# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Vision, Mission, Goals and Objectives</td>
<td>1</td>
</tr>
<tr>
<td>Admission Policy</td>
<td>5</td>
</tr>
<tr>
<td>Faculty/Staff Access to Student Records</td>
<td>5</td>
</tr>
<tr>
<td>Admission to the Program</td>
<td>6</td>
</tr>
<tr>
<td>Readmission to the Program</td>
<td>6</td>
</tr>
<tr>
<td>Registration and Enrollment</td>
<td>6</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>7</td>
</tr>
<tr>
<td>Time Limits for Completion of Master's Degree</td>
<td>7</td>
</tr>
<tr>
<td>Financial Awards</td>
<td>7</td>
</tr>
<tr>
<td>Introduction to Graduate Studies</td>
<td>8</td>
</tr>
<tr>
<td>Entry-Level Technology Skills</td>
<td>8</td>
</tr>
<tr>
<td>Contacting Faculty</td>
<td>8</td>
</tr>
<tr>
<td>Degree Programs</td>
<td>8</td>
</tr>
<tr>
<td>Advisement and the Program Planning Form</td>
<td>9</td>
</tr>
<tr>
<td>Class Enrollment</td>
<td>10</td>
</tr>
<tr>
<td>Distributed Instruction</td>
<td>10</td>
</tr>
<tr>
<td>Retention Standards</td>
<td>10</td>
</tr>
<tr>
<td>Registration</td>
<td>11</td>
</tr>
<tr>
<td>Special Requirements for Enrollment in Directed Reading, Directed Research, Directed Projects, and Internships</td>
<td>11</td>
</tr>
<tr>
<td>End of Program Assessments</td>
<td>12</td>
</tr>
<tr>
<td>Comprehensive Examination</td>
<td>12</td>
</tr>
<tr>
<td>Thesis Option</td>
<td>12</td>
</tr>
<tr>
<td>Portfolio Option</td>
<td>12</td>
</tr>
</tbody>
</table>
Exit Interview

Student Listservs

Job and Placement Information

Organizations
   OLA--Oklahoma Library Association
   OLISSA--Oklahoma Library and Information Studies Students
   Graduate Student Senate
   Beta Phi Mu

Information Technology Lab--Norman Campus

Academic Computer Lab--Tulsa Campus

Helpful Hints for Norman Campus Students
   Parking
   Safety Notes
   Buying Books

Helpful Hints for Tulsa Students
   Registration
   Parking
   Buying Books
   Employment
   Campus Security Office

Appendices
   A. Transfer Credit Petition for Graduate Credit to be Earned
   B. Transfer Credit Petition for Graduate Credit Earned
   C. SLIS Faculty, Research Interests, and E-Mail Addresses
   D. Lingo
   E. End of Program Assessment Questions
   F. Program Planning Form – M.L.I.S.
INTRODUCTION

This Student Handbook of the School of Library and Information Studies (SLIS) at the University of Oklahoma represents the School's effort to provide information important for successful admission and completion of the School's graduate programs. It is designed to be used in conjunction with and as a supplement to the Graduate College Catalog/Bulletin as well as other vital publications such as the current Class Schedule Bulletin, the Student Code of Rights and Responsibilities, and the Graduate Assistant’s Handbook. Read all of these documents carefully. Inform yourself of your rights and privileges.

Nothing in this handbook supersedes any existing Graduate College or University regulations. However, certain program requirements are more stringent than those stated in the Graduate College Catalog/Bulletin and do not constitute a conflict. Throughout his/her degree program, the student should bear in mind that it is the responsibility of the student to know and follow the academic requirements of the Graduate College, the SLIS, as well as the conduct requirements detailed in The Student Code, available from the Office of the Vice President for Student Affairs. In addition, it is expected that all students subscribe to the code(s) of ethics appropriate to the information/library studies/knowledge management field.

Inasmuch as policy changes occur in the University by action of the University administration, the Graduate College, or the SLIS, the SLIS will do its best to inform all members of the School of relevant changes and whom they affect. Also, certain parts of this Handbook, particularly appended material, will be updated annually. It is the student’s responsibility to remain informed of these informational updates.

Vision, Mission, Goals & Objectives

The University of Oklahoma School of Library and Information Studies (OU SLIS) educates professionals qualified to meet the challenges of the information society. The ability to generate, access, and use information has become the key factor in personal, social, and economic growth. The expanding global information society requires the free flow of information; and the impact of rapidly changing information and communications technologies is reshaping our personal, educational, and social activities, our organizational and political practices, and our local, national, and international institutions.

Roles, responsibilities, and career opportunities for professionals who can function as creative, information resource managers; act as culturally sensitive guides, navigators and interpreters for local and global users; and produce customized, culturally relevant, value-added services and products for diverse clienteles are expanding.

These professionals will play an increasingly vital role in empowering individuals, organizations, and communities to maximize the benefits of the information age.

Through a forward-looking curriculum and diverse learning environments, the School prepares graduates who have the knowledge, skills, and attitudes necessary to be ethical, culturally aware, and transformative leaders.

Vision Statement:

SLIS envisions a global society in which information resources are created, protected, managed, and used for the good of society, including addressing challenges and opportunities in the service of equity and productivity for individuals and communities.

Mission Statement:

The mission of the SLIS is to provide excellence in education, preparing leaders for a diverse, highly technological, information-based global society; to engage in research and creative activities that generate new knowledge and applications for effective practice and that foster interdisciplinary approaches to address information challenges; and to meet the complex information needs of society through public and professional service.
THE SCHOOL’S GOALS & OBJECTIVES:

The School’s goals and objectives focus on the three areas of education, research and service.

EDUCATION

A. Goal: Educate students at the graduate professional and postgraduate levels to provide information services and products to a pluralistic global society.

1. Support within required components of the graduate programs the theories, principles, and practices that form the foundation of library and information studies and knowledge management and their relationship to other fields.

2. Offer students a variety of elective courses to provide career-oriented concentrations within library and information studies and knowledge management.

3. Teach interpretation, evaluation, and promotion of information and knowledge resources, technologies, and services within a diverse global context.

4. Provide student advising that promotes informed program choice.

5. Promote through course work and by example professional attitudes regarding scholarship, professional ethics, intellectual freedom, and access to information in a diverse democratic society.

6. Encourage participation in professional activities and organizations at School, university, state, national, and international levels.

7. Promote professional development through student involvement in School planning and governance.

8. Incorporate theories, principles, techniques, and applications of research within all components of the curriculum.

9. Cooperate with other academic units in the sponsorship of specialized educational programs terminating in dual degrees.

10. Deliver courses to students throughout the state.

11. Model the use of information technology in instruction.

12. Seek and systematically integrate into planning processes practitioners’ input on the knowledge, skills, and attitudes needed by graduates of the School’s degree programs.

B. Goal: Provide a broadly-based liberal arts education at the undergraduate level that will prepare students for careers in organizational settings in an information-based, pluralistic, global society.

1. Teach the theories, principles, and practices that form the foundation of information studies.

2. Promote understanding of and respect for information ethics, intellectual property, and other related issues in the knowledge society.

3. Provide access to appropriate electives that enrich the foundational components of the degree.

4. Prepare students to work in information intensive environments by enabling them to analyze and process information needs.

5. Provide student advising that enables timely degree completion.
6. Model the practical and productive use of information technology in instruction.

7. Solicit and incorporate into planning processes input and feedback from diverse constituencies on knowledge, skills, and attitudes needed by students at the undergraduate degree level.

RESEARCH AND SCHOLARSHIP

Goal: Participate in and promote research, scholarship, and creative activities.

1. Conduct and direct research, scholarship, and other creative activities.

2. Publish and disseminate findings of research, scholarship, and creative work.

3. Seek internal and external funding for research, scholarship, and creative activities.

4. Engage in interdisciplinary research approaches to the solution of information problems.

SERVICE

A. Goal: Provide leadership, consultation, and guidance to the professional/information communities.

1. Serve in leadership roles for professional activities and organizations.

2. Provide expert-opinion support to meet the needs of information professionals through consultation and facilitation.

3. Support alumni in their professional development through such activities as placement, advisement, communication, and an alumni association.

4. Provide specialized assistance for development of information services for Oklahoma's diverse communities, especially Native Americans.

B. Goal: Contribute to University governance by participation at the departmental, college, and University levels.

1. Facilitate faculty participation in School decision-making and regularly evaluate the effectiveness of established governance structures.

2. Pursue actively opportunities for service through election or appointment of faculty to College of Arts and Sciences governance bodies.

3. Pursue actively opportunities for service through election or appointment of faculty to University-wide governance bodies.

4. Participate as appropriate in the policy structures of other units in the University.

C. Goal: Promote and defend the profession’s values to society.

1. Advocate values of the profession regarding ethics, intellectual freedom, and participation in the democratic process.

2. Support core discipline values of knowledge preservation, equitable dissemination of information, and organization of information for equity and productivity.
SCHOOL'S MLIS STUDENT GOALS AND OBJECTIVES

The School's student goals and objectives for the Master of Library and Information Studies program focus on the three areas of information provision, evidence-based practice and professional service.

A. Goal: Function effectively in the provision of information services and products to a pluralistic, global society.

Upon completion of the program, the student will be able to:

1. Interpret, evaluate, and advocate the theories, principles, and practices that form the foundation of library and information science.

2. Interpret, evaluate and promote the use of information resources, technologies and services.

3. Demonstrate professional attitudes regarding scholarship, professional ethics, intellectual freedom, and access to information in a democratic society.

4. Design and implement information products and services that respond effectively to changes in an increasingly multicultural, multiethnic, multilingual, and global society.

5. Demonstrate competency in communication, leadership, and management skills.

B. Goal: Participate in and promote evidence-based practice.

Upon completion of the program, the student will be able to:

1. Understand and critically evaluate research and professional literature in the LIS field.

2. Analyze diverse information settings to design information systems and services to provide solutions to information problems.

3. Apply appropriate basic research methods and techniques, when necessary, to conduct applied systematic inquiry.

C. Goal: Provide leadership, consultation, and guidance to the information professions and the communities they serve.

Upon completion of the program, the student will be able to:


2. Contribute to the development of the professions through speaking, writing, and knowledge-sharing.

3. Assume leadership roles within their professional communities.

4. Pursue opportunities for life long learning and professional development.

SCHOOL'S BAIS STUDENT GOALS AND OBJECTIVES

The School’s student goal and objectives for the Bachelor of Arts in Information Studies Program focus on intermediation between information, information systems, and information users.
A. Goal: Facilitate linkages between information technology workers and information users in a global society.

Upon completion of the program, the student will be able to:

1. Understand the global context of information systems in culture and society.
2. Explore and analyze information needs within various organizational contexts.
3. Develop appropriate and effective approaches to satisfying information needs of diverse organizations.
4. Enable use of information needed for individual and organizational success.

Revised by the faculty April 1, 1994.
Revised by the faculty August 26, 1994.
Revised by the faculty August 30, 1996.
Revised by the faculty September 26, 1997.
Revised by the faculty August 21, 1998; approved September 4, 1998.
Revised by the faculty August 19, 1999; approved September 3, 1999.
Revised and approved by the faculty October 3 and 9, 2003.
Revised and approved by the faculty April 2, 2004.
Revised and approved by the faculty May 12, 2006.
Revised and approved by the faculty May 9, 2008.
Revised by the faculty August 20, 2012; approved November 12, 2012

ADMISSION POLICY

The admission policy of the School of Library and Information Studies has as its goal the selection of persons who are academically well qualified and who exhibit potential for contribution in the areas of library and information services, and knowledge management. The School encourages applications from students with diverse educational, geographical, and intellectual backgrounds.

FACULTY/STAFF ACCESS TO STUDENT RECORDS

Certain college, departmental, and administrative officers of the University have a legitimate interest and need for information contained in the student's records, and are authorized access to this information on a "need to know" basis (Title 5 Student Records and Information [5.2.5] of the University of Oklahoma 2009-2010 Student Code of Responsibilities and Conduct for the Norman Campus). These needs include, for example, access by faculty/staff for evaluating applicants to the program and for advising/assisting the student in meeting her/his professional goals and the requirements of the program. The University endeavors to protect the confidentiality of student records as provided by the Family Educational Rights and Privacy Act (FERPA).

ADMISSION TO THE PROGRAM

A student may apply at any time of the year for admission to a degree program in the School of Library and Information Studies but must comply with University deadlines. All applicants to the School must apply and be admitted to the Graduate College and must also submit certain documentation to SLIS that will assist in evaluating the qualifications of the applicant. This documentation should include the following:

- A referral from the University Graduate College certifying completion of application paperwork for the OU Graduate College and acceptance into the Graduate College (the Graduate College does forward to the School a copy of the denied referrals of applicants who do not meet the Graduate College’s minimum GPA requirement for admission into a graduate degree program);
- A completed application to the School of Library and Information Studies;
- a statement of purpose and goals (one- to two-page essay stating the applicant’s career objectives and the reasons for choosing library and information studies);
- three reference forms completed by persons familiar with the applicant’s scholastic or employment record (Each form asks questions about the capacity in which the applicant is known to the recommender, and the
applicant’s strengths and limitations for graduate study in the field and for success as an information professional as well as a comparison chart highlighting the applicant’s rating on sixteen abilities and characteristics;)
  • scores on the Graduate Record Examination (if required);
  • a professional resume.

In addition, a personal interview with members of the Admissions Committee, or their designee, may be required of any applicant.

READMISSION TO THE PROGRAM

If a student withdraws from the School, readmission may be obtained by petitioning the School. If one year or more has elapsed since enrollment, the student must also apply for readmission to the Graduate College. While in most cases courses taken in previous terms in residence will be applied to the student's degree, some courses may not be applied toward the degree. This will be the case with courses taken five or more years in the past, but it may also apply to courses taken at a more recent time. The SLIS Graduate Studies committee will evaluate each case on its particular merits.

REGISTRATION AND ENROLLMENT

Full-time enrollment for graduate students is nine or more credit hours during the fall and spring semesters and three or more credit hours during the summer session. A graduate student cannot carry for graduate credit more than sixteen hours in any regular semester, or more than nine hours in a summer session, without permission of the dean of the Graduate College. The student's adviser must also give consent, and this consent is part of the petition to the dean of the Graduate College.

When a student has been admitted to a degree program in the School of Library and Information Studies, it is assumed that the student will enroll in the program at the first registration period following completion of the admission requirements. At the student's request, enrollment may be postponed for as much as one calendar year. If the delay exceeds one year, the application process must be reinitiated.

When the student is accepted into the School, a faculty adviser is assigned and noted in the student's letter of acceptance. Students are required to work with the adviser during attendance at the School and must consult with the adviser prior to enrollment each semester. The student should also consult the adviser at any time that academic or career-related problems arise. A student's request for a change of adviser will be given due consideration, and if a change is desired, a written request should be directed to the SLIS Coordinator of Student Services.

TRANSFER CREDIT

Students who have taken or will take courses outside the University must transfer the credit. All transfer credit from outside the University must be approved by the School’s Graduate Studies Committee and the University's Office of Admissions. The conditions for transfer of credit from another university include the following criteria:

• All hours must be graduate hours from an accredited institution, graded A or B, and must not have been applied toward another degree
• All hours must be related to and supportive of the individual's program
• No more than 9 hours taken outside SLIS may be transferred into the MLIS graduate program
• The student is responsible for submitting a written request (Transfer Credit Petition for Graduate Credit Earned; Appendix B) to the Graduate Studies Committee, asking for consideration of the transfer hours and providing documentation regarding the applicability of such coursework. Documentation typically includes the course syllabus and the university or college's catalog description of the course
• Requests for transfer credit may be pre-approved by completing a Transfer Credit Petition for Credit to be Earned (Appendix A) and submitting it to the Graduate Studies Committee
• All hours applied to the program must fall within the time limits of the program.

OU NON-SLIS GRADUATE CREDIT
A student who has taken or will take graduate course(s) outside the department but within the University of Oklahoma must have the course(s) listed on the SLIS program plan, signed with the approval of the SLIS faculty advisor.

The conditions for credit of non-SLIS OU graduate courses must meet the following criteria:

- All hours must be graduate hours, graded A or B and must not have been applied toward another degree
- All hours must be related to and supportive of the individual’s program
- No more than 9 hours taken outside SLIS may be transferred into the MLIS graduate program
- All hours applied to the program must fall within the time limits of the program.

**TIME LIMITS FOR COMPLETION OF MASTER'S DEGREE**

A student is expected to complete work for the master's degree within five calendar years from the student's first graduate enrollment in the School of Library and Information Studies. If additional time is needed, the student and adviser will petition the School, addressing the petition to the SLIS Graduate Studies Committee. Extensions may be granted for a variety of reasons which may include, but are not limited to, approved “stopout,” job relocation, military duty, illness, a serious accident, pregnancy, or divorce. The extension may be granted with qualification or it may be denied, in which case the student will be dismissed from the program. The Graduate College dean must also approve students’ petitions for extension of time to complete the degree.

**FINANCIAL AWARDS**

Several merit-based financial awards are offered through the School. Applications for scholarships (Cobb, Rader, Wilson, OSLA, Trammell, Allen, etc.) and graduate assistantships will be distributed early in the spring semester. The deadline for returning these applications to the SLIS office is March 1st. Awards are for the subsequent academic year. The applications are reviewed by the School’s Admissions and Financial Aid Committee. Students will be notified of awards late in the spring semester. Scholarships are awarded competitively on the basis of demonstrated academic merit and potential for intellectual leadership in the library and information professions. Students who have been admitted conditionally are not eligible for scholarships administered by SLIS until they have satisfactorily completed six hours. International students are not eligible for scholarships administered by SLIS until they have completed at least one semester of coursework. Scholarship awards will be distributed in the week prior to the beginning of the fall and spring semesters (half of the award will be given before each semester). Other scholarships (i.e., Laughlin and Tomberlin) will be announced on the student listserv during the academic year. There are various other financial award opportunities available to SLIS students. Students seeking financial aid based upon need should file a Free Application for Federal Student Aid. Additional information is available at http://www.finaid.ou.edu/ (Financial Aid Office, 1000 Asp Avenue, Norman, OK 73019, 405/325-4521).

**INTRODUCTION TO GRADUATE STUDIES**

Although some students enter the MLIS program after completing another graduate degree, the MLIS degree program represents the first experience in graduate education for many students. This experience differs from undergraduate programs, which often emphasize the acquisition of basic knowledge in a discipline. Fundamentally, responsibility for education at the graduate level belongs to the individual student. Faculty provide the basic frame in which the study is undertaken, offer assistance in setting the parameters of study, and serve as facilitators and mentors. This approach to the learning environment is particularly necessary as a conceptual framework for the development of information professionals who must exercise critical thinking, analyze problems, and design solutions as a daily part of their work life, who must be independent and lifelong learners, and who also function effectively as team members in a diverse and dynamic information environment.

**ENTRY-LEVEL TECHNOLOGY SKILLS**

Students entering SLIS graduate and undergraduate programs are expected by the faculty to have:

1. A stable Internet connection to the University’s courseware, Desire2Learn (for online requirements, go to www.learn.ou.edu and click the link “Computer Requirements,” also clicking the link “System Check” will tell you if the system you are currently using is compatible with the software); and
2. Basic skills in word processing, email use, presentation software, and spreadsheet applications. Students are encouraged to review these software applications through print and online resources “Use of Online Tutorials for...”
SLIS Entry-Level Computer Skills” is included in the each student’s admission recommendation packet.

CONTACTING FACULTY

It is the practice of the School for faculty to schedule a minimum of 5 office hours per week during the academic term. Generally these hours are included in course syllabi and are posted on faculty office doors. If a student needs to talk to a faculty member, the student should call ahead or e-mail for an appointment. Faculty members keep their own calendars; therefore appointments should be scheduled directly with a faculty member. E-mail addresses for faculty are listed in Appendix C of this document, and e-mail is probably the fastest, surest way to reach a faculty member. The SLIS Office can usually provide information if a faculty member is to be out of the office for an extended period of time but has no oversight over faculty schedules.

DEGREE PROGRAMS

The Master of Library and Information Studies (MLIS) is available in thesis and non-thesis options. Both tracks include five required courses and four guided elective courses. The remainder of the coursework consists of electives chosen by the student in consultation with the faculty adviser. LIS 5033 is required in all students’ first semester of enrollment.

The required courses are the foundation for all other courses in the curriculum. It is important that the student take the required courses as soon as possible, preferably in the first eighteen hours of enrollment.

The MLIS degree program requires thirty-six hours of graduate credit and successful completion of one of the following:

- A written comprehensive examination
- Defense of a thesis
- Defense of a portfolio

Although it may be possible to complete the degree in one calendar year, most students take their coursework over a longer period of time. The degree must be completed within five calendar years from the time of initial enrollment. Faculty advisers evaluate the progress of each of their advisees each spring, and students receive copies of these evaluations.

The time consumed in the development of a thesis proposal and the subsequent research and writing is longer than the six credit hours might suggest, and a student who undertakes the thesis option should allow at least two years for its completion. Thesis guidelines are available in the SLIS office in Norman or on the web site.

Regarding portfolio assessment, students should consult with their faculty advisors during their first semester of enrollment to determine which evaluation (comprehensive examination, thesis, or portfolio) is most appropriate for their career goals and making program plans and choices accordingly.

The master's degree programs are offered on the Norman and Tulsa campuses. The courses that are offered and the projected semesters of offering are listed on the "Planned Course Rotation Schedule,” copies of which are available in the OU/SLIS office and on the SLIS web site. Each semester’s schedule is developed from the “Planned Course Rotation Schedule,” as resources allow, and it is made available on the web prior to the beginning of enrollment.

Regarding learning resources, students should expect to use a variety of locations and formats, including the university libraries on the Norman and Tulsa campuses, other libraries, online sources, and interlibrary loan.

ADVISEMENT AND THE PROGRAM PLANNING FORM

Each student admitted to the program is assigned a faculty adviser based on the student's interests expressed in the application materials. Upon entry to the program and prior to the completion of 12 hours at the latest (including any hours taken before official admission to the program), any student in the MLIS program must file with the
School a program plan (Appendix F) that shows which courses are to constitute the 36 hours to be taken for the degree, including any courses to be taken in other departments at the University of Oklahoma and any courses transferred from another institution. A maximum of 12 graduate hours taken in unclassified status at the University of Oklahoma prior to admission to the degree program may be applied toward the master's program.

Students should be aware that faculty members who are on nine-month academic year appointments may be unavailable to advise or assist with individualized experiences such as directed projects, directed readings, directed research, internships, theses and portfolios during the summer term and intersessions.

Purpose and Procedures The primary purpose of the program plan is to design a sequence of courses that will lead to an individualized, focused program for each student. This plan is developed by the student and the faculty advisor with the understanding that revisions are made through discussion between the student and faculty advisor. The secondary purpose of the program plan is to serve as a source of planning data in the development/scheduling of course offerings. The student and the faculty advisor discuss development of the student's program during the student's first semester and prepare the program planning form within the first twelve hours of enrollment. This initial form, signed and dated by both the student and the faculty advisor, becomes part of the student's permanent file. It is the joint responsibility of the student and the faculty advisor to ensure that this plan is checked regularly and updated as necessary. Updates and corrections to the student's program plan will be signed and dated by the student and the faculty advisor.

If a student wishes to change the approved program plan, the student must consult with the adviser concerning any changes in courses and obtain the approval of the adviser for a change in the program. Courses taken that have not been approved for inclusion in the program plan will not count toward the MLIS degree.

In addition to general program planning and advice on course selection, faculty advisers also meet with students to plan any directed reading, directed project, directed research, thesis, or internship enrollments. Planning for enrollment in any of these three areas needs to be undertaken well in advance of the semester in which the enrollment occurs and may need to involve faculty other than the adviser as well as information professionals external to the School.

Faculty advisers hold published office hours each week during the spring and fall semesters in which they teach, and they can also be reached by telephone and email. At any point in their program, students have the option of requesting a change of adviser by contacting the faculty member they wish to change to and informing the Coordinator of Admissions/Academic and Student Support Services.

CLASS ENROLLMENT

The general practice of the school has been to limit enrollment in graduate courses. During early registration, only those students who have been admitted to the MLIS program are allowed to enroll. Other students who wish to take a course are placed on a waiting list. After the early enrollment period is past, other students are allowed to enroll in the following priority:

* students enrolled for certification only
* students in other OU graduate programs
* OU/SLIS graduates.

Decisions on exceeding the enrollment limit are made by the Director and the instructor of the course.

DISTRIBUTED INSTRUCTION

In order to make an American Library Association accredited degree program accessible to a wider geographic area, the School uses a variety of modes to deliver courses, including video teleconferencing (VTC) technology, the Internet, face to face classroom instruction, and combinations of these. Classes originate in both Tulsa and Norman. Use of these technologies provides SLIS collateral learning of content and its delivery, an important experience for information providers.

RETENTION STANDARDS
Students enrolled in the School of Library and Information Studies must maintain acceptable academic standards in order to remain in the School. Students admitted to full graduate standing must maintain an overall B average in all courses attempted. If at the end of any semester a student's cumulative grade point average has fallen below 3.0, the student will be placed on academic probation for the next semester (or summer session) in which the student enrolls. If the student fails to raise the total grade point average to 3.0 in the next 12 hours in which the student enrolls, the student will be dropped from the School.

When students who have been conditionally admitted have completed the first 12 hours in their program, they must have achieved a grade point average of 3.0 or better for all graduate-level courses attempted, or they will be denied re-enrollment. Further, they must have met the conditions set out in their letter of conditional admittance, including successful completion of specified courses.

Graduate College regulations require a grade point average of 3.00 or higher on all graduate work attempted for eligibility for any graduate degree. The School of Library and Information Studies requires that a student receiving more than 6 credit hours of C in letter-graded courses in library and information studies be withdrawn from the program. This requirement will be observed regardless of a student's overall grade point average. Any SLIS student receiving a grade of D or lower in any letter graded LIS graduate course will be withdrawn from the program. Grades of C in required courses cannot be counted toward the degree. If a student receives a grade of C in a required course, the student will be required to re-take the course. The C grade will count toward the student’s overall GPA. (The rule regarding 3 grades of C continues to apply; that is students who make a third grade of C will be withdrawn from the program.)

A student who has received 2 or more "I" (incomplete) grades, which have not been removed, will not be permitted to enroll for another semester's work. However, in special situations, the student may request a hearing before the School's Graduate Studies Committee in order to present reasons why further enrollment should be allowed. The Committee will then determine whether further enrollment will be permitted and, if so, under what conditions.

Certain courses in the School of Library and Information Studies are graded on a Satisfactory/ Unsatisfactory (S/U) basis. A grade of S (Satisfactory) is equivalent to a grade of B or better. Students may not enroll in more than 12 hours of satisfactory/unsatisfactory graded courses as credit toward completion of degree requirements. In special situations, the student may petition the Graduate Studies Committee to enroll in additional S/U credit hours, but no more than 12 hours of S/U graded coursework can be counted toward the 36 hours required for the degree. Significantly, only 9 hours of courses with the 5990 number may count toward the degree; therefore, students should monitor their accumulation of hours in these categories.

As noted above in “Degree Programs, student progress is evaluated once each year by the student's adviser. Any student whose academic performance is less than satisfactory will be notified by letter. Unsatisfactory performance includes, but is not limited to, not making timely progress toward the degree and/or not taking required courses early in the program.

REGISTRATION

Registration is done online at http://enroll.ou.edu. Information on registration will be sent to students via the listservs (approximately November 1st for spring, and April 1st for summer and fall). Students will need to forward their advisors’ approval for enrollment (course numbers/sections must be listed) to the SLIS office via e-mail. Permission will be entered when this approval is received, and students will be notified at that time that they can go on-line to complete the registration. Instructions on this procedure will be posted to the student listservs prior to the beginning of the registration periods.

Tulsa students: After the start of the semester all late enrollment, adds or drops, are done through the Enrollment and Student Financial Services office (918-660-3474).

SPECIAL REQUIREMENTS FOR ENROLLMENT IN DIRECTED READINGS, DIRECTED RESEARCH, DIRECTED PROJECTS AND INTERNSHIPS
Special note should be taken before enrollment in LIS 5920 Directed Research, LIS 5940 Directed Project, LIS 5960 Directed Readings, and LIS 5823 Internship in Library/Information Centers. Each of these courses requires close work between the student and the instructor, and the course must be included on the student's Program Planning Form. Permission of both the student's adviser and the instructor is required before the student enrolls in any of these courses. The signing and filing in the SLIS Office of a contract for each of these courses is necessary prior to registration. Enrollment without prior permission will result in administrative disenrollment. Copies of each of the contracts can be obtained from the SLIS office in Norman and on the SLIS web site.

An internship in a library or information center provides students with an opportunity to synthesize principles and theories acquired through coursework as well as application of these principles and theories in an outstanding library or information center. The student must have completed or be currently enrolled in 18 hours of coursework in library and information studies, including completion of the required courses, and other courses necessary for a particular internship experience. An internship requires that the student complete 135 hours under professional supervision, and the student performance in the internship course will be evaluated on the basis of S (satisfactory) or U (unsatisfactory).

A student who would like to include an internship in his/her program plan should discuss this with the assigned faculty adviser at the time of program planning. Based upon a discussion of student needs and interests, the faculty adviser will either serve as the supervising faculty member for the internship or arrange with another faculty member to do so. A student may request a particular placement for the internship, but the supervising faculty member will decide the appropriateness of the assignment. Following tentative approval of the site(s) by the supervising faculty member, the supervising faculty member will make the initial contact with the institution.

The Policies and Procedures document for the Internship is available on the SLIS web site or from the SLIS office in Norman.
The University of Oklahoma requires an end-of-program assessment for all master’s degree candidates. Options for students in the MLIS program are:

- Comprehensive Exam
- Portfolio Defense
- Thesis Defense

Videos of end of program assessment orientations are available on the SLIS website on the documents page at http://slis.ou.edu/mlis-documents; student handbooks and videos discussing each end of program assessment option are under End of Program Assessment Materials.

**Comprehensive Examination**

One of three options for end of program assessment, the comprehensive examination requires each student to write a research paper as a response to the examination’s single question. The examination is designed to test mastery of a body of knowledge, not merely recall of specific factual data. Students are expected to use not only the information learned in their course work, but also information from a variety of learning experiences, such as reading the professional literature and other appropriate activities. Responses should demonstrate an ability to organize thoughts into coherent narratives. Further, students are expected to seek, organize, evaluate, apply information to problem solving, and to communicate a synthesized understanding of a solution that meets professional needs and expectations. Students receive the examination question (through a D2L webpage) on a Thursday at 12:00 noon, and must submit their papers (responses to the exam) by 9:00 a.m. the following Monday. The School of Library and Information Studies administers this exam 2 times per year -- during the fall and spring semesters. It is administered beginning with the Thursday of the eighth week of the Fall semester and the Thursday following spring break in spring semesters, unless this date falls on a holiday, in which case, the exam will be the following week. **The exam is not be offered during the summer semesters.**

Students who are within 6 hours of completing their degree and have completed (prior to the semester the exam is taken) all the core courses may take the comprehensive examination. A comps packet should be requested from the SLIS Admissions Secretary. This packet will contain an admission to candidacy form, which must be completed for the Graduate College. Instructions for completing the various forms are included in the packet and should be carefully followed. A copy of the Comprehensive Examination Handbook will also be sent with the packet. Deadlines are posted to the student listservs. If a student is taking comps in the fall semester, the program of graduate work/admission to candidacy form is due by the 3rd Friday of the previous March. The deadline for students taking the comprehensive exam during the spring semester is the 3rd Friday of the previous September.

**Thesis Option**

The thesis development and defense are highly individualized experiences, overseen by a committee of three faculty members. Students must consult with faculty advisors early in their program sot plan for the thesis option

**Portfolio Option**

The portfolio provides a measure of a student's performance in professional education as well as meeting the University requirement to successfully complete a summative academic evaluation for students who choose the non-thesis option Master of Library and Information Studies (MLIS) program of the School of Library and Information Studies. A portfolio handbook is available on the SLIS website/current students/MLIS/documents/end of program assessment materials/portfolio. Students must declare their intent to pursue the portfolio option in their first semester of enrollment.
EXIT INTERVIEW

The School of Library and Information Studies is required both by the University of Oklahoma and by our accrediting body, the American Library Association Committee on Accreditation, to engage in ongoing appraisal of the various aspects of the School's activities for the purposes of improvement of teaching, research, and service to the profession.

As part of the School's efforts to incorporate systematic evaluation and assessment of the master's programs, we have instituted an exit interview that is part of the completion process for all graduating students. The purpose of the interview is to gather data that is one component of an overall assessment of the extent to which the School's goals and objectives are being accomplished. The interview data provide specific direction to the School in improving the delivery of the master's programs, increasing the level of service to students, and enhancing overall the educational experience of those who complete a master's program.

The exit interview is conducted during the last semester of course work. Graduating students will receive the survey via e-mail, and they may submit written responses via e-mail or regular mail. The information provided in the interview is shared with all the faculty, but neither the name of the interviewer nor the interviewee is attached to the information so as to enhance the quality and the candor of the information shared.

The School hopes that students find this interview a useful and pleasant way to reflect on their experience in the program. See Appendix E for a sample exit interview.

STUDENT LISTSERVS (OLISSA, Tulsa, Norman, and LISJOBS)

One means of passing along information of interest and importance to SLIS students is through e-mail. The SLIS Office maintains electronic mailing lists (listservs) to facilitate communication to students. Four lists are used and students should be subscribed to at least two of these. All students should be subscribed to the OLISSA list, Norman students to the “Norman” list, and Tulsa students to the “Tulsa” list. Faculty and SLIS staff members use these lists as a means of distributing a variety of information of interest to all SLIS students. The OLISSA list is used to send information of interest to ALL students, and the Norman and Tulsa lists are reserved for information of interest to students at a specific site. Students should check their e-mail regularly for announcements of deadlines, changes, and the like. Subscription to the LISJOBS-L listserv is optional. Job openings are posted to this list, and it is available for students who wish to receive information about positions in the library/information/knowledge management fields.

JOB AND PLACEMENT INFORMATION

The School attempts to facilitate job placement of its graduates through several avenues. Job advertisements are distributed to the LISJOBS listserv. Faculty serve as information sources for positions, and occasionally, recruiters will come to Norman or Tulsa to interview students.

All students are eligible to use the Career Services office at the Norman campus free of charges. Staff is available for individual career counseling, and a resume database is available for employer viewing of student resumes. The Career Services office is located in Room 323 in the Oklahoma Memorial Union, telephone (405) 325-1974. Career Services is also an option in the Tulsa Student Affairs office in room 1C53; telephone (918) 660-3100.
ORGANIZATIONS

OLA—OKLAHOMA LIBRARY ASSOCIATION

Since organizing in 1907, with nineteen members, the Oklahoma Library Association has worked to strengthen and promote libraries, library services, and librarianship in Oklahoma. OLA is administered by the Executive Board consisting of ten elected officers and six ex-officio members. Membership benefits include professional development, reduced rates for conferences and workshops, interaction with professional colleagues, intellectual freedom support, continuing education, idea sharing, and annual conferences. Members are encouraged to join any of the four divisions or seven roundtables. Student membership is encouraged and membership forms are distributed at each new student LIS 5033 orientation and are available in the SLIS office in Norman.

OLISSA –OKLAHOMA LIBRARY AND INFORMATION STUDIES STUDENT ASSOCIATION

OLISSA is the student organization at the University of Oklahoma School of Library and Information Studies. All students enrolled in the School are automatically members. It is a duly authorized organization registered with the OU Office of Student Development and administered by a committee of students from both campuses with a faculty adviser. Elections are held each spring and all SLIS students are encouraged to participate in this organization. OLISSA exists to serve the students and provide input to the School. The organization nominates students to serve as representatives on the standing committees of the School including Admissions and Financial Aid; Curriculum; Infrastructure, Graduate Studies and to the School's faculty meetings. Other activities include publishing an occasional newsletter, providing snacks for the comprehensive examination, holding workshops for future information professionals, bringing speakers to campus, organizing social events and sometimes selling T-shirts. Students who have problems or suggestions for OLISSA should talk to an officer. OLISSA is ready and willing to take on new projects that will benefit SLIS students. Comments and suggestions from all students are welcomed and can be addressed to the OLISSA officers or posted to the student listservs.

GRADUATE STUDENT SENATE

The Graduate Student Senate (GSS) is the graduate student governing body of the University of Oklahoma Student Association. Each graduate program has one or more representatives; SLIS currently has two. The GSS Office is in room 181 of the Conoco Student Leadership Center in Oklahoma Memorial Union, and the telephone number is 325-4041. Information about the OU Tulsa Student Association is available through the OU-Tulsa Student Affairs office at 918-660-3100. Grants for special projects or conference attendance are sometimes available from the GSS if the School is in good standing as evidenced by active participation in the Senate.

BETA PHI MU

Beta Phi Mu is the international honor society for the library and information science profession. Qualifying students are elected to membership during their last semester of their program, and the Oklahoma chapter of Beta Phi Mu hosts a dinner in the spring when new initiates are inducted. Dr. Rhonda Taylor serves as the Faculty Adviser for the Lambda Chapter at the University of Oklahoma.

INFORMATION TECHNOLOGY LAB -- NORMAN CAMPUS

The Lab is open Monday through Thursday from 8:00 a.m. through 8:00 p.m. and 8:00 a.m. through 5:00 p.m. on Fridays when classes are in session. The lab is closed on weekends and it is not open between semesters (during intersession). Lab assistants are available during the hours the lab is open. The lab assistants provide help with the equipment and locating materials, but their expertise does not extend to knowing every program a student may need, nor what assignments students may have to do.

Many students use the computers in the Lab, both for word processing and class assignments. All OU students have access to an OU e-mail account. SLIS students should familiarize themselves with the Lab and with the computers.
On the north side of the lab, are several copies of the Library of Congress Subject Headings, Dewey Decimal Classification, Sears List of Subject Headings, and a limited number of additional reference sources. There are also some current serials, such as the Chronicle of Higher Education and Library Journal. SLIS students are welcome to use any of these resources and are asked to re-shelve them when finished.

ACADEMIC COMPUTER LABS--TULSA CAMPUS

The Academic Computer Lab is accessible through Room 1C65. The lab is open at all times (24 hours per day, seven days per week), except on days the campus is closed (inclement weather and holidays). The computer lab staff strives to provide service to faculty and students by providing state-of-the-art hardware and software for use in the academic computing labs. An inventory of software is posted in the Lab.

Student and Faculty Access

Tulsa Campus computer labs are for the exclusive use of Tulsa students, faculty, and staff. Inactive students do not have lab privileges. For after-hours access to the lab, students may attain a key code at the south security entrance. A valid Student ID is required to use the OU-Tulsa computer labs.

Software/Virus Detection Policy

To prevent possible contamination from computer viruses, detection software has been installed to all Tulsa Campus computers and is available on each student desktop. Please virus scan all floppy diskettes before accessing files from a diskette. Students, faculty and/or staff attempting to disable the detection software are subject to disciplinary action including suspended computer lab privileges.

SLIS Computer Lab

The SLIS Experimental Learning Lab (computer lab) is also available to SLIS students in room 1E32. An access code is available through a Tulsa resident faculty member or with the presentation of a student ID at the Tulsa College of Arts and Sciences office (room 1J40).

HELPFUL HINTS FOR NORMAN CAMPUS STUDENTS

Parking: The Office of Parking Services (325-3311) is located in 731 Elm Street (311 Robertson Hall). Students are encouraged to purchase permits, obtain courtesy cards and pay tickets (and appeal citations) online at http://ou.edu/parking. As of August 2010, the cost for a full-time student parking permit is $195 for the fall and spring semesters, while an evening student permit (valid after 3:30 p.m.) is $69 for two semesters. If you do not use the permit for the entire academic year, you can return the permit to the Parking Services office for a partial credit. Parking may be charged to your bursar's account or paid by check, cash, or credit card. Amounts are pro-rated on the 15th of each month. Short term parking permits may also be purchased for $6.50 per week. Permits for the summer 2010 term will be $27. These rates are subject to change. Parking permits are hanging tags that can be placed on a rear view mirror. Students may obtain a courtesy card online (one per semester at http://ou.edu/parking) to use if they are legally parked but the permit is not visible.

Maps of the Norman campus, which show parking options for students are available at http://ou.edu/parking. The maps show campus streets, building locations, and color coded designations for the types of parking permitted.

Parking without a permit is allowed at the Lloyd Noble Center. Students may ride the CART bus to and from the campus at no charge. The CART buses run every 10 minutes from 7:00 a.m. until 6:00 p.m. Monday through Friday. Service ends on Fridays at 6:00 p.m. Use the apartment loop access after 6:00 p.m. on Fridays, and Saturdays from 10:00 a.m. until 6:00 p.m. (this service is free). There is no service on Sunday. Schedules and hours of operation do occasionally change, so call 325-2335, or go to the CART office at 510 E. Chesapeake (first building south of the OU Police Department) or visit the web site at http://cart.ou.edu for current information and city-wide schedules. Late night flex route information can be found at http://cart.ou.edu/

Safety notes: The HCSA (Housing Center Student Association) offers an escort service (Campus Safe Walk) that
may be contacted at 325-WALK (8:00 p.m.-2:00 a.m.). Escorts are volunteers who have been checked and approved by the University police to ensure safety while walking on campus after dark.

In addition, the University has installed special telephones at various outdoor locations in academic and residential areas on campus which enable the user to speak directly to the University Police dispatcher without inserting money or dialing. These telephones can be located and identified by the blue light and the blue sign with the word “emergency.”

Buying books: The OU bookstore carries textbooks and supplies. It is located in the:

OU Bookstore Parking Garage*
325-3511
*west of the Gaylord Family Oklahoma Memorial Stadium

HELPFUL HINTS FOR TULSA CAMPUS STUDENTS

Registration: Prior to start of classes students may enroll on-line at http://ozone.ou.edu. After the start of the semester all late enrollment, adds or drops, are done through the Enrollment & Student Financial Services office (918-660-3474).

Parking: Enrolled students are not charged a parking fee. Students may fill out a brief form at the Student Affairs office to ensure that information is on file in case there is an emergency. Parking is allowed at all surface lots except the visitor lot at the front of the campus and on the third floor ONLY of the parking garage.

Temporary permits from the Student Affairs office, which allow parking in handicapped spaces, may be available for temporary medical reasons.

Buying books: Textbooks and other supplies may be purchased from the OU-Tulsa bookstore, run by Matthews. The bookstore is located in Building 4W, first floor; telephone (918) 660-3990. The hours of operation are 9:00 am - 6:00 pm Monday through Friday.

Employment: Off-campus services are available from:

City of Tulsa Job Line (918-596-7444)
Urban League (918-584-0001)
Workforce Oklahoma (918-796-1200)

Campus Security Office: (918-660-3900) Located at the south entrance to Building 1. Services include: surveillance cameras in parking lots, emergency procedures information, campus crime statistics, escort service, lost and found, and general information and directions. The office is open 24 hours a day, 365 days a year.
APPENDIX A

TRANSFER CREDIT PETITION
FOR CREDIT TO BE EARNED
(To apply to the MLIS degree)
The University of Oklahoma
School of Library and Information Studies

Submit this completed and signed form, with documentation, to:

The Graduate Studies Committee
School of Library and Information Studies
University of Oklahoma
401 West Brooks, Room 120

Norman, OK    73019-6032

Use this form for NON-OU graduate credit that you will be taking that you want to petition for initial approval for inclusion in your program of graduate study in the School of Library and Information Studies. Final approval is given by the Graduate Studies Committee after the grade earned in the course is posted and is dependent on meeting all criteria below.

All transfer credit must be approved by the student's advisor, the School’s Graduate Studies Committee, and ultimately the University’s Office of Admissions (which will require an official transcript of the credit earned). Transfer credit must meet the following conditions:

- All hours must be graduate hours from an accredited institution, graded A or B, and must NOT have been applied toward another degree.
- All library and information studies hours must be from an ALA accredited program. All hours must be related to and supportive of each individual's program
- No more than nine hours may be transferred into the MLIS program.
- The student is responsible for submitting this form to the SLIS Graduate Studies Committee, asking for consideration of the transfer hours and providing documentation regarding the applicability of such coursework, prior to enrollment in the proposed course. Documentation must include the university or college's catalog description of the course. After taking the course, a course syllabus or outline and an unofficial transcript showing the grade earned will be required for final approval.
- All hours applied to the program must fall within the time limits of the program. Typically, coursework will be no older than five calendar years at the time of completion of the degree.

I. Provide the following information for EACH course for which you are petitioning credit.

College/University:
Course Number:
Course Name:
Credit Hours:
Anticipated Date of Course Completion:
SLIS Requirement to be met by this Course (check one):

Core courses: ___LIS 5033 Information and Knowledge Society
    ___LIS 5023 Management of Information and Knowledge Organizations
    ___LIS 5043 Organization of Information and Knowledge Resources
    ___LIS 5053 Information Users in the Knowledge Society

Guided electives:
    ___Learning Organizations and Organizational Culture
    ___Information Technology
    ___Content Management
    ___Access to Knowledge Structures
    ___Research, Production, and Evaluation

General electives:
    ___

II. Attach a copy of the course description from the university/college catalog for each course listed above.

III. Provide a brief statement addressing the relevance and/or supportiveness of the courses listed above for your library and information studies goals on an attached page. The advisor signature (below), indicating approval, must also be included.

Student Signature _________________________________ Date________________

OU ID#____________________

Advisor Signature ______________________________ Date________________

____________________

SLIS Office Use Only

_____Approved  _____Not Approved

____________________

Signature of SLIS Graduate Studies Committee Chair Date

____________________

_____Approved  _____Not Approved

____________________

Signature of SLIS Director Date

COMMENTS:
APPENDIX B

TRANSFER CREDIT PETITION
FOR GRADUATE CREDIT EARNED
(To apply to the MLIS degree)
The University of Oklahoma
School of Library and Information Studies

Submit this completed and signed form, with documentation, to:

The Graduate Studies Committee
School of Library and Information Studies
University of Oklahoma
401 West Brooks, Room 120
Norman, OK 73019-6032

Use this form for **NON-OU graduate credit** that you want to petition **for approval** for inclusion in your program of graduate study in the School of Library and Information Studies.

All transfer credit must be approved by the student's advisor, the School's Graduate Studies Committee, and ultimately the University's Office of Admissions (which will require an official transcript of the credit earned). Transfer credit must meet the following conditions:

- All hours must be **graduate** hours from an **accredited institution**, **graded A or B**, and must **NOT have been applied toward another degree**.
- All library and information studies hours must be from an ALA accredited program. All hours **must be related to and supportive** of each individual's program
- **No more than nine hours** may be transferred into the MLIS program.
- The student is responsible for submitting this form to the SLIS Graduate Studies Committee, asking for consideration of the transfer hours and providing documentation regarding the applicability of such coursework.
- Documentation must include a copy of 1) the university or college's **catalog description** of the course, 2) the **course syllabus or outline**, and 3) an **unofficial transcript** showing the grade earned in the course.
- All hours applied to the program must fall within the time limits of the program. Typically, coursework will be **no older than five calendar years** at the time of completion of the degree.

II. Provide the following information for EACH course for which you are petitioning credit.

College/University:
Course Number:
Course Name:
Credit Hours:
Date of Course Completion:
SLIS Requirement to be met by this Course (check one):

Core courses: ___LIS 5033 Information and Knowledge Society
___LIS 5023 Management of Information and Knowledge Organizations
___LIS 5043 Organization of Information and Knowledge Resources
___LIS 5053 Information Users in the Knowledge Society

Guided electives:
___Learning Organizations and Organizational Culture
___Information Technology
___Content Management
___Access to Knowledge Structures
___Research, Production, and Evaluation

General electives:
___

II. For each course listed above, attach a copy of 1) the university or college’s catalog description of the course, 2) the course syllabus or outline, and 3) an unofficial transcript showing the grade earned in the course.

III. Provide a brief statement addressing the relevance and/or supportiveness of the courses listed above for your library and information studies goals on an attached page. The advisor signature (below), indicating approval, must also be included.

Student Signature _________________________________ Date __________________

OU ID# __________________

Advisor Signature _________________________________ Date __________________

SLIS Office Use Only

_____Approved  _____Not Approved

____________________________
Signature of SLIS Graduate Studies Committee Chair  Date

______Approved  ______Not Approved

____________________________
Signature of SLIS Director  Date

COMMENTS:
School of Library and Information Studies Faculty, Research Interests, and E-Mail Addresses

FULL TIME FACULTY

CECELIA BROWN, Professor and Director. B.A.Sc. 1982, University of Guelph; M.S. 1985, University of Illinois; Ph.D. 1988, University of Illinois; M.L.I.S. 1996, University of Oklahoma. Information seeking behavior and information literacy of physical scientists; citation patterns to electronic preprints in physics and astronomy; comparison of online bibliographic databases; study of Nutritional Science journal information on the World Wide Web; compilation of biographical information about women healers.  
E-mail: cbrown@ou.edu

JUNE ABBAS, Professor. B.A. 1996, St. Mary College; M.L.S. 1998, Emporia State University; Ph.D. 2001, University of North Texas. Children and information technology, the Internet and Web 2.0 in society, social sharing software and libraries, digital libraries and institutional repositories, education for library and information studies, knowledge organization, information seeking behavior and information behavior and user-centered design.  
E-mail: jabbas@ou.edu

SUSAN BURKE, Associate Professor. A.B. 1984, University of Illinois; M.S. 1988, University of Illinois; Ph.D. 2001, Texas Woman’s University. Libraries in society; use of information technology; and formation of community.  
E-mail: sburke@ou.edu

YONG-MI KIM, Associate Professor. B.A. 1986, Han Nam University, South Korea; M.P.A. 1994, University of Southern California; Ph.D. in Public Administration, 1998, Florida Atlantic University; Ph.D. in MIS, 2005, University of Oklahoma. IT-based firm performance, Knowledge management, IT outsourcing, Diffusion of Innovation  
E-mail: yongmi@ou.edu

KYUNGWON KOH, Assistant Professor. B.A. 2005, Yonsei University, South Korea; M.L.I.S. 2007, Florida State University; Ph.D. 2011, Florida State University. Youth services, information behavior, digital media culture, school libraries, education for library and information studies.  
E-mail: kkoh@ou.edu

KUN LU, Assistant Professor. B.S. 2006, Wuhan University, China; M.S. 2008, Wuhan University, China; Ph.D. 2012, University of Wisconsin-Milwaukee. Information retrieval, applied informetrics, data mining, organization of information.  
E-mail: kunlu@ou.edu

BETSY MARTENS, Associate Professor,  
B.A. 1975, Regis University; M.L.S. 1978, Syracuse University; M.B.A. 1986, Florida Atlantic University; Ph.D. 2004, Syracuse University. Bibliometrics; history of libraries, information industry; philosophy of information; research methods; technology transfer.  
E-mail: bvmartens@ou.edu

ELLEN RUBENSTEIN, Assistant Professor. B.A. 1978, State University of New York, College at Fredonia; M.L.S. 2006, Indiana University; Ph.D. 2011, University of Illinois, Urbana-Champaign. Online communities; health information; information behavior; social capital; social networks; digital access; ethnography.  
E-mail: erubenstein@ou.edu

JOHN T. SNEAD, Assistant Professor  
E-mail: jsnead@ou.edu

KELVIN WHITE, Assistant Professor. B.A. 2002, Texas Southern University; M.A. 2004, Ph.D. 2008, University of California, Los Angeles. Critical theory; postcolonial theory; cultural theory; pluralization of archival theory and education; remembering; information as evidence; interconnections between the social, cultural, and historical contexts in which recordkeeping activities exist and the implications they have for marginalized or underrepresented communities.
UNIVERSITY ADJUNCT FACULTY

SUL LEE, Adjunct Professor and Dean, University Libraries. B.A. 1961, Bowling Green State University; M.A. 1964, University of Toledo; M.A. 1966, University of Michigan.

CLINTON M. THOMPSON, Adjunct Professor. B.A. 1968, Oklahoma City University; M.L.S. 1972, University of Oklahoma.

OTHER ADJUNCT FACULTY


FACULTY EMERITA


JUDITH OVERMIER, Associate Professor Emeritus. B.A. 1961, B.S. 1962, Bowling Green State University; M.S. 1965, Drexel Institute of Technology; Ph.D. 1985, University of Minnesota.


RHONDA HARRIS TAYLOR, Associate Professor. B.S. 1974, North Texas State University; M.L.S. 1980; Ph.D. 1985, Texas Woman's University.

These acronyms, abbreviations and related terms commonly used by the library school (and the library and information profession, in general) might be helpful to newcomers to the library and information world. At the bottom of the page is a link to a list of acronyms on the American Library Association website.

AACR  Anglo-American Cataloging Rules
ACRL  Association of College and Research Libraries
ALA  American Library Association
ALISE  Association for Library and Information Science Education
ASIST  American Society for Information Science and Technology
Beta Phi Mu  The International Library Science Honor Society.
DIALOG  DIALOG Information Services, an online database service
jobber  Intermediary between publisher and library
KM  knowledge management
LC  Library of Congress
LJ  Library Journal
MARC  Machine Readable Cataloging
MLIS  Master of Library and Information Studies
monograph  A complete written document on a single subject
OCLC  Online Computer Library Center
OLA  Oklahoma Library Association

Since organizing in 1907 with nineteen members, the Oklahoma Library Association has worked to strengthen and promote libraries, library services, and librarianship in Oklahoma. OLA is administered by the Executive Board consisting of ten elected officers and six ex-officio members. Membership benefits include professional development, reduced rates for conferences and workshops, interaction with professional colleagues, intellectual freedom support, continuing education, idea sharing, and annual conferences. Members are encouraged to join any of the five divisions or ten roundtables. Student membership is encouraged.

OLISSA  Oklahoma Library and Information Studies Students.

Oklahoma Library and Information Studies Students (OLISSA) is the student organization at the OU School of Library and Information Studies. All students enrolled in the School are automatically members -- if they want to be, of course! OLISSA exists to serve the students. It does so by providing food for comprehensive exams, holdings workshops, bringing speakers to campus, organizing social events, selling T-shirts, and creating this student handbook. If you have any problems or suggestions for OLISSA, please tell an officer. OLISSA is ready and willing to take on new projects that will benefit the SLIS students. Students may post messages to the OLISSA listserv, OLISSA-L@lists.ou.edu

RUSQ  Reference and User Services Quarterly
SLIS  School of Library and Information Studies

http://www.ala.org/aboutala/acronyms/ - alphabetical list of library acronyms
Exit Interview Questions

1. What factors influenced your decision to enter this field?

2. Why did you choose the OU/SLIS for your master's degree?

3. Did you have a preferred area for employment when you entered the program? If so, what area? Has that changed during the program?

4. Were the Program Planning process and other advising opportunities effective in shaping a program to meet your needs and goals?

5. Do you think you achieved the student goals and objectives for the master's program? *attach or link student goals and objectives document to end of program assessment document*

6. How have your expectations and perceptions of the field changed since you entered the program?

7. What do you feel well prepared to do, in terms of the employment in the field?

8. What do you feel you need more education and/or training in order to do?

9. What was the best educational experience during the time in the program?

10. What was the most disappointing aspect of your educational experience?

11. Were you able to access the library and lab resources you needed for your program?

12. If you were the SLIS Director here, what changes would you make?

13. Are there any additional questions that we should ask in this end of program assessment? If so, what, and what are your answers?

14. Do you have any other comments that would help us to improve our program?
## APPENDIX F
### Master of Library and Information Studies (MLIS)
#### Program Planning Form

**NOTE:** Only courses that are included in the current Program Plan will be counted toward the MLIS degree and can be listed on the Program of Graduate Study/Admission to Candidacy form.

### Student Information

<table>
<thead>
<tr>
<th>ID#</th>
<th>Adviser</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Education and Interest

<table>
<thead>
<tr>
<th>UG Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UG GPA: ______ for ______ hours</th>
<th>Add'l Degrees: ____________________________</th>
<th>Grad GPA: ________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>GRE Scores: V_______ Q_______ A______</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Professional Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Are you seeking School Library Media Certification? _______
If so, do you hold a back-up standard classroom teaching certificate? _______

### Program Status

<table>
<thead>
<tr>
<th>Admission Status</th>
<th>Program Entry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td></td>
</tr>
<tr>
<td>Conditional</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Projected Degree Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Projected Certification Exam Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### End of Program Assessment Choice (Select one)

- [ ] Comprehensive Examination
  - Projected Date: ____________________________
  - Thesis Committee: ________________________, Chair, ______________________ & ______________________
  - Thesis Topic: ____________________________
  - Projected Prospectus Date: ____________________________

- [ ] Portfolio
  - Career Goal: ____________________________

**Advisor's Comments:** (e.g., topics and faculty for Directed Readings/Research/Project, planned placement and supervising faculty for internship)

**Instructor's Signature to Approve Waiving Prerequisite**

**Signature of Faculty Instructor for Directed Readings/Research**

**Signature of Supervising Faculty for Internship**

**Signatures:** Advisor and Student must sign before degree plan is filed with the SLIS office.

**Note:** Any changes to the plan must be approved by student's advisor, noted, and initialed on the Program Plan.

<table>
<thead>
<tr>
<th>Student</th>
<th>Advisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rev. 08/13
### REQUIRED COURSES (18 hours)

<table>
<thead>
<tr>
<th></th>
<th>Course Title</th>
<th>Crs #</th>
<th>Instructor</th>
<th>Sem</th>
<th>Hrs</th>
<th>Gr</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Information and Knowledge Society</td>
<td>5033</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Management of Information and Knowledge Organizations</td>
<td>5023</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Organization of Information and Knowledge Resources</td>
<td>5043</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Information Users in the Knowledge Society</td>
<td>5053</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Information and Communication Technology</td>
<td>5063</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Research Methods or Evaluation Methods</td>
<td>5713</td>
<td>Or</td>
<td>5733</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ELECTIVE COURSES (18 hours) (Including courses needed for SLMS certification)

<table>
<thead>
<tr>
<th></th>
<th>Course Title</th>
<th>Crs #</th>
<th>Instructor</th>
<th>Sem</th>
<th>Hrs</th>
<th>Gr</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In last column (under "Initials") please record the date and initials of student and advisor for any CHANGES made to this plan.

Please return completed and signed form to the SLIS Coordinator.
Required Courses, 18 hours; six courses:

LIS 5033 Information and Knowledge Society
LIS 5023 Management of Information and Knowledge Organizations (pre/corequisite 5033)
LIS 5043 Organization of Information and Knowledge Resources (pre/corequisite 5033)
LIS 5053 Information Users in the Knowledge Society (pre/corequisite 5033)
LIS 5063 Information and Communication Technology (pre/corequisite 5033)
LIS 5713 Research Methods OR LIS 5733 Evaluation Methods (pre/corequisite 5033)

Electives, 18 hours; six additional courses selected from the following courses, or from appropriate courses in other units under adviser’s guidance (thesis students may count a maximum of 6 hours of thesis credit toward the degree):

Management of Libraries and Information Centers

LIS 5223 Information Technology Management (prerequisites: LIS 5033, LIS 5023, LIS 5063)
LIS 5243 Academic Library Administration (prerequisites: LIS 5033, LIS 5023)
LIS 5253 Community Relations and Advocacy (prerequisites: LIS 5033, LIS 5023)
LIS 5263 Organizational Learning and Learning Organizations (prerequisites: LIS 5033, LIS 5023)
LIS 5273 Public Library Administration (prerequisites: LIS 5033, LIS 5023)
LIS 5283 School Library Center Administration (prerequisites: LIS 5033, LIS 5023)
LIS 5293 Special Library and Information Center Administration (prerequisites: LIS 5033, LIS 5023)

Organization of Information

LIS 5403 Cataloging and Classification (prerequisites: LIS 5033, LIS 5043)
LIS 5413 Indexing and Abstracting (prerequisites: LIS 5033, LIS 5043)
LIS 5443 Collection Development and Management (prerequisites: LIS 5033, LIS 5043)
LIS 5453 Digital Collections (prerequisites: LIS 5033, LIS 5043, LIS 5063)
LIS 5473 Document and Records Management (prerequisites: LIS 5033, LIS 5043)

Archival Studies

LIS 5343 Archival Concepts and Traditions (prerequisite: LIS 5033)
LIS 5463 Archival Representation and Use (prerequisite: LIS 5033, LIS 5043, LIS 5343)
LIS 5563 Archival Appraisal (prerequisites: LIS 5033, LIS 5053, LIS 5343)
LIS 5653 Preservation of Information Materials (prerequisites: LIS 5033)
LIS 5990 Archival Arrangement and Description (prerequisite: LIS 5033, LIS 5043, LIS 5343)
User Services

LIS 5123 Literature and Methods for Readers’ Advisory Services (prerequisites: LIS 5033, LIS 5053)
LIS 5133 Biomedical Bibliography and Reference Materials (prerequisite: LIS 5033)
LIS 5143 Government Information (prerequisite: LIS 5033)
LIS 5163 Biomedical Databases (prerequisite: LIS 5133)
LIS 5173 Multicultural Librarianship (prerequisite: LIS 5033)
LIS 5183 Books and Materials for Children (prerequisite: LIS 5033)
LIS 5193 Books and Materials for Young Adults (prerequisite: LIS 5033)
LIS 5503 Information Literacy and Instruction (prerequisites: LIS 5033, LIS 5053)
LIS 5513 Information Sources and Services (prerequisites: LIS 5033, LIS 5053)
LIS 5523 Online Information Retrieval (prerequisites: LIS 5033, LIS 5053)
LIS 5533 Introduction to Instructional Technology (cross-listed with EIPT 5533)
LIS 5553 Competitive Intelligence (prerequisites: LIS 5033, LIS 5053)

Information Technology

LIS 5633 Design and Implementation of Web-based Information Services (prerequisite: LIS 5033)
LIS 5683 Database Design for Information Organizations (prerequisite: LIS 5033)

Independent Projects in Library and Information Studies

LIS 5823 Internship in Library/Information Centers (prerequisite: 18 hours of LIS coursework, including one-half of the required courses, permission of the supervising instructor)
LIS 5920 Directed Research (1-3 hours) (prerequisite: LIS 5713)
LIS 5940 Directed Project (1-3 hours) (prerequisite: 24 hours of LIS coursework and permission of instructor and adviser)
LIS 5960 Directed Readings (1-3 hours) (prerequisite: 15 hours of LIS coursework and permission of instructor and adviser)
LIS 5970 Special Topics/Seminar (1-3 hours)
LIS 5980 Research for Master’s Thesis (2-6 hours)
LIS 5990 Special Problems (1-3 hours)

End of Program Assessment Options; in addition to course requirements, the Graduate College requires all candidates for an advanced degree to complete an end of program assessment. For the MLIS, the School offers three options:

1. Comprehensive examination
2. Thesis
3. Portfolio