



*The* UNIVERSITY *of* OKLAHOMA  
*School of Library and Information Studies*

# BAIS Handbook

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## Introduction to the Program

The School of Library and Information Studies offers Bachelor of Arts in Information Studies (BAIS) consisting of 18 semester hour required Information Studies core and 21 additional semester hours in Information Studies and cognate disciplines. Students must also complete the General Education requirements designated by the College of Arts and Sciences and any prerequisite courses required for courses in the Information Studies curriculum.

The central theme of the Information Studies program is facilitating the link between people, and the information necessary to their success. The goals of the Information Studies program are to provide a broadly based liberal arts education focused on the knowledge, skills, and values required to design, implement, and manage information operations in any organizational setting, and to prepare graduates for careers in an increasingly information-rich and information-based global society.

Courses are delivered both in a traditional classroom setting on the Norman campus and online. The BAIS consists of 18 hours of information studies core courses. These courses provide a knowledge structure covering information theories, management, design and implementation including practical application through the internship and the capstone. Other major requirements are divided into five areas of study. Students choose one or more classes from each of the following areas of study:

### Information and Enterprise:

Exploring the economic impact of information products, services, and transfer on industry. Information workers must understand how organizations operate and be familiar with the economic and social cultures of organizations. The role of technology in organizations and in the economy and the ways in which policy and practice are shaped are of particular importance. Vision, creative thinking, and understanding evolve from a core knowledge of societal and organizational functions.

### Interpersonal Communication:

Exploring information transfer through the use of verbal and nonverbal communication between individuals. Information workers are responsible for analyzing client needs, interacting in a team environment with designers and programmers, developing plans and reports, and effectively communicating needs and solutions. Understanding communication structures and facilitating communication processes at the micro and macro levels is essential, as is knowledge of both competitive and collaborative processes.

**Organizational Communication:**

Exploring the use of communication between organizations, businesses, and groups, nationally and internationally. The information enterprise – in business, industry, government, education, or elsewhere – is dependent on high-quality written and spoken communication. Understanding communication structures and facilitating communication processes is essential, as is knowledge of both competitive and collaborative processes.

**Leadership:**

Theories and techniques of management and leadership of people and resources. Graduates of the B.A.I.S. program are expected to move quickly into team leadership positions and to have the potential for rising into increasingly responsible leadership roles in the organizations by which they are employed. Elements of leadership are also found in the required Information Studies Field.

**Information in Society:**

Cultural, social, and economic implications of information. Knowledge of the interaction between information and various societal factors influencing communication of information is critical to understanding the impact of information in society. Analysis of the differing effects of such factors as ethnicity, culture, national philosophy, political system, delivery medium, and historical development on the interaction of information and the individual operating in a particular societal framework is a core component in assessing the role of information in today's environment.

**Information Technology:**

Understanding of current information technologies as well as developing the skills to evaluate and adapt to future technologies.

**Technical Writing:**

Understanding the formats and methods for communication in technology-rich organizations.

In addition to these specialized areas of studies, students also take classes in economics, math, statistics, and public speaking. These classes serve to diversify the students' studies and allow them to become more well-rounded individuals.

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### SLIS Specific Questions:

#### How do I substitute course(s) for any of the BAIS requirements?

1. Students who have taken course(s) that they would like to substitute for a specific BAIS requirement or who want to take a course other than one listed as a current option for the BAIS program must petition the Undergraduate Studies Committee.
  - This committee approves all substitutions for the BAIS students, including substitutions for all of our major requirement and support requirements (the courses listed in the two right hand columns of the BAIS Major Check-sheet), **even if the course(s) are housed in other departments** (ex Math or Communications).
  - All College of Arts and Sciences required courses (the left hand column of the BAIS Major Check-sheet) are managed by the college. If a student wants to make a substitution for any of these courses, they must contact CAS advising to petition for the substitution.
  - Students can petition for substitution based on courses they have already completed at OU or another institution.
  - Students can petition pro-actively, that is if a student would like to take a course that they and their advisor feel meets the requirements for a specific area in the BAIS program, they can petition the semester

before enrollment to ensure that, upon successful completion of the substituted course, it will count towards their degree.

- The level of the course they want to substitute must be equal to or higher than the course for which they are requesting the substitution.
2. Petition Procedure for students:
- a. Complete the BAIS Undergraduate Substitution Petition
  - b. Have the Petition signed by the SLIS advisor.
  - c. Present the Petition for approval to the Undergraduate Studies Committee
    - i. The committee may approve the Petition and then forward it onto the SLIS Director for final approval
    - ii. The committee may reject the petition and return it to the advisor with comments.
  - d. If the committee and Director approve the petition, you will then work with the advisor to have the substitution information filed with the college.
- A&S Substitution petition is available from:  
<http://cas.ou.edu/forms>

**If I do not complete or pass a course in a specific requirement area, can I complete a different course w/in that requirement area to satisfy that requirement?**

- Yes, if you do not complete or do not pass a course in a specific requirement area, you may complete a different course within that requirement area to satisfy the requirement.

**Are there any interesting or pertinent minors for BAIS students?**

There are many options if you want to select a minor. Here are a few of the options that BAIS students may be interested in that relate well to the BAIS degree.

The College offers three degree minors focused on different aspects of business management that are of particular interest to BAIS students.

- **Enterprise Studies** (an interdisciplinary general business focus)
- **International Enterprise Studies** (an interdisciplinary international-business focus)
- **Non-Profit Organizational Studies** (an interdisciplinary non-profit organizational management focus)

The **School of Computer Science in the College of Engineering offers a Minor in Computer Science**. More Information is available at  
<http://www.ou.edu/coe/cs/academics/csminor.html>

Note: Courses that are listed as **BAIS Major SUPPORT Requirements** (right hand column of the BAIS Check-sheet) **can** also be counted toward a minor

degree. **BAIS Major Requirements** (middle column of the BAIS Check-Sheet) cannot count toward both the BAIS degree and a minor degree.

## How do I find, manage, and complete an internship?

### ▪ Finding an Internship

- The School of Library and Information Studies encourages students to find possible sources for internships through previous employers or other connections they may have. You may contact local business or non-profit groups in which you are interested or with which you have had a previous connection to see if there is a specific information-based project that would benefit that organization.
  - Examples of previous internships:
    - Creating a website for an organization
    - Designing a database for an organization
    - Developing a training and documentation program for new software for an organization
    - Analyzing an large set of information/archives and creating an organized management system
    - History of Science Collection – digitizing images from texts and creating an online exhibit.
- You are encouraged to talk to the SLIS advisor and your SLIS professors about possible internships sites.
- A SLIS faculty member will then manage the actual internship experience working with you and the internship site facilitator.
- After the faculty member has approved the internship, you will enroll in that faculty member's section of LIS 4823.

### ▪ Managing an Internship

- The internship experience must cover 135 hours during the semester of the internship. You are required to track your time with the supervision of their internship site facilitator.
- You will track your progress within the internship based on the guidance of your faculty supervisor – some students have kept weekly blogs, some faculty members have visited with internship site once or twice during the semester to receive an update – how the internship is tracked is decided by the faculty member based on their evaluation of the internship and the student.
- At the onset of the internship, there are 3 documents that need to be completed.
  - Student Release form – this form covers your responsibilities, in general as related to appropriate behaviors and responsibilities as a student representing the department in an internship setting. It is signed by you and the SLIS Director.

- Memorandum of Understanding (MOU) is a document outlining the relationship and responsibilities between SLIS and the institution/supervisor at the internship site. This is signed by the internship site facilitator and the SLIS Director.
  - The Student Faculty Contract outlines the specific outcomes and goals of the internship and is signed by you, the faculty member and the internship facilitator.
- **Completing an Internship**
  - After you have completed your 135 hours of work and completed the project set forth in the internship, there is typically a final meeting between you, the faculty member and the internship facilitator to evaluate the student outcomes.
  - Evaluation forms are filled out by the student, faculty member and internship facilitator.
  - The faculty member will assign a grade of S or U.
  - There is a BAIS Internship Packet available, which includes the following documents (<http://slis.ou.edu/internship-requirements>):
    - LIS 4823 Memorandum of Understanding
    - LIS 4823 Student Release
    - LIS 4823 Student Faculty Contract
    - LIS 4823 Student Evaluation
    - LIS 4823 Faculty Evaluation
    - LIS 4823 Supervisor Evaluation

## University and College Specific Questions:

### How do I make a schedule and enroll for courses?

#### Procedure:

1. Consult **Degree Navigator System** to determine which course you need to graduate.
  - You may view the courses/requirements that you need to complete to graduate by logging into the **Degree Navigator System (degree.ou.edu)**. This system tracks your current and previous enrollment and provides links to courses that are eligible to meet general A&S requirements. The BAIS Major Check-sheet has a **Suggested Semester Plan of Study** for students to use in their course planning.
2. Create sample schedules using either the **enroll.ou.edu** program to save sample schedules or the Pre-advising worksheet. Pre-Advising workshops are offered each semester to facilitate students' use of Degree Navigator and enroll.ou.edu so you can prepare to meet with your advisors.
  - After defining the courses needed through **Degree Navigator**, you can then create sample schedules through **enroll.ou.edu** or by using the **Pre-advising Worksheet** to have a list of the courses that you are proposing to take for the next semester completed when you meet with the SLIS advisor.

3. Meet with the SLIS advisor to receive approval of your created sample schedule by making an appointment at [iadvise.ou.edu](http://iadvise.ou.edu).

### What is a degree check and when should I get one?

A Degree Check is an evaluation of all the remaining requirements that a student needs to complete to actually graduate.

- It is completed by the BAIS advisor **within** the College of Arts and Science. You will meet with Justin Wollenberg and he will give you a form with your remaining requirements outlined. You can schedule an appointment for a degree check at [iadvise.ou.edu](http://iadvise.ou.edu).
- The Degree Check should be **completed** sometime during the second semester of your **junior year** – that is the semester in which you will complete **90 total hours** of course work.

At any time, you can schedule to meet with Justin and he will informally review your progress toward graduation, usually giving you a highlighted degree check sheet outlining requirements that still need to be fulfilled.

### How does the university assign transfer credit?

Procedure:

- If you want to transfer a course into the university, you are required to bring copies of official transcripts from your previous academic work to the Admissions and Records department of the university. Using Course Equivalency Tables established by the university and available at <http://admissions.ou.edu/tetables.htm> or by evaluating the individual transcript if no table is available, Admissions and Records will determine which courses the University will accept for transfer credit.
- If you want to pursue additional credit, for example you feel that a course that you took is an acceptable substitution for a BAIS requirement, but you were not given transfer credit for that course, you can follow the procedure for **petitioning for a course substitution**.

### How do I get credit for a course that I took but forgot to enroll in?

This happens more than one would imagine. You must petition for credit. There are two forms:

- Late Add if you are currently attending a class but did not enroll, and
- Retroactive Add if you completed the course in a previous semester but did not enroll.

These forms as well as others are available at <http://cas.ou.edu/forms>



## How many times can I repeat a course?

The College does not limit the number of times that you can repeat a course that you have either withdrawn from or have not passed.

## The semester has already begun and I am a graduating student who needs one more course this semester, is there anything I can do?

There are a surprising number of courses that begin throughout the semester. The courses often meet for 3 weekends only, online, or in some other time intensive format.

For University courses:

- Meet and discuss the issue with your advisor.
- Your advisor will tell you to log into enroll.ou.edu, then use the “Power Search” at the top right of the page.
- In the power search – there is a pull down list for “Starting In” and you can select by month.
- If the course is still open – it will be listed and you can enroll in the course.

For Liberal Studies:

- When first logging into enroll.ou.edu, select “Liberal Studies” from the campus pull-down list.
  - If you are already logged into the Norman or Tulsa campus listing, select the Semester/Campus Change button (top left of screen) and then select “Liberal Studies” as the campus.
- In the power search – there is a pull down list for “Starting In” and you can select by month.
- To enroll, you will have to contact the Liberal Studies department.

For Independent Study (online and print/correspondence)

- There are a variety of courses available through this format. They may work for well-disciplined students who need general upper division credit, though some required courses for the BAIS degree are offered this way (Macro and Micro in Econ).
- You must contact the Independent Study office to enroll, and your advisor must sign a form allowing you to enroll in the course.
- A list of courses is available at <http://cidl.ou.edu/collegecourses.cfm>.

- NOTES:

- Your transcript grade will reflect that this course was taken via correspondence.
- These courses cannot be paid for with financial aid.
- If you have completed 100 hours, the College discourages you from taking independent study due to a historic issue with students leaving campus believing they are finished when they never completed their independent study course.

## I want to improve my study/writing skills or am struggling in a specific general education course – what resources are available?

The College and the University offer a variety of resources for students, including courses and tutoring. Here is a list, it is not complete, but has many of the resources.

- University College resources (more info at [http://www.ou.edu/univcoll/action\\_tutoring.html](http://www.ou.edu/univcoll/action_tutoring.html))
  - Student Success Series – 1 hour series on a variety of topics, including; writing skills, note-taking, time management, reading skills, discipline-specific study skills, etc.
  - Action Tutoring
  - As well as other resources....
- Writing Center - <http://www.ou.edu/writingcenter/>
  - Will assist students in editing and improving writing assignments.
  - They also hire students as writing consultants
- Student Life listing of Academic Support Services
  - <http://studentlife.ou.edu/content/view/2/3/>
- College of Arts and Sciences success courses. The Life After OU course is very popular, enroll early. The Career Planning course is a half semester course.
  - **CAS 4091 Career Planning for Arts and Sciences Students.**
    - Prerequisite: junior standing in College of Arts and Sciences. Assist students in the College of Arts and Sciences to determine personal career goals, explore career opportunities beyond graduation, develop a strategy for the job search process, and improve job search techniques as life-long resource tools. (F, Sp)
  - **CAS 4113 Life After OU: A Survival Course.**
    - Prerequisite: senior standing. Introduces students to practical aspects of life after college. Includes interviewing; legal aspects of employment; money, banking and finances; insurance; mortgages; estate planning; and civic involvement. (Irreg.)

## What does Career Services offer to CAS students, and how soon should I register with them?

Currently all Career Services (CS) offerings are available to CAS students for free to the student, the College pays for the additional services that the CS would normally charge to the student. CS offers services for **all student levels – it is never too early to go to CS.**

CS also has specific counselors focused on assisting students who are interested in attending graduate school.

CS provides presentations to classes or organization over topics including resume writing, job search strategies and interviewing skills. (from the CS website)

Some CS service suggestions by standing:

- **Freshmen:** career and interests assessment, choosing a major, summer job/internship search, resume writing assistance.
- **Sophomore:** resume writing, assist with summer job/internship search, students encouraged to open a Sooner Job Search account to make their resume available to potential employers.
- **Junior:** workshops on interviewing, resumes, finding a job/internship; open a Sooner Job Search account; search for jobs/internships through the CS website; attend career fairs for experience and to find summer jobs/internships;
- **Seniors:** open a Sooner Job Search account (if have not already); attend FALL career fairs (NOTE-most information technology companies hire in the fall of senior year, not the spring); final resume reviews; search for jobs through the CS website.

More information is available at <http://www.ou.edu/career/index.html> or [hiresooner.ou.edu](http://hiresooner.ou.edu).

### **How do I graduate – what procedures need to be followed?**

The University has a very good website that addresses the steps you should take when ready to graduate. It is available at <http://www.ou.edu/graduatesooner.html>