool
- International students with a non-STEM visa who are coming into a STEM program, and international students who are transferring into a program with a higher or lower number of credits needed to graduate, must notify the International Student Center so that they can report the facts of their present situation to immigration services for potential visa adjustment
- Students may transfer a maximum of 6 credits of elective courses into the program from outside of the iSchool or Syracuse University.  Students who want to transfer in courses from other Universities are required to submit a Petition to Transfer Credits form. This will meet the six-credit transfer policy of the program and no more non-IST classes would be allowed.  Students who want to transfer in courses from outside of the iSchool but within SU are required to submit a Petition to Faculty form.  All classes being transferred in, whether from SU or outside of SU require a minimum grade of B, the course completed should be graduate level, and credits must have been earned within seven years of when the student graduates from the iSchool. Petition forms can be found here: ischool.syr.edu/academics/advising/advising-forms/

## Graduate Degree and Graduation Requirements

### Applying for Graduation

Please review the website for graduation requirements here: https://ischool.syr.edu/current-students/academic-advising/graduate-advising/

### File Diploma Request

Graduating students must notify SU that they intend to graduate through the File Diploma Request process, accessed through MySlice. Only students who complete this process are included in degree certification review, have their name included in the iSchool's Convocation booklet, and will receive information about Commencement.  Log into MySlice. Under Student Services, Academics, select File Diploma Request. Specify the term, and provide information for the diploma, including a mailing address.

The Graduate School establishes deadlines to file for graduation, published on their website: graduateschool.syr.edu/policies-and-requirements/graduation-requirements/.  Each semester, an email will be sent to the program listservs to inform students of the deadline to file a diploma request. Online students will receive notification from their online student success advisors.

### Commencement and Convocation

SU has one graduation ceremony each May, called Commencement. Commencement includes all SU students: undergraduates, graduates, and Ph.D. students, and it is a celebratory event, not a requirement. Individual schools and colleges host celebratory Convocations on a separate day from Commencement, to individually recognize each degree candidate on stage and to present special awards. For more information on eligibility, dates, and activities, visit commencement.syr.edu.

### Request for Certification of Degree Letter

A student who has fulfilled all of the degree requirements before the next conferral date may need certification for employment or to meet visa requirements. To request a degree certification letter, contact the Registrar's Office at 315.443.2422, registrar@syr.edu, or stop in at 106 Steele Hall. Students will be required to provide identifying information and/or a photo ID when they make the request and a fee may apply.

### When You Receive Your Diploma

Each school and college at SU certifies the completion of its students' degree requirements. The certification process generally takes four to six weeks after the completion of requirements. Once certification is complete, the Registrar's Office posts the award and orders the diploma. When posted, the degree appears on the academic transcript. SU awards degrees and certificates four times per year for both online and campus students: in May, June, August, and December. Students' degrees are awarded for the award date that falls on or after the date on which all degree requirements were completed. For example, online students who complete their degree requirements in March, after the Winter term, will not have their degree certified until May.  Only students who have submitted their Program of Study and File their Diploma Request will have their degree certified.

## The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records. FERPA governs both the access to and release of those records, known as education records, and the information they contain. Under FERPA, faculty have a legal responsibility to protect the confidentiality of student records. For additional information about FERPA and SU's FERPA policy, see registrar.syr.edu/students/student-privacy-rights/, or contact the Registrar's Office at 315.443.2422.

## Health Insurance

To ensure students are prepared for medical situations that could create barriers to their learning, SU requires full-time, matriculated graduate students to carry qualifying health insurance coverage. Through the SU Student Health Insurance Plan (SHIP), eligible students have access to comprehensive health care coverage. All full-time, matriculated graduate students are eligible for SHIP. Once per academic year, eligible students must enroll in or waive out of the SHIP through their MySlice account. The SHIP is currently insured and administered by Aetna Student Health. This plan is ACA-compliant, provided by a U.S.-based insurer, and includes emergency and non-emergency coverage in the Syracuse area. For more information, visit healthinsurance.syr.edu.

## Religious Observances

SU recognizes the diversity of faiths represented in its campus community and supports and protects the rights of faculty, staff, and students to observe religious holy days according to their traditions. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance, provided they notify their instructors no later than the end of the second week of classes. Student deadlines are posted in My Slice under Student Services/Enrollment/My Religious Observances/Add a Notification. For more information, visit polic ies.syr.edu/policies/university-governance-ethics-integrity-and-legal-compliance/religious-observances-policy/.

## Orange Alert

Orange Alert is the campus crisis alert notification system directed by SU'S Department of Public Safety, designed to provide rapid notification and instruction to SU students, faculty, and staff in the event of a crisis in progress-an instance in which there is an immediate threat of physical harm to members of the campus community. When activated, Orange Alert uses email, text messaging, and cell/landline phone calls to send a brief notice about the situation and instructions for what to do. A typical message might read: "There is a (type of crisis) on campus at (a specific location); evacuate the area immediately and remain away until further instructed."

Syracuse University will use reasonable efforts to provide timely, complete, and accurate information regarding crisis situations via the Orange Alert system. Orange Alert contact information is drawn from the MySlice online information system. To report an emergency while on campus, please use the following:

- From a campus phone: 711
- From a non-campus or cell phone: 315.443.2224
- From a cell phone: (AT&T or Verizon): #78

For complete details on emergency procedures, visit: emergencyguide.syr.edu/.

# Part 6: M.S.L.I.S. Program Administration Policies

## First Week of Class Attendance Policy for Campus Students

Many of our graduate-level classes at the iSchool are very popular and heavily enrolled due to the topic at hand and instructor availability. If a campus student has not attended class by the end of the first week of that class in any given semester, the professor has the right to drop or unregister the student from that class. Instructors will provide a list of students who have not attended class in the first week to Student Services, who will then drop the students from their class.  In order to stay registered in their courses, campus students must attend the first week of class in each semester.  Online instructors may also choose to have students dropped from their class if they missed the first live face-to-face synchronous session.

## Graduate Program Transfer

Students interested in transferring to another program within the iSchool can see the academic advisor, or iSchool Enrollment Management office for the Graduate Program Transfer application form. If a non-iSchool student is transferring to another M.S. program, then in addition to the form, they will need to submit an updated resume and a 500-word personal statement indicating why they wish to transfer. These forms should be submitted to our Enrollment Management team in 002 Hinds Hall. Questions can be sent to your academic advisor or Bridget Crary at bmcrary@syr.edu.  Students who wish to transfer out of the should consult with the department to which they are interested in transferring.

## Independent Study

Students who already possess significant work experience may elect to do a culminating project as an independent study (IST 690) in place of another course. No more than 12 credits of a student's program can be taken as independent study. Students who are interested in this option should discuss it with the program director, sponsoring faculty member, or academic advisor. Registration for an independent study cannot be done online. Instead, students are required to complete a Proposal for Independent Study form, available from the Student Services Office, or online at ischool.syr.edu /academics/advising/advising-forms/. The form must be submitted to the Student Records Office, 106 Steele Hall.  The registration is pending until the completed form has been submitted. Online students can submit the form to their online student success advisor.

## iSchool Success and Employability Policy for International Students

We are dedicated to supporting our international students' success and employability. For this reason, we require that students with TOEFL scores below 100 or IELTS scores below 7.0 take IST 678: Communication for Information Professionals. Students who fall into this category will take an English assessment exam when they arrive on campus. If the exam score is high and indicates that this course would not be beneficial to the student, they may opt out of taking it. IST 678: Communication for Information Professionals is a 3-credit course that will not apply to the required credits for your academic program, but will apply to your GPA, or grade point average. The iSchool believes that this course is very important to academic and employment success; therefore, students will not be charged tuition for taking this course.

## Pursuing Multiple Graduate Degrees/Adding a C.A.S.

Students who wish to pursue multiple graduate degrees or a C.A.S. in addition to their M.S. can see the academic advisor, or iSchool Enrollment Management office for the Internal Admission application form. If you are an iSchool M.S. student applying for a C.A.S., only the internal form is required.  If a C.A.S. or non-iSchool student is applying to an M.S. or C.A.S. program, then in addition to the form, they will need to submit an updated resume and a 500-word personal statement indicating why they wish to add the program. Campus students should submit the forms to our Enrollment Management team in 002 Hinds Hall. Online students should submit the forms to their online student success advisor.  Students are encouraged to add a C.A.S. in their first year of graduate study. The final deadline for students to add a C.A.S. is the financial deadline to drop a class of their final semester of study. Questions can be sent to your academic advisor, or Bridget Crary at bmcrary@syr.edu.

## Job Opportunities at the iSchool

### Faculty Assistant Program

The faculty assistant program gives selected master's students the opportunity to work closely with faculty researchers and practitioners at the School of Information Studies. Faculty assistants (FAs) are chosen through an online matching process and students are notified if they were selected to work with a faculty member. Students cannot be hired for these positions in advance of a semester, and positions are not guaranteed. Students should not email faculty to inquire about positions— the positions that are available will be posted through the online process, and hiring can only be done through that online application and selection process. Please be aware that there are fewer positions than applicants, so it is important that students follow the guidelines carefully and hone their skills for self-presentation. International students are limited to 20 hours per week of paid work while in school, but they may work more than this during periods where school is not in session. You will be informed if SU records indicate that the work hours of an FA position for which you are hired will mean that you have a work hour total that exceeds this amount.  Details and complete application instructions can be found at https://ischool.syr.edu/careers/experiential-learning/faculty-assistant-program/.

### Graduate Assistants (GAs)

There are only a few graduate assistant positions available at the iSchool. Unless specific announcements are sent out by email or through online posting, these are not something to which a student applies; rather the student interacts directly with the sponsoring professor to get to know of these opportunities. Some research GAs are available, but these are only with professors who have grant funding. In general, a professor will hire students who they have had in classes, know from projects, who have demonstrated good performance in the subject area with a desire to work in depth on a given topic. If you are interested in working on a research project, getting to know professors who are working on such projects through taking their classes or otherwise building an individual relationship with them is the best way.

### Other Employment Opportunities on Campus

All student job opportunities are posted through SU's Job Opportunities website, www.sujobopps.com. Jobs are posted continuously throughout the year.

## Scholarships and Student Aid

Scholarships for the program are available for the on-campus program only. At the graduate school level, financial aid is merit-based, unlike the need-based aid students may have received during their undergraduate studies. Graduate school aid is limited and highly competitive, and the majority of funds are given out during the initial admissions process. We cannot guarantee all students will receive an award.  Students cannot receive more than one scholarship or merit-based award in a given semester, and are required to maintain a 3.0 in order to receive and keep their award.

# Part 7: Student Life at the iSchool

## Student Populations at the iSchool

### International Students

The iSchool educates students from more than 30 countries and all corners of the globe. We take pride in our rich diversity, which is reflected in the range of nationalities, experiences, and backgrounds of our students and faculty members, and the career opportunities available to our graduates. From faculty research to international study abroad experiences, global collaborations to alumni placement, the iSchool has a strong international presence to complement the extensive international network at Syracuse University.

### Center for International Services (CIS)

New students coming to SU for the first time may be filled with anxiety and questions about their first day. What should you bring? Who will meet you? How do you get to campus from the airport? For international students, CIS is the first and possibly most important place you will visit on campus. CIS works closely with the Graduate School and all academic departments to assure that international graduate students enrolled at SU can achieve their academic objectives and become an integral part of the SU academic community.

CIS' primary objective is to assist international students in maintaining compliance with U.S. immigration laws, and provides information and updates on immigration regulations, seminars on immigration topics, and walk-in appointments with an advisor. CIS is the place to go on campus if you have questions regarding curricular practical training (CPT), employment, health insurance, immigration regulations and status, optional practical training (OPT), passports, travel, the I-20, and visas. CIS staff is also the best resource for important check-in documents, information about different offices and points of contact around campus, and information about housing, banking, driving, taxes, and technology. If you have personal, social, academic, health, housing, or financial problems, the CIS staff offers advice and counseling.

CIS provides all students with an orientation program designed and conducted especially for new international students. This orientation program is held the weekend prior to the opening weekend of the University. **Check the website for the exact time, date, and location of orientation.** To ensure you do not miss any important information, be sure to check your Syracuse University email account on a regular basis. Visit international.syr.edu for more information.

### Military Students

The iSchool is uniquely equipped to provide an education to veterans and those currently serving in the military. SU is proud to have a tradition of service, and the iSchool continues that tradition by offering veterans cutting-edge curricula, the highest quality programming, and an opportunity to connect with the people, resources, and programs you want to pursue at the University. Military and veteran students have the opportunity to have their military training and coursework considered for academic transfer credit. Eligibility will be determined at the time of a student's initial application to the iSchool. This process should be initiated by sending a request along with a military transcript (JST, CCAF transcripts, or other official documentation as requested by the iSchool).  Military students should contact Vicky Williams, Director of Online Education at the iSchool, who works specifically with this student population.

### Syracuse University Resources for Military Personnel and Veterans

There are a number of resources available to military and veteran students and families, beginning with the initial program inquiry and continuing through degree program completion and beyond. Students can find all of the information below and more at vrc.syr.edu, or ivmf.syracuse.edu.

- **Yellow Ribbon Program:** SU is a member of the Yellow Ribbon Program. Application fees are waived for all veterans.
- **Veterans Resource Center (VRC):** Dedicated to providing services to military students and veterans at the University. From navigating military educational benefits to connecting with other veterans at Syracuse, the VRC is the first place for veterans to find the people and resources they need to successfully complete their degree at SU.
- **VetSuccess On-Campus Coordinator:** A Veterans Affairs employee available as an on-campus resource for all veterans attending SU, and here to encourage, promote, and support veterans to be successful in their educational and career endeavors.
- **The Veterans Career Transition Program (VCTP):** available for veterans, spouses, and spouses of active-duty military, operated by the Institute for Veterans and Military Families and designed in part by the iSchool, to help individuals in military careers transition to careers in civilian business, industry, government, and more. The VCTP offers three exclusive online study tracks in professional skills, technology, and independent study, as well as access to exam preparation and industry certification exams— all at no cost to participants.

## Career Services and Employer Relations

The iSchool believes in teaching students the skills they need to be successful on the job market. We house our very own Career Services and Employer Relations team, assisting students across all of our programs in their career development by providing individual counseling, strategic job search resources, resume and interview preparation, and professional development events. The team also connects employers with the iSchool in numerous ways, from recruitment and internship opportunities to collaboration in curriculum development. While many career development programs are iSchool specific, we work with career service offices across SU so students can experience programming in many disciplines and with a diversity of potential employers. Students should follow their program listserv to hear about job and internship opportunities.  More information on iSchool Career Services can be found on our website: ischool.syr.edu/careers/career-services/.

### Drop-ins and Advising

iSchool **campus** students must make an appointment to meet with career services for one-on-one advising and in-house career advice. iSchool **online** students can contact the career services office at careerservices@ischoolonline.syr.edu.

### Career Fair

The iSchool holds a career fair on campus every fall and spring semester in which a variety of top employers in the information industry connect with iSchool students. There are also LIS specific career events.

### Career Development Workshops

Career Services presents multiple offerings on campus throughout the semester in areas such as: Preparing for and Conducting Your Job Search; Resume and Cover Letter Writing; Interviewing Skills and Preparation; and Communicating with Employers, LinkedIn, and other forms of networking.

### Employer Visits and Guest Lectures

The iSchool hosts a number of employers on campus each year who run seminars, host office hours, and serve on career-related panels. These are announced on student listservs.

### Internships

In recognition that education extends beyond the formal classroom, we require students to participate in an internship, designed to provide students with the opportunity to work in a day-to-day professional environment under the supervision of an experienced professional and with the guidance of an iSchool faculty member.  Internships can be done on site, remotely, or a combination of both.  One can approach an internship decision in two ways: The first is to choose an internship that will directly match career goals. It can provide an excellent source of work experience and be a source of recommendations from practitioners who have had an opportunity to see a student's work first hand. The second approach is to try something new. For those who are undecided about career goals, the internship can be a way of "testing the water" to see if a student likes a particular environment. An internship comprises 50 hours of work for each credit, and is treated as another course in terms of the intensity and depth of the knowledge sought. It is suggested that students register for internship opportunities when they have completed approximately one-half to two-thirds of the M.S.I.M. program. Internships are competitive and the iSchool cannot guarantee a paid internship arrangement.

For a full guide on the process, requirements, and FAQ, please review the Internship Guide Internship Guide: M.S. in Library and Information Science

### CPT Recommendation Letters (International Students Only)

To receive a CPT letter of recommendation from the iSchool, your internship offer letter must state your employment is an internship with a start and end date. The start date must occur in the future and cannot be backdated. Internships cannot be filed after the fact, as the iSchool needs to provide the Center for International Services with a copy of the internship offer letter along with the CPT recommendation letter.

## Student Involvement at the iSchool

### Experiential Groups and Research Centers

The faculty of the iSchool cross disciplinary boundaries to integrate the common elements of information management in business, government, education, and nonprofit settings, including the relationship of information and knowledge, electronic and traditional libraries, information systems and technology, information resources management, information policy and services, and the study of information users.

Many of the faculty conduct their research individually and in small, flexible, interdisciplinary teams. For certain specialized areas and cross- unit collaborations, however, research centers and laboratories provide a venue that supports long-term commitment to a particular research area.

To view all research centers and labs and their descriptions, as well as research areas of our more than 30 tenured and tenure-track faculty, please refer to our website, ischool.syr.edu/research. More information on our Research Centers and Labs can be found here: ischool.syr.edu/research/centers-and-labs/

## Library Information Investigative Team (LIIT)

Established in 2019, LIIT focuses on researching topics relevant to libraries, such as librarian education, library history, and information organization. Our team's mission is to provide mutual support, encourage creative collaboration, and promote information exchange among library scholars at Syracuse University's iSchool.

https://ischool.syr.edu/research/library-information-investigative-team/

## Experiential Learning

The iSchool is committed to student success, and gives all students the opportunity to immerse themselves in culture and entrepreneurship opportunities all over the world. There are many opportunities for iSchool students to develop the tools that will enable them to function in this global economy, whether it be immersing themselves in the culture of some of the most exciting cities in Asia and Europe to learn how global corporations use information to address global technology challenges, spending Spring Break in Silicon Valley, or taking a road trip to New York City to get a firsthand look at libraries, cultural institutions, and other settings. To find a detailed list of current Experiential Learning opportunities, please visit ischool.syr.edu/academics/experiential-learning/.

## Student Organizations

The iSchool has more than 15 recognized student groups that uniquely support the needs and interests of our students, as well as provide students with an outlet to expand their professional and social networks and find support in common pursuits. iSchool students can also get involved in the 300 or more SU student organizations, ranging from intramural sports to performing arts and cultural social clubs. The iSchool holds a student organization interest fair on campus each fall where you can meet the current members of student groups and learn more about their mission, goals, and upcoming events. To learn more, visit ischool.syr.edu/about/student-organizations/.

## LISSA

All M.S.L.I.S. students are automatically members of the **iSchool's Library and Information Science Student Assembly (LISSA)**. Meetings are held on campus but are also streamed so online students can participate. The mission of LISSA is to create a vibrant professional and social environment for M.S.L.I.S. students. LISSA also seeks to provide a safe place for students to ask questions about the program and to seek advice. In the iSchool, LISSA is the overarching group for the American Library Association (ALA), Special Libraries Association (SLA), and New York Library Association (NYLA) student chapters.

For more information on LISSA, please visit https://ischool.syr.edu/about/student-organizations/lissa/

# Part 8: Syracuse University Support Services (Campus Students)

The Division of Student Affairs at Syracuse University works with students, faculty, staff, and community partners to deliver pro- grams and services to enhance the student experience at SU. Their work also shapes the culture of our campus community, which is one that cares, understands, and is connected to one another. The Division of Student Affairs fosters students' intellectual, personal, and professional growth, and prepares students for success on campus and beyond graduation. Most importantly, the division strives to create safe, diverse, and stimulating environments responsive to student needs. The Division of Student Affairs encourages students to take advantage of the variety of programs and services offered, invites questions, and values feedback.

Below is a list of the principal units of the Division of Student Affairs. Each department's website, address, and phone number is listed, and students should feel free to contact them using this information.

## Bookstore

Schine Student Center

315.443.9900

bookweb.syr.edu

Provides students with goods and services required for academic success. Here, students can purchase SU apparel and gifts, textbooks and supplies for classes, and graduation regalia.

## Career Services

Women's Building, Suite 214

315.443.3616

careerservices.syr.edu

Helps students and alumni with career development and planning. It also provides educational programs on professional development, skills, and networking.

## Counseling Center

Barnes Center at The Arch

315.443.4715

counselingcenter.syr.edu

Offers free and confidential crisis counseling, referrals, advocacy, and ongoing assistance for students addressing mental health, sexual misconduct and relationship violence, and substance abuse issues. The center is staffed with experienced, licensed mental health professionals, including psychologists, social workers, and a consulting psychiatrist on staff. Help is available 24 hours a day.

## Department of Public Safety (DPS)

005 Sims Hall

315.443.2224

publicsafety.syr.edu

DPS is the police force serving the campus and University-controlled properties which works to maintain a safe, secure learning and living environment. DPS's 42 public safety officers and 14 supporting community services officers are stationed around campus and patrol the surrounding community 24 hours a day, seven days a week. The DPS emergency call center is available around the clock to address the community's safety and security needs. Students can reach DPS by dialing #78 (#SU) from a cell phone, or by dialing 711 from a campus landline.

## Department of Recreation Services

Barnes Center at The Arch

315.443.4386

https://bewell.ese.syr.edu/

Helps students achieve and maintain a healthy, active lifestyle through a variety of programs, classes, and special events designed to fit any interest or skill level.

## Disability Cultural Center

132 Schine Student Services Center

315.443.4486

sudcc.syr.edu

Provides students, faculty, staff, and community members with social, cultural, and educational programming, advocacy, and support related to disabilities and disability cultures. The DCC is distinct from the Office of Disability Services, which provides accommodations and an array of other services.

## Equal Opportunity, Inclusion, and Resolution Services (EOIRS)

005 Steele Hall

315.443.4018

inclusion.syr.edu

Supports SU's non-discrimination policies: SU does not discriminate on any protected basis, including in admission, treatment, or access to its programs and activities or in employment in its programs and activities. SU prohibits harassment or discrimination related to any protected category, and protected bases include creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, domestic violence status, genetic information, gender identity, gender expression, or perceived gender. Any complaint of dis- crimination or harassment related to any of these protected bases should be reported to Sheila Johnson-Willis, SU's interim chief equal opportunity and Title IX officer, who is responsible for coordinating compliance efforts under laws including Titles VI, IX, and Section 504 of the Rehabilitation Act.

## Health Services

The Barnes Center at The Arch

315.443.9005

health.syr.edu

Specializes in college health and serves the needs of SU and SUNYESF students. Its variety of services includes office visits, ambulatory care, laboratory services, allergy treatment, nutrition counseling, and more.

## Hendricks Chapel

315.443.2901

Hendricks.syr.edu

Provides spiritual programs, counseling, and activities, and hosts events for members of the University community.

## Information Technology Services

CST 1-227 Life Sciences 315.443.2677

its.syr.edu

Provides a variety of support options for students, faculty, and staff. Students can and should contact ITS when they have issues in regards to their NetID, SU email, MySlice, or the wireless network. ITS will also be in contact with students via email for any phishing attempts, and requests that students report those to them as well. If you have issues or questions, email help@syr.edu and include your name and SU I.D. number.

## LGBT Resource Center

132 Schine Student Services Center

315.443.3983

lgbt.syr.edu

Offers services to those with marginalized genders and sexualities and their allies by offering intentional programs, developing meaningful dialogues, providing education and resources, cultivating leadership, engaging in advocacy, and collaborating with others.

## Libraries

222 Waverly Avenue

315.443.2093

library.syr.edu

Offers resources and services supporting research and study for online and on-campus students. Collections include journals, books, business and entrepreneurship information, data and statistics, video, government documents, special collections, archives, including an extensive audio archive, and more. The iSchool subject librarian is available for assistance to all members of the iSchool community; see library.syr.edu/staff/subjects.php for contact information. SU Libraries also offers student employment and intern- ship opportunities.

## Office of Disability Services (ODS)

804 University Avenue

315.443.4498

disabilityservices.syr.edu

SU seeks to promote meaningful access to educational opportunities for all students, and supports Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990. This means that no individual who is otherwise qualified shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity, solely by reason of having a disability. ODS is responsible for coordinating disability-related accommodations and will issue Accommodation Authorization Letters to students with documented disabilities as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible. Students are also welcome to privately discuss their academic needs with their professors.

## Office of Multicultural Affairs (OMA)

132 Schine Student Services Center

315.443.9676

multicultural.syr.edu

Provides a wide range of programs to support and promote the academic achievement, multicultural competence, social development, civic engagement, and retention of students from historically underrepresented racial/ethnic groups at SU as well as communitywide programming and events.

## Office of Off-Campus and Commuter Services (OCCS)

Goldstein Student Center (South Campus)

315.443.5489

Provides problem-solving, education, and support for students who commute from home or live in off-campus housing.

## Office of Student Assistance

306 Steele Hall

315.443.4357

studentassistance.syr.edu

Serves as a central support hub to help students and their families manage crises, life traumas, and other concerns or barriers that impede success. The office works to address the needs of students who struggle in areas such as psychological health, physical health, crime victimization, sexual misconduct, and relationship violence, and social adjustment through a variety of interventions, referrals, advocacy, and follow-up services.

## STOP Bias

A University-wide initiative that educates the campus community about bias and provides resources to report and receive support for bias-related incidents.

https://www.syracuse.edu/life/accessibility-diversity/stop-bias/

## Center for International Services

310 Walnut Place

315.443.2457

international.syr.edu

Supports international students as they adjust to the campus and community. The center handles issues such as immigration regulation, passports and visas, insurance, employment, and travel.

## Office of Community Standards (formerly Student Rights and Responsibilities)

804 University Ave. Suite 106

315.443.3728

studentconduct.syr.edu

Supports the University conduct system, which is committed to providing a fair and educational process that fosters the highest levels of behavior while promoting a safe environment that respects the rights of all students.

## Writing Center

101 H.B. Crouse Hall (On the Quad)

315.443.5289

wc.syr.edu

Helps students become stronger, more accomplished writers. No matter which form of support a student chooses, writing consultant will work with students at any stage of the writing process.

# Part 9: Frequently Asked Questions (FAQ)

## General M.S. in Library and Information Science

### What does the iSchool expect of its students?

The iSchool and M.S.L.I.S. program expect students to become part of the iSchool community and the LIS profession. Students should see themselves as emerging professionals, who demonstrate integrity, respect, teamwork, and passion for the profession.

These qualities should be evident in physical and virtual spaces (including the classroom), when interacting with other information professionals, at conferences, and during the internship/practica.

### What order should courses be taken?

The iSchool has very few requirements in term of order of classes. However, M.S.L.I.S. students are expected to take IST 511 and IST 605 during their first semester or quarter. IST 605 must be taken before IST 613, which should be taken in the second year. We recommend NOT taking 613 and 618 at the same time.

### How do I know when registration opens for the various semesters and quarters?

This information is on the academic calendar for semester and quarter, located on the Registrar's page: https://www.syracuse.edu/academics/calendars/

### If a class is offered "upon sufficient interest," how do I let someone know that I am interested?

Tell your faculty advisor or the M.S.L.I.S. program student assistant. The M.S.L.I.S. program student assistant requests input from all M.S.L.I.S. students prior to the program's monthly faculty meetings.

### How do I know who my faculty advisor is?

After you have matriculated and enrolled in the iSchool, campus students will be assigned a faculty advisor. That person's name, contact information, and office hours is maintained in your MySlice account. You will find it on your advising transcript in MySlice at the top of the page.

### How long can I take to finish my degree?

Due to New York State regulations, once you have matriculated into the M.S.L.I.S. program, you have seven years from that date to complete your degree and graduate. If you take longer than seven years, you may petition to waive that rule or you will have to retake those older classes. When you petition, be aware that there may be specific requirements to be met in order to extend the window.

### Who should I talk with if I want to provide feedback on a course, the M.S.L.I.S. program, or the iSchool itself?

You may communicate this to your faculty advisor or the M.S.L.I.S. program student assistant, when that person requests input for a monthly faculty meeting. You can also send a message to iadvising@syr.edu and it will be forwarded to the appropriate person.

### If I am sick and need to miss class, what should I do?

Refer to the information on the Health Services website on Excuse Notes: http://health.syr.edu/resources/excuse-notes.html

### Where can I find copies of the academic calendar?

The academic calendars are located on the Registrar's page: https://www.syracuse.edu/academics/calendars/

### Where can I locate financial assistance which might help me attend a professional conference?

An application is available for LIS/LISSM Student Conference Funding through the iSchool: https://ischool.syr.edu/academics/experiential-learning/library-and-information-science-student-conference-funding/

Please note that there are limited funds available, which means not all request may be met.

Many conferences and associations provide scholarships for conference attendance. Please check the conference or organization website to locate information on possible scholarships, student discounts, or volunteer opportunities.

## School Media Frequently Asked Questions (FAQ)

### What if I have already received my M.S.L.I.S. (or MLS), and want to be certified as a School Library Media specialist?

Students who already possess a master's degree in library science from Syracuse University, or another accredited institution, can be certified as school library media specialists by completing the coursework requirements described under our Certificate of Advanced Study in School Media (C.A.S. School Media). In addition to the 21-credit C.A.S., those who process an M.S.L.I.S. degree also need to complete the six workshops required by New York State for certification, Dignity for All Students (DASA) workshop, state teacher exams, fingerprinting, fieldwork, practica, and other NYSED requirements. NOTE: NYSED changes in 2026 will result in admitting only certified teachers to the CAS: School Media Specialization as of July 2023.

### Why are education courses not required?

Syracuse University School of Information Studies has worked with the New York State Education Department to design a curriculum that integrates all necessary educational preparation as part of our comprehensive school media specialization. At the completion of the M.S.L.I.S. with School Media specialization, all requirements for New York State certification will be satisfied. This includes the 2011 mandate from NYSED for a three-credit course on working with students with disabilities (IST 564). *NOTE: NYSED changes in 2026 will result in admitting only certified teachers to the School Media Specialization as of July 2023.

### What is a credentials file?

The School of Education at Syracuse University offers a service for maintaining students' credentials file, which contains copies of your letters of recommendations, materials from your portfolio and transcripts. A credentials file allows you to send copies of your records from a central location instead of asking your professor or former employer to write a letter each time you interview or apply for a job (this is annoying and time-consuming for both of you).

To establish a credentials file, you must contact Bobbi Latimer (soecareer@syr.edu or 315-443-4759) at Syracuse University School of Education. You can also begin with the Credential File Application: https://soe.syr.edu/departments/administrative/career-services/.