

Indiana University Bloomington  
Luddy School of Informatics, Computing & Engineering  
**Department of Information & Library Science**

# **Master's Student Handbook**

For the Master of Library Science (MLS),  
Master of Information Science (MIS),  
and 4 plus 1 MLS & MIS Degrees

2020-2021

Welcome!

On behalf of the faculty, staff, and students of the Luddy School of Informatics, Computing, and Engineering, we are delighted to welcome you to the Department of Information & Library Science (ILS).

Our graduate programs in Information and Library Science are carefully designed to be flexible enough to accommodate your specific interests and goals, while being rigid enough to ensure that every student who graduates from our program has demonstrated a thorough and rigorous mastery of the field. Ensuring this balance means that IU, as with any university of its size and prestige, has rules and policies as you pursue your degree. This handbook is your guide to navigating those rules, and we strongly urge you to read it carefully. You'll find that some of our policies are quite flexible, such as the choice of your elective courses, while some are more rigid, such as the GPA requirements. And some of our policies are absolute and unwavering: our commitment to fairness, academic integrity, scientific rigor, and respect for all people. Understanding them now can save you much time and trouble later on.

The path towards a graduate degree will not always be easy, and you may feel lost from time to time. When this happens, please be proactive and reach out so that we can help! The staff in the ILS Department and the Luddy Graduate Studies Office are happy to assist and can also direct you to the countless other resources and offices across campus. And please feel free to contact either of us directly when you have concerns, questions, suggestions, or just want to chat. We want you to succeed and can't wait to see what you'll accomplish here!

Dr. Howard Rosenbaum  
Professor  
Director of Graduate Programs  
Department of Information & Library Science

Dr. Ron Day  
Professor & Chair  
Department of Information & Library Science

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1. ILS People, resources, and general policies

a. ILS Department Staff:

i. Student Services Specialist: Michelle Dunbar-Sims facilitates the internship program, provides support for student life and student groups, and assists with event planning and other logistical needs.

b. Student Workers: ILS graduate office assistants help with communications & student outcomes, social media and publications, and reporting.

c. Luddy Graduate Studies Office: The Luddy Graduate Studies Office is the main source of contact for anything related to academic graduate policies, transfer credit requests, grade changes, degree audits, probation issues, registration (late/add/drop/withdraw), leave of absence, and advising holds, as well as maintaining your student file with any necessary program administrative forms and ensuring that you are on track to graduate. For assistance or to schedule an appointment, email [gradvise@indiana.edu](mailto:gradvise@indiana.edu).

i. Dr. Selma Sabanovic, Associate Dean of Graduate Studies

ii. Patty Reyes-Cooksey, Director of Graduate Administration

iii. Renee Kiser, Recorder

d. Program directors listing

i. Department Chair: Professor Ronald Day is the Chair of the Department of Information & Library Science. He can be contacted at the email address [roday@indiana.edu](mailto:roday@indiana.edu).

ii. Director of Graduate Programs: Professor Howard Rosenbaum is the the Director of Graduate Programs . He can be contacted at the email address [hrosena@indiana.edu](mailto:hrosena@indiana.edu).

iii. MLS Program Director: Assistant Professor Devan Donaldson is the Program Director of the Master of Library Science. He can be contacted at the email address [drdonald@indiana.edu](mailto:drdonald@indiana.edu).

iv. MIS Program Director: Professor Howard Rosenbaum is the Program Director of the Master of Information Science Program. He can be contacted at the email address: [hrosena@indiana.edu](mailto:hrosena@indiana.edu).

e. Specialization directors listing

Specialization	Short Description	Specialization Directors	Director email addresses
Data Science	With a data science specialization, you'll dive into the art and science of data-driven decision making. You'll learn how to create, store, analyze, and manage big data sets.	Howard Rosenbaum	<a href="mailto:hrosenba@iu.edu">hrosenba@iu.edu</a>
Digital content, curation, and collections (DC3)	The specialization is designed to prepare students for careers as professionals who can work with a range of digital content and	Devan Donaldson	<a href="mailto:drdonald@indiana.edu">drdonald@indiana.edu</a>

	manage the systems that support the creation and management of digital content. Graduates with the DC3 specialization can be employed in a wide range of organizations working with various types of digital information, including scientific data and corporate archives to government and NGO records, and more.		
Digital humanities	Digital humanities is a rapidly growing field that combines academic humanities scholarship with the fields of computing and informatics. This specialization will prepare students for careers as 21st-century humanities scholars, both in traditional academic positions as professors and librarians, as well as in alternative careers as managers and developers at digital humanities centers and cultural heritage institutions.	John Walsh	jawalsh@indiana.edu
Information architecture	The Information Architecture Specialization will prepare you to work as an information architect in both the private and public sectors. You'll learn how to plan, oversee, implement, and manage the growth of content systems in support of user understanding.	Noriko Hara Howard Rosenbaum	nhara@indiana.edu <a href="mailto:hrosenba@iu.edu">hrosenba@iu.edu</a>
Information technology leadership	Your core specialization requirements are flexible and will allow you to choose from courses in systems analysis, organizational informatics, information industry, or information systems design. You'll also choose to complete a capstone project in information architecture, or an internship in library and information science, where you'll work in an information management environment. To hone your expertise as an IT leader, you'll also be able to choose from a wide array of electives, including courses in information policy, international information issues, communication in electronic environments, and more.	Howard Rosenbaum Noriko Hara	hrosenba@iu.edu <a href="mailto:nhara@indiana.edu">nhara@indiana.edu</a>

Archives and record management	Your core specialization requirements will focus on archives and records management and include an internship where you'll work in an information management environment. You'll continue to hone your expertise as an archival specialist by choosing from a broad array of electives, including courses in preservation, digital curation, digital libraries and more.	Devan Donaldson	drdonald@indiana.edu
Art librarianship	The art librarian specialization will prepare you for a career connecting people with art. Career opportunities include working in art museum libraries, digital arts collections, visual arts user services, public library arts divisions, academic library humanities collection planning, and more. Your core specialization requirements will focus on art librarianship and humanities information and will include an internship where you'll work in an information management environment.	Sarah Carter	saccarte@indiana.edu
Children's and Young Adult services	The children's and young adult services specialization will prepare you to work in public libraries or special libraries in parks, zoos, and gardens, or any other place with an outreach mission that includes children and their families. Your core specialization requirements will focus on materials for youth, youth services, and literature for youth. You'll continue to hone your expertise as a children's and young adult services specialist by choosing from a broad array of electives, including courses in information policy, intellectual freedom, digital audio and video sources, and more.	Samuel Ott and Ginny Hosler	swott@indiana.edu vjhosler@indiana.edu
Music librarianship	The music librarianship specialization combines a top library sciences education with coursework and resources at Indiana University's world-class <u>Jacobs School of Music</u> .	Keith Cochran	cochran6@indiana.edu

	With this specialization, you can follow many career paths to combine your interests in libraries and music. Join an academic music library or orchestra library. Become a humanities subject specialist, web content planner, or cataloger. Work with the materials in a special collection or archive or manage the music collection at a public library or museum.		
Rare books and manuscripts librarianship	The Rare Books Specialization will prepare you for a career doing such work. Your core specialization requirements will focus on the development, organization, and operation of rare book libraries and special collections. You'll continue to hone your expertise as a rare books specialist by choosing from a broad range of electives, including courses in preservation, the history of books and libraries, manuscripts, and more.	Joel Silver	silverj@indiana.edu

*f. Other Luddy staff that assist ILS students*

*i. Career Services*

Luddy Careers Services is an invaluable resource that helps student in all circumstances related to career development. Luddy Career Services operates out of its online platform, Handshake. After creating a profile on the site, students can explore jobs and internships as well as schedule appointments for services such as resume reviews, mock interviews, job offer negotiations, and much more. Twice a year, Luddy Career Services hosts career fairs and periodically hosts virtual panels.

*ii. Tech staff:*

Luddy Help Desk & [sicehelp@indiana.edu](mailto:sicehelp@indiana.edu) e-mail

*g. Department & Student Communications*

*i. IU Accounts & IU email*

*All primary communication will come through your IU email account. If you do not yet have an IU e-mail, go to <https://access.iu.edu/starterkit>. You will need to know your ten-digit university ID# which is on your admission letter. Once you have your IU email set up, please notify us. If you are an international student and have not had your paperwork processed by the Office of International Services, you may not be able to set-up your IU email account.*

*ii. ILS and Luddy listservs*

Listservs are the primary way of communicating ILS-related information. New students are required to subscribe to [ILS-](#)



[L@indiana.edu](mailto:L@indiana.edu). They are encouraged to subscribe to the other ILS listsevs. Details (including how to post messages and how to unsubscribe) can be found on the SICE website Technology Section: <https://www.sice.indiana.edu/about/facilities-technology/index.html>. Additional Information about registering for Listservs is available here: <https://kb.iu.edu/d/bcek>.

Students will be automatically subscribed to several Luddy listservs. University policy concerning electronic mailing lists requires that they be used for research or education activities and that the list owner monitor the list's content to ensure that it is serving its intended purpose.

iii. ILS-L

ILS-L (required for ILS students) ILS-L was established to facilitate department-related communication among faculty, staff, and students. Announcements include information regarding class schedules, course registration, advising, notices about programs and professional meetings, notices of publications and professional activities, part-time job opportunities for ILS students, full-time jobs for graduates, etc.

iv. ILS-STUDENTS-L

ILS-STUDENTS-L was created to help welcome new students and to provide additional communication for current students. This listserv provides a way to exchange information about apartments, mechanics, doctors, dentists, used books, etc. It is a great place to post your questions about life in Bloomington and at Indiana University. The School of Informatics, Computing & Engineering has several wonderful resources available to students, and listservs for a variety of purposes.

v. Weekly Announcements

Each week, ILS sends out a list of relevant announcements about the Department including events,

vi. Social Media accounts

ILS social media accounts are used to share up-to-date information about events, department updates, and pertinent information for students. Each account shares different information, so it is important to join all the accounts you can!

1. ILS Facebook: <https://www.facebook.com/iu.ils>
2. ILS Alumni Facebook Group:  
<https://www.facebook.com/groups/240673869454211>
3. ILS Incoming Student Group  
2020 group, for Fall 2020 and Spring 2021 incoming students:  
<https://www.facebook.com/groups/555946925025682>
4. ILS Twitter: <https://twitter.com/iuils>
5. ILS Instagram: <https://www.instagram.com/iuils>
6. ILS LinkedIn: <https://www.linkedin.com/groups/6714380/>

2. Overview of Department & School

- i. About ILS:
  - 1. Goals, Vision & Mission
  - 2. Accreditation
  - 3. Commitment to Diversity & Inclusion
  - 4. Program Assessment
- ii. About Luddy:
- iii. Other information based degrees on campus and how we are similar/different: The ILS department shares many similarities to other departments on the Indiana University Bloomington campus, namely: the Master of Informatics program in the Department of Informatics, the Master of Science in Information Systems program offered through the Kelley School of Business, and the Information Systems concentration in the Master of Public Affairs offered through the O'Neill School of Public Affairs. The overlap of values and skillsets offered in each of these programs has been a source of confusion for new students trying to figure out which program is the best fit for them. The following is a set of short descriptions featuring each program's aim, values, and learning outcomes in order to help differentiate them from each other.

- 1. *Master of Information Science (MIS) in the Information and Library Science department*

The Master of Information Science (MIS) curriculum is incredibly versatile with course offerings ranging from data science, information architecture and, database management, to organizational informatics, etc. Unlike other programs within the university that specialize in a single area, a touchstone feature of information science is its commitment to providing students with a holistic view of information technology and its relationship to the greater organizational process. We aim to educate and train you to become 'go-betweens' or "boundary spanners" who can effectively communicate and problem solve alongside IT professionals, as well as nontechnical stakeholders.

Additionally, arising from the values of Library Science, our program places great value on curation and information management. As a result, most of the information courses you will take will focus on the organization, presentation, and management of information. For example, our program offers a specialization in Data Science. While sharing many similarities with the Master of Data Science (MDS) also offered through Luddy, our specialization places a much heavier focus on data management and information retrieval. In contrast, the MDS focuses more on developing and using the tools needed for big data analysis

- 2. *Information Systems Concentration with the Master of Public Affairs*

The O'Neill School is the top ranked Public Affairs program in the United States. The focus of their Master of Public Affairs programs is to help students become better managers of public organizations such as government entities, environmentalist groups, and other national

organizations. The program's Information Systems concentration includes technical skills that are geared toward public affairs issues. In their required courses, students learn how to use geographic information systems, learn IT and database administration skills related to public sector management.

<https://oneill.indiana.edu/masters/degrees-certificates/public-affairs/concentrations/information-systems.html>

### *3. Master of Informatics Program offered through the Luddy School*

The Master of Informatics Program is a 2-year graduate program. The Informatics program and our Master of Information Science program share some similar academic interests, skillsets, and even professors teaching across departments. Nevertheless, there are core differences. The MIS curriculum is rooted in the importance of information and its management in a wide range of organizational settings. The Master of Informatics program, in contrast, is meant to serve as a preliminary program for students interested in potentially pursuing the Ph.D. in Informatics. As a result, most of the courses in this program revolve around the Ph.D. areas of specialization such as: HCI, complex systems, bioinformatics, intelligent systems, and more.

<https://informatics.indiana.edu/programs/ms-informatics/index.html>

### *4. Master of Information Systems offered through the Kelley School of Business*

The [Master of Science in Information Systems](#) is an in-residence 12-month, 30-credit hour, graduate program. The curriculum covers both technology and business areas and blends classroom instruction with experiential learning to prepare students to meet the needs of the contemporary IT market. The with an MSIS degree learn about how corporations use technology to address business problems. Students in this program can also take electives in areas such as consulting, general management, and supply chain management to further enhance their business skills.

<https://kelley.iu.edu/faculty-research/departments/operations-decision-technologies/graduate/ms-information-systems.cshhtml>

## *3. Admissions*

### *a. Requirements*

To apply to ILS, you must have the equivalent of a four-year US bachelor's degree from an accredited college or university. If you're an international student, learn more about equivalent degrees at the IU Office of International Services.

If you're currently completing your bachelor's degree, send your application materials in the fall semester of your senior year.

If you're earning your bachelor's degree at IU Bloomington, consider applying to our 4 + 1 master's program in your junior year, where you can earn your bachelor's and master's in just five years.

### *i. Application Materials*

- Transcripts
- Three reference letters

- References should be professional or academic contacts who can attest to your ability to succeed in a graduate program.
- Resume/CV
- Personal goals essay
- TOEFL/IELTS scores
  - TOEFL scores may be waived if you have received a bachelor's degree from a college or university in the United States. Please contact the Graduate Program Director for next steps on receiving your waiver.
- Writing samples (optional)

For more information on application materials please refer to the Luddy admissions website:

<https://luddy.indiana.edu/admissions/apply/graduate.html>

b. Dual degrees applicants:

Prospective dual degree students must submit two applications: one for Luddy and one for the dual degree. Applications to dual degrees outside of Luddy are handled independently. Please indicate in the application that they are pursuing the dual degree. Once a student has been admitted to a dual degree, they must declare their enrollment by completing a **Dual Degree Form** and submit it to the Luddy Graduate Studies Office.

c. Deadlines

i. Spring Application Deadlines

- October 30 - Application deadline for mid-November response
- After October 30 - Applications submitted after this date will be considered on case-by-case basis and subject to the availability of space

ii. Fall Application Deadlines

- January 1 - Application deadline for mid-February response
- February 3 - Application deadline for mid-March response
- March 23 - Application deadline for early April response
- After March 23 - Applications submitted after this date will be considered on case-by-case basis and subject to the availability of space
- April 15 - Student Decision Deadline

d. Deferrals

Applicants may defer enrollment for a maximum of one year. A candidate must get approval from the program from which admitted. For more information about deferrals and other admissions information, please visit the Luddy graduate bulletin:

<https://bulletins.iu.edu/iub/sice/2020-2021/overview/contact.shtml>

4. Degree Information

- a. The IU Bulletin: this always has the most correct and up-to-date information in order to graduate. Your bulletin is determined by the year you matriculate;

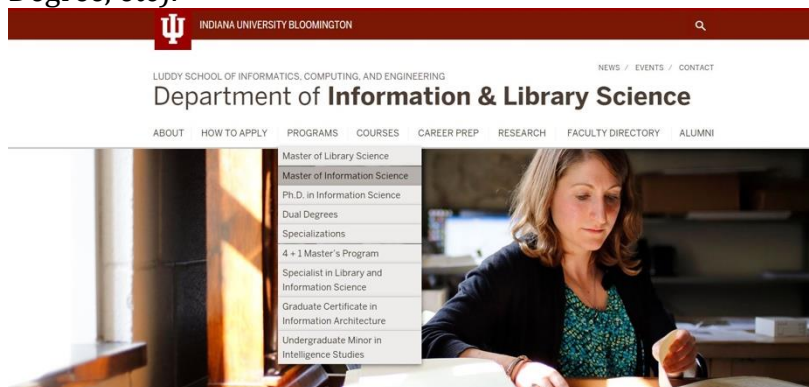
however, due to the fact that academic requirements may change from year to year; we allow students to choose which bulletin they choose to graduate with (as long as the bulletin is in effect while they are an active student) (For example, if you matriculated into the Master of Library Science program in year 2020, but there is a bulletin change in 2021, that you would like to apply to you, you may choose to use the 2021 bulletin).

■ How to access:

1. To locate the relevant academic bulletin, please go to the Information and Library Science website at:  
<https://ils.indiana.edu/>



2. Towards the top of the page, hover over the menu item labelled 'Programs' and click on your relevant program (Master of Information Science, Master of Library Science, Dual Degree, etc).



3. After clicking on the relevant program page, scroll down to middle of the program page to a section called 'Review your degree requirements'. Click on the button that contains your

relevant year.



**Review your degree requirements**

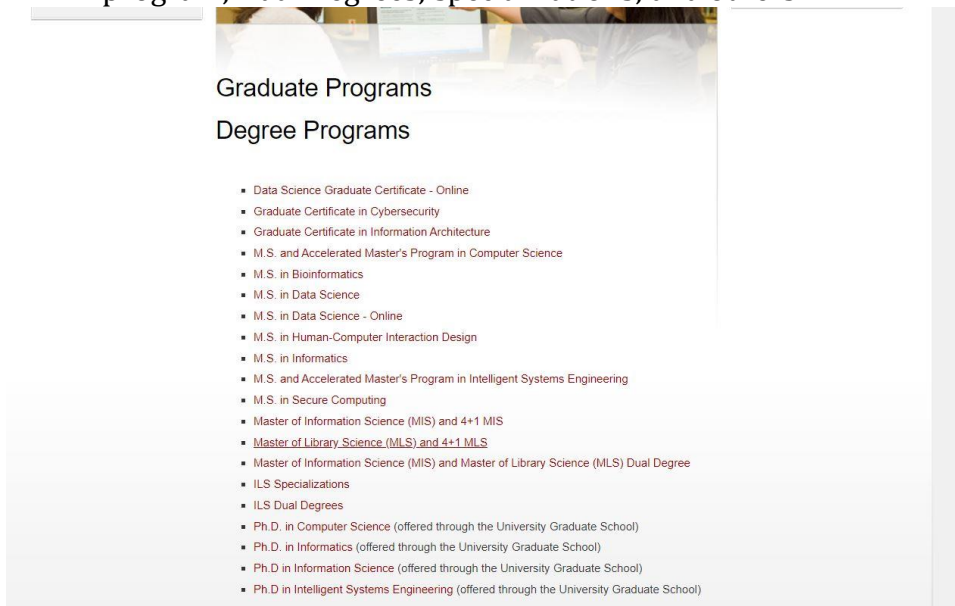
All ILS degree requirements are listed in the SICE academic bulletin. To review your specific requirements, choose the bulletin that represents the year you started, or plan to start, your program.

**2020-21 bulletin**      **2019-20 bulletin**      **2018-19 bulletin**

#### Get guidance and support from your faculty advisor

In addition to working closely with experienced M.L.S. [faculty](#) through your

4. You'll be redirected to that year's academic bulletin page for all Luddy programs including requirement pages for: the Master of Information Science program; the Master of Library Science program; Dual Degrees; specializations; and others.



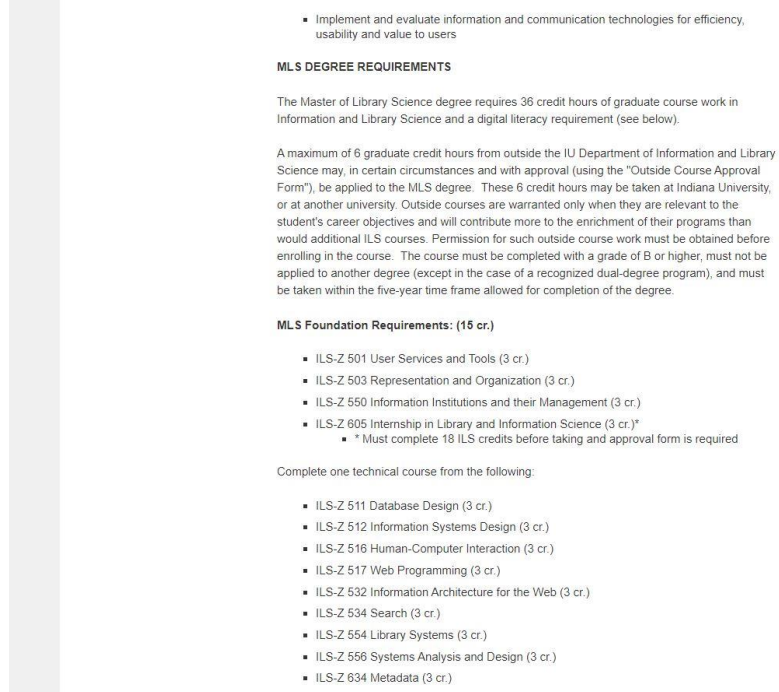
**Graduate Programs**

**Degree Programs**

- [Data Science Graduate Certificate - Online](#)
- [Graduate Certificate in Cybersecurity](#)
- [Graduate Certificate in Information Architecture](#)
- [M.S. and Accelerated Master's Program in Computer Science](#)
- [M.S. in Bioinformatics](#)
- [M.S. in Data Science](#)
- [M.S. in Data Science - Online](#)
- [M.S. in Human-Computer Interaction Design](#)
- [M.S. in Informatics](#)
- [M.S. and Accelerated Master's Program in Intelligent Systems Engineering](#)
- [M.S. in Secure Computing](#)
- [Master of Information Science \(MIS\) and 4+1 MIS](#)
- [Master of Library Science \(MLS\) and 4+1 MLS](#)
- [Master of Information Science \(MIS\) and Master of Library Science \(MLS\) Dual Degree](#)
- [ILS Specializations](#)
- [ILS Dual Degrees](#)
- [Ph.D. in Computer Science \(offered through the University Graduate School\)](#)
- [Ph.D. in Informatics \(offered through the University Graduate School\)](#)
- [Ph.D. in Information Science \(offered through the University Graduate School\)](#)
- [Ph.D. in Intelligent Systems Engineering \(offered through the University Graduate School\)](#)



5. After clicking on the relevant link, you'll be able to view your requirements for your program/certificate/specialization/etc.



Implement and evaluate information and communication technologies for efficiency, usability and value to users

### MLS DEGREE REQUIREMENTS

The Master of Library Science degree requires 36 credit hours of graduate course work in Information and Library Science and a digital literacy requirement (see below).

A maximum of 6 graduate credit hours from outside the IU Department of Information and Library Science may, in certain circumstances and with approval (using the "Outside Course Approval Form"), be applied to the MLS degree. These 6 credit hours may be taken at Indiana University, or at another university. Outside courses are warranted only when they are relevant to the student's career objectives and will contribute more to the enrichment of their programs than would additional ILS courses. Permission for such outside course work must be obtained before enrolling in the course. The course must be completed with a grade of B or higher, must not be applied to another degree (except in the case of a recognized dual-degree program), and must be taken within the five-year time frame allowed for completion of the degree.

#### MLS Foundation Requirements: (16 cr.)

- ILS-Z 501 User Services and Tools (3 cr.)
- ILS-Z 503 Representation and Organization (3 cr.)
- ILS-Z 550 Information Institutions and their Management (3 cr.)
- ILS-Z 605 Internship in Library and Information Science (3 cr.)\*
  - \* Must complete 18 ILS credits before taking and approval form is required

Complete one technical course from the following:

- ILS-Z 511 Database Design (3 cr.)
- ILS-Z 512 Information Systems Design (3 cr.)
- ILS-Z 516 Human-Computer Interaction (3 cr.)
- ILS-Z 517 Web Programming (3 cr.)
- ILS-Z 532 Information Architecture for the Web (3 cr.)
- ILS-Z 534 Search (3 cr.)
- ILS-Z 554 Library Systems (3 cr.)
- ILS-Z 556 Systems Analysis and Design (3 cr.)
- ILS-Z 634 Metadata (3 cr.)

b. Specializations & Dual Degrees

i. List of specializations offered and current requirements

1. MIS Specializations

- Data Science
- Digital Content, Curations, and Collections (DC3)
- Digital Humanities
- Information Architecture
- Information Technology Leadership

2. MLS Specializations

- Archives and Records Management
- Art Librarianship
- Children's and Young Adult Services
- Data Science
- Digital Content, Curations, and Collections (DC3)
- Digital Humanities
- Information Architecture
- Music Librarianship
- Rare Books and Manuscripts

For more specific information on degree requirements, please refer to the ILS Bulletin.

3. How to declare a Specialization: After discussing your interest in a specialization, have your faculty advisor sign the Specialization Declaration Form (found in the Current Student Canvas page). Then meet with the specialization advisor to

discuss your interest in the specialization and get their approval. Turn in the form to the GSO, by the end of your second semester.

ii. List of Dual degrees

1. Dual MIS/MLS
2. MIS pairings:
  - M.A. Central Eurasian Studies
  - M.A. Folklore and Ethnomusicology
  - M.A. Latin American and Caribbean Studies
  - M.P.A. Public Affairs
  - M.A. Russian and East European Studies
3. MLS pairings:
  - M.A. African American and African Diaspora Studies
  - M.A. African Studies
  - M.A. Central Eurasian Studies
  - M.A. Comparative Literature
  - M.A. English
  - M.A. Folklore and Ethnomusicology
  - M.A. History
  - M.A. History of Art
  - M.A. History and Philosophy of Science
  - M.A. Latin American and Caribbean Studies
  - J.D. Law
  - M.A. Musicology
  - M.P.A. Public Affairs
  - M.A. Russian and European Studies

For more information regarding current degree requirements, please refer to the ILS bulletin.

4. *What about degrees not mentioned above?*  
Any degrees not in the above list that students would like to pursue simultaneously with their ILS degree will not be considered an official dual degree. Instead, the student may gain approval to pursue a concurrent degree, which does not provide the same benefits as an official dual degree program in lessening the number of total credits required. Students should still notify the departments and gain approval so that notice can be given to the registrar.
5. *How to add a dual degree?* Current MLS or MIS students can add the dual degree at any point during their studies, provided that they can meet the dual degree requirements prior to graduation, as both degrees have to be awarded at the same time. Once they have been accepted by the dual degree department/school, they must fill out a Dual Degree Form, have it signed by the Director of Graduate Programs in both programs and submit it to the Luddy Graduate Studies Office.



iii. *If a class is listed as both a foundation requirement for the MLS or MIS and a dual degree/specialization requirement, how does the class count?*

If a course fulfills requirements for both the MLS or MIS foundation and a specialization or dual degree, the course will fulfill both requirements, but students must take additional electives to fulfill the required number of credit hours towards the dual degree or specialization.

c. *Internship policies and procedures*

- i. About the course: The ILS-Z 605 Internship in Information Library Services is an elective course offered for variable credit and can help you explore your career options in a real-world setting while receiving guidance from knowledgeable, experienced, and successful supervisors. Note that an internship is required for the MLS and MIS Data Science specializations and is an option in the MIS Information Technology Leadership specialization. Each academic credit hour requires 60 hours of on-site work at your internship. Your internship can be take place in any setting in which information is gathered, stored, managed, retrieved, and disseminated. ILS-Z 605 internships normally last for one semester, or, approximately sixteen weeks. Your position as an intern should be part time and should not exceed twenty hours of work per week. Typically, the internship requires eight to twelve hours of on-task activity each week of the semester. Your actual daily schedule should be determined by mutual agreement between you and your supervisor. Placements will be determined no less than one week prior to the beginning of the semester of your experience.
  - ii. Prerequisites: In most cases, you will be expected to have completed at least 18 graduate hours toward the [M.I.S.](#), [M.L.S.](#), or [Specialist in Library and Information Science](#) program prior to entering an internship, with a grade-point average of B (3.0) or better. Because of this, you'll likely enroll in the internship experience during your final year.
  - iii. Requirements: There are several assignments that are part of the internship:
    1. One internship goals statement, and two supervisor meetings throughout the internship.
    2. 12 blog posts throughout the internship
    3. 2 evaluations for you to fill out at the end of the semester and 2 evaluations for your supervisor to fill out.
    4. A brief presentation at the end of the semester
  - iv. How to apply: when you are ready to apply for your internship, please email [Michelle Dunbar-Sims](#) for the internship application
- d. *Course Listing:* The below is a tentative long-term schedule to aid students in planning out their degree and courses they want to take each semester. The ILS Chair will make final determinations on the schedule based on instructor

availability and enrollment numbers. Real time course availability will be displayed on Student Central.

### ILS Graduate Long Term Schedule

Class	Name	Fall	Spring	Summer	Notes
ILS-Z 501	User Services and Tools	X	X		MLS Core
ILS-Z 502	Collection Development and Management				Offered Occasionally
ILS-Z 503	Representation and Organization	X	X		MLS Core
ILS-Z 504	Cataloging		X		Required for Dual with Musicology, Required for Music Librarianship Dual
ILS-Z 505	Evaluation of Resources and Services	X	X		
ILS-Z 506	Introduction to Research				Offered Occasionally
ILS-Z 510	Introduction to Information Studies	X			MIS Core
ILS-Z 511	Database Design	X	X		MIS Core, one section reserved for ILS students during early registration
ILS-Z 512	Information Systems and Design				
ILS-Z 513	Organizational Informatics	X			MIS Core Option
ILS-Z 514	Social Aspects of Information Technology	X			
ILS-Z 515	Information Architecture	X			MIS Core
ILS-Z 516	Human-Computer Interaction		X		MIS Core
ILS-Z 517	Web Programming	X			MIS Core Option
ILS-Z 519	Information Analytics		X		
ILS-Z 525	Government Information		X		Required for Dual with Law, African American and African Diaspora Studies,
ILS-Z 532	Information Architecture for the Web	X	X		Required for Front End Development, One section reserved for ILS students during early registration
ILS-Z 534	Search	X	X		One section reserved for ILS students during early registration, Required for Dual with Latin American

					and Caribbean Studies. Optional for African Studies, History
ILS-Z 542	International Information Issues		X		Optional for Dual with Latin American and Caribbean Studies, African Studies, History
ILS-Z 543	Computer-Mediated Communication				Usually taught every other year, semester varies
ILS-Z 544	Gender and Computerization	X			Usually taught every other year, semester varies
ILS-Z 550	Information Institutions and their Management	X	X		MLS Core
ILS-Z 551	Management for Information Professionals				
ILS-Z 555	Strategic Intelligence	X			Required for Information Technology Leadership, Usually taught every other year, generally in Fall
ILS-Z 556	Systems Analysis and Design		X		MIS Core Option
ILS-Z 571	Materials for Youth	X			Required for Children's and Young Adult
ILS-Z 572	Youth Services		X		Required for Children's and Young Adult
ILS-Z 573	Education of Information Users		X		
ILS-Z 580	History of Libraries			X	
ILS-Z 581	Archives and Records Management	X			Option for Dual with History, Option for Dual with History and Philosophy of Science, Required for Archives and Records Management
ILS-Z 583	Rare Book Librarianship	X			Required for Rare Book Librarianship
ILS-Z 584	Manuscripts	X			Option for Dual with History, Option for Dual with History and Philosophy of Science
ILS-Z 585	Records Management				
ILS-Z 586	Digital Curation		X		Required for Digital Curation (DC3)

ILS-Z 601	Directed Readings	X	X	X	Independent study course taught each semester
ILS-Z 602	Directed Research	X	X	X	Independent study course taught each semester
ILS-Z 603	Workshop in Library and Information Science	X	X	X	Various topics taught each semester
ILS-Z 604	Topics in Library and Information Science	X	X	X	Various topics taught each semester
ILS-Z 605	Internship in Library and Information Science	X	X	X	MLS Core, taught each semester, Requirement for many specializations and dual degrees
ILS-Z 634	Metadata		X		Required for Digital Curation, (DC3) Required for Digital Libraries
ILS-Z 635	Ontologies				Offered Occasionally
ILS-Z 637	Information Visualization		X		
ILS-Z 638	Big Data Analytics for Web and Text				
ILS-Z 639	Social Media Mining	X	X		One section reserved for ILS students during early registration
ILS-Z 640	Seminar in Intellectual Freedom		X		Usually t Taught every other year, normally in Spring
ILS-Z 642	Content Analysis for the Web	X			
ILS-Z 643	The Information Industry				Option for Information Technology Leadership, Usually taught every other year, normally in Fall
ILS-Z 645	The Social and Organizational Informatics of Big Data				
ILS-Z 651	Art Librarianship		X		Required for Dual with Art History
ILS-Z 652	Digital Libraries	X			Required for Digital Curation, (DC3) Required for Digital Libraries
ILS-Z 655	Music Librarianship		X		Required for Dual with Musicology, Required for Music Librarianship specialization
ILS-Z 656	Digital Publishing Standards and Systems		X		Required for Front End Development

ILS-Z 657	Digital Humanities		X		Required for Digital Humanities
ILS-Z 672	Seminar on Literature for Youth		X		Required for Children's and Young Adult, Usually taught every other year, normally in Fall
ILS-Z 680	The Book to 1450	X			
ILS-Z 681	The Book 1450 to the Present		X		
ILS-Z 683	Reference Sources for Rare Books		X		
ILS-Z 684	Descriptive Bibliography	X			
ILS-Z 685	Building Trustworthy Digital Repositories: Theory and Practice				
ILS-Z 690	Capstone in Information and Library Science Architecture	X	X	X	Required for Information Architecture, Digital Curation (DC3), Digital Humanities, Front End Development, Independent Study Course
ILS-Z 701	Introduction to Doctoral Research in Information Science	X			
ILS-Z 702	Doctoral Research Practicum I	X	X		Independent Study Course
ILS-Z 703	Doctoral Research Practicum II	X	X		Independent Study Course
ILS-Z 706	Introduction to Research				
ILS-Z 710	Doctoral Research Practicum III	X	X		Independent Study Course
ILS-Z 763	Research Problems and Methods in Information Science				
ILS-Z 764	Seminar in Information Science	X	X		Various Topics
ILS-Z 765	Doctoral Research in Information Science	X	X	X	Independent Study Course
ILS-Z 790	Dissertation Proposal in Information Science	X	X		Independent Study Course
ILS-Z 799	Ph.D. Thesis	X	X	X	Independent Study Course
ILS-G 901	Advanced Research	X	X		Independent Study Course

e. Registration procedures and timeline:

i. Who can register:

1. Incoming Domestic Students: We advise incoming students to wait until after their advising session with the Graduate Studies Office during new student orientation and require that new students meet with their faculty advisor to discuss their course schedule. If you are an incoming Dual degree seeking student, please feel free to reach out to your dual department for more information about your other Department's degree requirements.
2. Incoming International Students: International students may register once they have completed their OIS orientation and arrived in the US. We do not place holds on your account, so as soon as OIS clears your hold, you should be able to register. To learn more, please check your iStart, or visit the OIS website here: <https://ois.indiana.edu/after-admission/orientation/index.html>. When you register for the first time, you will be asked a question about your status in the US. This is required by the state of Indiana, and once you answer the related questions you will automatically have a hold lifted and you will be able to register. Please note that ILS has no control over this hold, but to find out more information, please visit the IU knowledge base here: <https://kb.iu.edu/d/bbaw>. For international students, this verification is different than the immigration review checklist information that is necessary in your iStart account.
3. All Current Students: the Registrar posts open registration dates for students at: <https://utilities.registrar.indiana.edu/calendars/official-calendar/>.

- ii. How to register: Please refer to the Student Central website <https://studentcentral.indiana.edu/register/steps-register/index.html> for class registration procedures. In the menu bar of the website, there will be a tab labelled 'Register' that contains comprehensive information related to course enrollment, eAdd/eDrop, Automatic W deadlines, pass/fail options, and more. Information about how to enroll is available here: <https://kb.iu.edu/d/anig>. If you are trying to search for classes, please use this example to help with search terms: *ILS-Z 510 (10364) Introduction to Information Studies*. In this example, "ILS-Z" is the course subject "510" is the course catalog number "10364" is the class number and "Introduction to Information Studies" is the course description. Please refer to the IU's University Division site for information on the making a class Pass/Fail. <https://ud.indiana.edu/policies/pass-fail.html>

iii. Initial registration and course planning: Generally, all students are encouraged to register for 9 credit hours (3 classes) in the Spring if you are planning to attend full-time, and 3 to 6 credit hours (1-2 classes) if you are planning to attend part-time. Dual degree seeking students will normally take up to 12 credits per semester. A schedule of classes is available here on the student central website. If you are not sure which classes to take, plan to register for mostly Foundation Requirements with one elective. MLS students typically plan to take ILS-Z 550 and two electives during the Spring 2020 semester, and anticipate taking ILS-Z 501, ILS-Z 503, and an elective in the Fall of 2020 (if full-time). MIS students should plan to take ILS-Z 516, ILS-Z 517 (or other approved programming class), and either ILS-Z 556, or an elective during Spring 2020, and anticipate taking ILS-Z 510, ILS-Z 511, and ILS-Z 515 in Fall 2020.

f. Resources for International Students:

Contact the Office of International Studies at <https://ois.iu.edu/> and the Luddy Graduate Studies Office at [gradvise@indiana.edu](mailto:gradvise@indiana.edu) for further information and support.

2. Master of Library Science Degree

a. Program Outcomes

- Assist and educate users of libraries and information tools and environments.
- Identify, secure, organize, and represent information resources.
- Provide effective leadership using appropriate management and evaluation tools.
- Demonstrate skills for the storage, transmission, and retrieval of digital resources.
- Demonstrate critical and appropriate technical expertise for their chosen career path.
- Understand and apply the ethical, cultural, and social values and traditions of the profession.

b. MLS degree requirements

The Master of Library Science degree requires 36 credit hours of graduate course work in Information and Library Science and a digital literacy requirement (see below). A maximum of 6 graduate credit hours from outside the IU Department of Information and Library Science may, in certain circumstances and with approval (using the "Outside Course Approval Form"), be applied to the MLS degree. These 6 credit hours may be taken at Indiana University, or at another university (which must be ALA-accredited). Outside courses are warranted only when they are relevant to the student's career objectives and will contribute more to the enrichment of their programs than would additional ILS courses. Permission for such outside course work must be obtained before enrolling in the course. The course must be completed with a grade of B or higher, must not be applied to another degree (except in the case of

a recognized dual-degree program), and must be taken within the five-year time frame allowed for completion of the degree.

<b>MLS Requirements: (36 cr.)</b>	
<b>MLS Foundation Requirements: (12 cr.)</b>	<ul style="list-style-type: none"> <li>• ILS-Z 501 User Services and Tools (3 cr.)</li> <li>• ILS-Z 503 Representation and Organization (3 cr.)</li> <li>• ILS-Z 550 Information Institutions and their Management (3 cr.)</li> </ul> <p>* Complete one technical course from the following:</p> <ul style="list-style-type: none"> <li>• ILS-Z 511 Database Design (3 cr.)</li> <li>• ILS-Z 512 Information Systems Design (3 cr.)</li> <li>• ILS-Z 516 Human-Computer Interaction (3 cr.)</li> <li>• ILS-Z 517 Web Programming (3 cr.)</li> <li>• ILS-Z 532 Information Architecture for the Web (3 cr.)</li> <li>• ILS-Z 534 Search (3 cr.)</li> <li>• ILS-Z 554 Library Systems (3 cr.)</li> <li>• ILS-Z 556 Systems Analysis and Design (3 cr.)</li> <li>• ILS-Z 604 Topic: Information Architecture in Practice (3 cr.)</li> <li>• ILS-Z 634 Metadata (3 cr.)</li> <li>• ILS-Z 636 Data Semantics (3 cr.)</li> <li>• ILS-Z 637 Information Visualization (3 cr.)</li> <li>• ILS-Z 638 Big Data Analytics for Web and Text (3 cr.)</li> <li>• ILS-Z 639 Social Media Mining (3 cr.)</li> <li>• ILS-Z 652 Digital Libraries (3 cr.)</li> <li>• ILS-Z 656 Digital Publishing Standards and Systems (3 cr.)</li> <li>• ILS-Z 657 Digital Humanities (3 cr.)</li> </ul>
<b>Electives (24 cr.)</b>	<p>Choose from the following:</p> <ul style="list-style-type: none"> <li>• Any 500/600 level ILS course</li> <li>• ILS-Z 601 Directed Readings (1-6 cr.)</li> <li>• ILS-Z 602 Directed Research (1-6 cr.)</li> <li>• ILS-Z 603 Workshop in Library and Information Science (1-3 cr., often 1.5 cr.) <ul style="list-style-type: none"> <li>○ These workshops focus on practical, professional skills. You can count up to 6 credits of Z 603 toward your degree.</li> </ul> </li> <li>• ILS-Z 604 Topics in Library and Information Science (3 cr.) (professional issue topics)</li> <li>• ILS-Z 629 Topics in Information Sources and Services (3 cr.) (professional issue topics)</li> </ul>

### 3. Master of Information Science

#### a. Program Outcomes

- Analyze, evaluate, design, and manage information technologies to support effective organizational activities, work practices, and human usability.



- Employ a sound conceptual foundation and critical understanding of research to enable them to develop strong, leadership-oriented careers as information professionals.
- Develop appropriate information management strategies and policies for organizations.
- Understand the theoretical and practical bases of information organization, storage, delivery, and retrieval systems.
- Understand the economic, social, political, and strategic value, and the ethical use of information and information technologies.

***b. MIS degree requirements***

The MIS program helps to educate a distinctive information professional, one whose expertise includes understanding the human side of information and information technologies and applying this understanding to practical problems. The curriculum has been designed to provide a sound conceptual foundation for developing leadership-oriented careers and enabling students to develop expertise in one or more specific areas. A candidate for the Master of Information Science degree must complete 36 credit hours of graduate course work; at least 30 credit hours must be taken in the IU Department of Information and Library Science.

A maximum of 6 graduate credit hours from outside the IU Department of Information and Library Science may, in certain circumstances and with approval (using the "Outside Course Approval Form"), be applied to the MIS degree. These 6 credit hours may be taken at Indiana University, or at another university (which must be ALA-accredited). Outside courses are warranted only when they are relevant to the student's career objectives and will contribute more to the enrichment of their programs than would additional ILS courses. Permission for such outside course work must be obtained before enrolling in the course. The course must be completed with a grade of B or higher, must not be applied to another degree (except in the case of a recognized dual-degree program), and must be taken within the five-year time frame allowed for completion of the degree.

<b>MIS Requirements: (36 cr.)</b>	
<b>Foundation Courses (18 cr.)</b>	<ul style="list-style-type: none"> <li>• ILS-Z 510 Introduction to Information Studies (3 cr.) * Must be fulfilled before you complete 18 credit hours</li> <li>• ILS-Z 511 Database Design (3 cr.)</li> <li>• ILS-Z 515 Information Architecture (3 cr.)</li> <li>• ILS-Z 516 Human-Computer Interaction (3 cr.)</li> <li>• ILS-Z 513 Organizational Informatics (3 cr.) or ILS-Z 556 Systems Analysis (3 cr.)</li> </ul>

	<ul style="list-style-type: none"> <li>• Programming Requirement (e.g. ILS-Z 517, ILS-Z 656, approved ILS-Z 603, or a programming course approved by the MIS director)</li> </ul>
<b>Electives (18cr.)</b>	<p>Choose from:</p> <ul style="list-style-type: none"> <li>• Any 500/600 level ILS course</li> <li>• ILS-Z 601 Directed Readings (1-6 cr.)</li> <li>• ILS-Z 602 Directed Research (1-6 cr.)</li> <li>• ILS-Z 603 Workshop in Library and Information Science (1-3 cr., often 1.5 cr.) <ul style="list-style-type: none"> <li>○ These workshops focus on practical, professional skills. You can count up to 6 credits of Z 603 toward your degree.</li> </ul> </li> <li>• ILS-Z 604 Topics in Library and Information Science (3 cr.) (professional issue topic)</li> </ul>

#### 4. 4 plus 1 Programs

The 4+1 Master's Program is intended for highly motivated undergraduate students looking to further their education with a Master's degree. You apply for the program during your junior year and begin taking ILS courses during your senior year. This program allows you to complete a bachelor's and a Master's degree in five years.

After you are admitted into the program, you will take 12 ILS credits during your Senior year and an additional 6 credit hours during the summer after graduation. Summer work can either be graduate coursework or an internship. Students will complete the 4+1 Master's degree by taking 9 credits of coursework during each of the following two semesters.

The requirements for the degree are the same as the regular MIS or MLS degree, and no courses taken at the undergraduate or graduate level are allowed to count towards both an undergraduate and a graduate degree.

For more information: <https://ils.indiana.edu/programs/accelerated-masters.html>

#### 5. ILS Academic Policies and Regulations

##### a. Academic integrity

The IU Code of Student Rights, Responsibilities, and Conduct ensures your rights as an IU student are protected. While you're entitled to respect and civility, you also have responsibilities to the campus community. The Code outlines these responsibilities and the university's expectations for your behavior as an IU student.: <https://studentcode.iu.edu/index.html>

##### b. Advising:

You should have received information about who your faculty academic advisor is in your admission letter. The faculty advisor is meant to act as the primary advisor for the program and can assist with course selection, career guidance, guiding the completion of requirements, and other matters as related to the program. Students are required to make contact with (and ideally meet in person with) their faculty advisor prior to initial registration. After that point, they are encouraged but not required to speak with their faculty advisor once each semester.

c. Forms:

i. Canvas Site:

Once we have your IU email address, we will add you to a course entitled "ILS Student Forms." You should have received an invitation to participate in the course in your email. Please accept the invitation and take a moment to check out the page at <http://canvas.iu.edu>. You will have access to the Canvas page through the entirety of your degree here. If you have not received an invite, email [ilsmain@indiana.edu](mailto:ilsmain@indiana.edu) to let us know. This Canvas course will act as a landing page for you to access relevant forms and links pertaining to your degree and graduate student experience at IU. The home page for the course includes a list of graduate student forms and useful links. All forms are accessible in the "Files" tab of the Canvas page. See also APPENDIX.

ii. GSO Forms: Transfer of Credit and Application for Graduation:

<https://luddy.indiana.edu/academics/grad-programs/graduate-forms/index.html>

d. Substitutions & Waivers for requirements & courses:

i. MIS and MLS Foundation course waiver or substitution

For the MLS and MIS, Foundation classes can be waived by the MLS or MIS program director depending on your degree. Waiving foundation courses is only done in rare circumstances, and usually only if the student has significant and relevant job experience, or other graduate coursework in a similar area of study. If the course is waived, students are still required to complete the credit hours, but they can take an additional elective to complete 36 credit hours.

In order to waive a requirement, students should complete the Course Waiver Approval Form and have the corresponding Program director sign. Once the form is complete, return to the ILS office which will add the form to your student file. Please feel free to ask for a copy of the form to add to your personal files.

ii. Specialization requirement waiver and/or specialization course approval

Student completing specializations will sometimes want to take courses that are outside the approved elective list. In order to substitute a course, students should complete the Course Waiver Approval Form and have the specialization advisor sign it. Once the form is complete, return it to the ILS office which will add the form to your student file. Please feel free to ask for a copy of the form to add to your personal files.

e. Transferring in Outside credits:

i. Another Department/School/Program within IU: Students completing the MIS or MLS can take up to 6 credit hours outside of the ILS department with approval from their advisor. One exception is the Data Science specialization, which requires 9 credits outside the department. While classes can be approved at any time before graduation, students should receive approval for the course before they register. In order to receive approval, students should complete the Outside course approval form from their advisor and return the completed form to the ILS department. Please feel free to ask for a copy of the form to add to your personal files.

ii. Transfer credit from IUPUI

1. Policy: Up to 6 credits of coursework can be completed online through the IUPUI campus. If you are interested in completing any coursework online, please contact [gradvise@indiana.edu](mailto:gradvise@indiana.edu) for help contacting the administration at IUPUI for registration. These courses will need to have prior approval via the Outside Course Approval Form.
2. Counting towards electives: All IUPUI LIS classes at the graduate level (500 and up) taken at IUPUI can count as electives towards the MLS or MIS degree at IU Bloomington with an outside course approval form indicating departmental agreement that the course will count. Classes taken at IUPUI will appear on the IU Bloomington transcript, so students do not need to provide any additional paperwork other than the Outside Course Approval Form to process the transfer after completing the course.
3. Counting towards a foundation or specialization requirement: If you are planning to count a class taken at IUPUI towards MLS or MIS foundation requirements, or if you plan to have it count towards a specialization, additional approval is required. Please use the Course Substitution Approval form to request counting a class to either MIS/MLS foundation classes, or towards a specialization. Students planning to count classes towards a foundation requirement should have the form approved by the corresponding program director, and students counting classes towards specializations should have the class approved by the specialization director.

iii. Transfer credit from another institution:

1. Policy: Students are also allowed to transfer up to 6 credit hours (2 classes) from another ALA accredited university and have them count towards their degree.
2. How-to: If you are interested in taking a class outside IU, please consult with your advisor and the Graduate Studies Office to make sure that your choice is appropriate and acceptable. In order to transfer the classes, students will need to submit a

final transcript with the grade listed to the ILS office. We will process the transfer and the courses will be added as undistributed elective credit. Undistributed elective credit will count as credit hours towards the degree, but they will not count towards a student's GPA. Similar to transfers from IUPUI, counting classes towards a foundation class or specialization will require additional approval.

3. International Exchange Program: Some other ALA accredited institutions offer international exchange programs where students can earn credit. These programs are usually offered over the summer, and ILS students can count the international programs as transfer credit. The transfer process for these credits can often take a few additional months to finalize as the credits will first transfer to the university hosting the international program, and then to IU. As such, if you are planning to complete an international program during your last semester, please contact the ILS office as we will want to discuss the logistics and timing of completing the program and degree conferral. One additional note, most international exchange programs will have students attend as non-degree seeking part-time students. As such, they are not eligible for federal aid such as student loans.

f. Independent research and independent readings

- i. Maximum of 6 credits by default, up to 9 credits with approval from adviser

Students can take independent study classes supervised by an ILS faculty member. ILS offers two different categories, ILS-Z 601 Independent Research, and ILS-Z 602 Independent Readings. Students can take a maximum of 6 credit hours of independent study courses (either Z601, Z602, or any combination). In certain cases, up to 9 credit hours can be approved by the faculty advisor.

Students must list a full-time faculty member or adjunct faculty member as their supervisor for any independent study course. Since the Director of Graduate Programs (Dr. Rosenbaum) is the instructor on record for the research or readings classes, the course supervisor must communicate grades to Dr. Rosenbaum. Any student wanting to pursue this option should first consult with their faculty advisor and the GSO office with any questions and must fill out the Course Form.

g. Online courses

- i. Maximum of 9 credits may be taken online from IU in either MIS or MLS

Students can complete a maximum of 9 credits online from IU Bloomington that can count towards the MLS or MIS degree. These 9 credit hours will not include classes taken outside of the IU Bloomington campus.

- ii. Maximum of 6 credit hours of Z603 workshops

Students can have a maximum of 6 credit hours of ILS-Z 603 Workshops in Library and Information Science count towards either the MLS or MIS degree.

iii. There is no limit on Z604, Z640 can only be taken once, and, Z672 can be taken twice for credit if the topic changes (this is a variable topic course)

h. Incomplete grades

If a student is unable to complete the required coursework for a particular class in the semester they are registered due to unforeseen extenuating circumstances (such as extreme illness, family emergency, or similar emergency situation), students may be allowed to receive a grade of "Incomplete" for the semester. Incompletes are given at the discretion of the instructor. Students who take an incomplete grade must finish all course requirements within one year. If the grade is left as incomplete for a full year it will change to an F. Information about the grade conversion is available on the registrar's website here: <http://registrar.indiana.edu/grades/grade-values/grade-of-incomplete.shtml>

i. Auditing a class

Students who wish to take a class for no academic credit can do so by auditing. Faculty can choose whether they will allow students to audit a class and how much work students should complete as an auditing student. Before registering for the class, students should discuss auditing with the instructor and receive permission. Once students have permission, they can follow the information here: <https://studentcentral.indiana.edu/register/audit.html> about how to register for the class.

Students are charged \$25 per credit hour to audit a class regardless of residency classification.

Audited classes will appear on the student's transcript with a grade of "no credit." Audited classes are not allowed to count as fulfilling any degree requirements and will also not affect the student's GPA.

j. Academic Probation

Current students will be placed on probation for any of the following 3 conditions:

- i. They receive a final semester grade of C- or lower
- ii. If the cumulative GPA is below 3.0
- iii. If the semester GPA is below 3.0

The first time a student is placed on academic probation, they will be contacted by the ILS office to discuss the situation, but there will be no academic ramifications to the student. If the student is on academic probation for two consecutive semesters, a hold may be placed on the account and the student may need to apply for reinstatement.

If there are any questions about academic probation, please contact the Luddy Graduate Student Office

k. Leaves (Medical & other):

Leaves are granted for a maximum of one year. You must fill out the form and get it approved by your advisor, the Director of Graduate Programs, and the School's Graduate Recorder. Students who take leave for other than medical reasons relinquish school funding [if applicable]. Students who fail to return

from approved leaves of absence will be withdrawn from the school. Please note that if you are registered for courses, it will be your responsibility to withdraw for the term that you are requesting a leave.

*l. Time to completion/Revalidation:*

The MLS/MIS degrees must be completed within 5 years. Anyone pursuing a Dual master's has six years to complete both degrees, which must be awarded at the same time.

*m. Graduation*

- i.* Conferral Dates: ILS confers degrees three times a year. After the Fall semester usually in December, after the spring semester usually in May, and after the summer semester, usually in late July/early August.
- ii.* Applying to graduate: To officially apply for graduation, complete an application to graduate form found here: <https://luddy.indiana.edu/academics/grad-programs/graduate-forms/graduation-application-form.html> . You can submit this form at any time before graduation, but in order to have your name included in the graduation bulletin, the application must be submitted to the ILS recorder no later than March 15 for Spring and Summer graduation and October 1 for Fall graduation.
- iii.* Degree Audit: Once the student has applied to graduate, the ILS recorder will complete an audit for graduation. These are usually completed in the last month before the end of the semester to account for any changes in the student's schedule. The ILS recorder will email students individually with their audit results.

*6. Financial Aid, Scholarships, and Cost of Attendance*

*a. How to apply for ILS Scholarships*

For Fall 2020 applicants: ILS considers all new student applicants who apply by December 1 and have their application completed by January 15 for scholarships as part of our scholarship review. No additional form or application is necessary for review.

Current students may apply for the external and endowed scholarships by filling out an application, which becomes available in late Spring. For more information about these awards, please visit

<https://ils.indiana.edu/apply/funding/current-masters-phd.html>.

*b. External scholarships available from ILS related professional organizations*

Many professional organizations related to Information and Library Science, such as ALA and ASIST, sometimes provide scholarships to current students. If you are a member of a professional organization, please feel free to reach out to their administrative job office to see if they provide any scholarships to students currently in school.

*c. Assistantships and fellowships available outside ILS*

*i. Grad Grants Center*

Some non-academic units on campus provide graduate assistant positions that are open to anyone on campus. Most of these positions are posted on the Grad Grants Center website here:

<http://www.indiana.edu/~gradgrnt/category/saa-vacancies/>

d. *IU External Scholarships*

IU also provides a list of external scholarships that are available to students. While not every student will qualify for every scholarship, browsing the available scholarships may provide some additional scholarship options. The list of scholarships is available on this website

<https://scholarships.indiana.edu/scholarships/non-iu/index.html>

e. *Student Loans and Grants*

Students completing the MLS or MIS are eligible to apply for Federal grants and loan aid. Information about the application process and eligibility is available here: <https://studentcentral.indiana.edu/pay-for-college/apply-financial-aid/index.html>

f. *Student Jobs*

Many ILS students will work part-time in order to help off-set the cost of their degrees. Part-time jobs are sent out via the ils-l listserv and can also be found through Career Services' website. For other resources, check out <https://ils.indiana.edu/career-prep/index.html#get-experience>.

g. *Estimating the cost of attendance*

i. *Cost per credit hour*

IU has an online resource, MoneySmarts, <https://moneysmarts.iu.edu/calculate-costs/index.html>, to help you estimate a budget for your graduate career. As of this writing, the average cost for a 3 credit course is \$4,300.50 for an out-of-state student and \$1,408.71 for an in-state student with an average of \$173.13 in mandatory fees per 3 credit hour class.

ii. *Cost per Academic year*

1. In-State Master's students:  
\$8,452.26 Tuition Fee for 18 credits (full-time is 9 credits per semester)  
\$1,406.38 Mandatory Fees  
\$9,858.64 Total cost for the 2020-2021 Academic Year
2. Out-of-State MS ILS  
\$25,803.00 Tuition Fee for 18 credits (full-time is 9 credits per semester)  
\$1,406.38  
\$27,209.38 Total cost for the 2020-2021 Academic Year

iii. *Estimating total cost of degree*

1. Master of Library Science (IN resident)  
\$16,904.52 for 36 credits  
\$2812.76 Mandatory Fees  
**\$19,717.28 Total cost for degree**
2. Master of Library Science (out-of-state)  
\$51,606 for 36 credits  
\$2812.76 Mandatory Fees  
**\$54,418.76 Total cost for degree**
3. Master of Information Science (IN resident)



\$16,904.52 for 36 credits  
\$2812.76 Mandatory Fees  
**\$19,717.28 Total cost for degree**

4. Master of Information Science (out-of-state)

\$51,606 for 36 credits  
\$2812.76 Mandatory Fees  
**\$54,418.76 Total cost for degree**

5. 4 plus 1 Program

6. Dual Degrees

Most dual degree students will spend half of their time paying the tuition from the School from one of their degrees and the other half paying the tuition from the School of the other degree.

*h. How to pay bill and bill due dates*

Please note that the Bursar bill is generated based on when you have enrolled in classes (see <https://studentcentral.indiana.edu/pay-for-college/pay-bill/due-dates.html>). Each semester, although we try to get financial aid posted in a timely manner, the bill will almost always be finalized prior to the posting of the financial aid. The Bursar's office can help discuss a payment plan in addition to discussing how to pay for the portion of your fees/tuition that the ILS financial aid does not cover.

7. Student Organizations, Library Resources, and Life in Bloomington

*a. List of Student Organizations*

*i. ILS Student Advisory Council:* The ILS Student Advisory Council (SAC) provides direct communication between students and the administrators of the Information and Library Science Department. The department solicits advice from students in order to participate in the formulation, modification, and implementation of policies affecting academic and student affairs (per the American Library Association Accreditation Standards). Representatives are chosen from each of the ILS student groups, including at least one from the MIS program, two from the MLS program, and one from the Ph.D. program. Website: <https://www.ils.indiana.edu/student-advisory-council.html>

*ii. ILS Student Groups:* ILS students have formed local student chapters of professional organizations. These groups provide opportunities to network, learn about professional issues in the field and build up your résumé.

**1. American Library Association (ALA) - Student Chapter**

This is the Indiana student chapter of the national association. Designed to support Library Science students in their academic and professional goals, ALA hosts a wide variety of events to engage students in all stages of the program.

Facebook: <https://www.facebook.com/IUALASC/>

## **2. American Society for Information Science and Technology (ASIS&T)**

Website: <http://ella.ils.indiana.edu/g/asistsc/>

Twitter: <https://twitter.com/asistiub>

Facebook: <https://www.facebook.com/groups/iubasistsc/>

Sponsor: Howard Rosenbaum ([hrosenba@indiana.edu](mailto:hrosenba@indiana.edu))

## **3. Progressive Librarians Guild (PLG)**

As the Indiana University Student Chapter of the Progressive Librarians Guild, our mission is to promote socially responsible librarianship and provide a progressive forum for the exchange of ideas.

Website: <http://ella.ils.indiana.edu/g/plg/>

## **4. Society of American Archivists (SAA)**

Twitter: [https://twitter.com/SAA\\_IUB](https://twitter.com/SAA_IUB)

Facebook: <https://www.facebook.com/IUB.SAA.SC>

## **5. Society of Art Librarianship Students (SALS)**

The Society of Art Librarianship Students is a group for graduate students at Indiana University Bloomington interested in the field of art librarianship, visual resources and anything related. The society promotes professional development, facilitate networking among members and art librarians, organize informational talks by professionals, and visit fine arts libraries.

Website: <https://salsiub.wordpress.com/>

Twitter: [https://twitter.com/SALS\\_IUB](https://twitter.com/SALS_IUB)

Facebook: <https://www.facebook.com/salsiub/>

## **6. Special Libraries Association (SLA)**

The Special Libraries Association Student Group (SLA-SG) is dedicated to helping MLS students develop their professional goals beyond the traditional course lectures. We are connected to the national association and Indiana Chapter Special Libraries Association (InSLA). Each semester, we host tours to learn about special library practices at different organizations and provide opportunities for students to prepare for a career in the library profession.

## **7. Students of Music Librarianship Group**

The Indiana University Student Music Librarianship Group (SMLG) is comprised of students in the Music Librarianship Specialization in the Department of Information and Library Science, students in the Musicology program at the Jacobs School of Music, and members of the wider Indiana University community interested in music librarianship.

Facebook: <https://www.facebook.com/smlg.iu/>

### **iii. Luddy Student Groups**

More information about the various student groups in the Luddy School of Informatics, Computing & Engineering can be

found here: <https://www.sice.indiana.edu/student-life/student-organizations.html>

iv. International Student Organizations

Indiana University has numerous international student groups and organizations. All students are invited to participate.

<https://ois.iu.edu/about-bloomington/experience/index.html>

b. List of diversity and inclusion organizations on campus

i. Disability Services for Students

Wells Library W302, (812) 855-7578

<https://studentaffairs.indiana.edu/disability-services-students/>

ii. Diversity, Equity and Multicultural Affairs

(812) 856-5700, <https://diversity.iu.edu/>

iii. Luddy Office of Diversity and Inclusion

1. LODI: Lamara D. Warren, Ph.D.

Assistant Dean for Diversity and Inclusion

ldwarren@indiana.edu

(812) 856-0703

2. LODI Social Media

Instagram - [https://www.instagram.com/luddy\\_di/](https://www.instagram.com/luddy_di/)

Twitter - <https://twitter.com/LuddyDi>

Website: <https://luddy.indiana.edu/about/diversity/lodi.html>

c. List of Libraries on campus

Our library system is one of the largest, best, and most innovative in the nation. IU's libraries are open to the entire IU community and all Indiana residents. Our online tools and expert staff will help you find exactly what you need. Here is list of all our campus libraries:

<https://libraries.indiana.edu/directory>

d. UGS and GPSG resources on campus

i. University Graduate School

The University Graduate School is a recognized leader in developing new concepts and best practices for graduate education, which makes IU Bloomington a premier location to earn your graduate degree. Most of all, they stand to support you in all your academic endeavors—to create a learning environment where you can soar, and to maintain a set of standards that guarantee the value of your degree from IU.

<https://graduate.indiana.edu/>

ii. Graduate and Professional Student Government (GPSG)

GPSG is the student government organization for graduate and professional students at IU Bloomington. They offer a wide array of services including social and networking events, information on health insurance, and a housing advertisement board.

<http://www.indiana.edu/~gpso>

e. Writing Tutorial Services

Writing Tutorial Services (WTS) offers students one-on-one help with any phase of the writing process—from brainstorming to revising the

final draft. When you visit WTS, you'll find a tutor who is a sympathetic and helpful reader of your prose. <https://wts.indiana.edu/index.html>

*f. Health Services available in Bloomington*

*i. Center for Human Growth:*

The Center for Human Growth, affectionately known as the CHG, is a training counseling center staffed by graduate students in the Department of Counseling and Educational Psychology, serving residents of south-central Indiana. Each student counselor receives supervision from a faculty member or an advanced graduate student being supervised by a faculty member. Because our counselors are trainees, all sessions will be videotaped. These sessions may be reviewed by supervisors to provide feedback to counselors. Additionally, sessions may be viewed live by supervisors and other counselors.

<https://education.indiana.edu/chg/index.html>

*ii. Counseling and Psychological Services:*

Adapting and thriving in graduate school is a complex process, but you are not alone! CAPS is here to offer support when you need it. In 2019-2020, 25% of the students we served were graduate students. Anxiety and depression are the most frequent concerns during visits. To help better meet the needs of graduate students CAPS has several programs to help you easily access support services. <https://iuhealth.org/find-medical-services/behavioral-health>

*iii. IUB Student Health Center*

As a college student, you face unique health issues. You're living and studying in close quarters, which means increased exposure to colds, flu, and other diseases. You're juggling school, work, and social obligations—and that's stressful. And for the first time, you're making a lot of your own choices about your health. That's where the Student Health Center comes in. They're your one-stop shop for almost all your health, mental health, and wellness needs. Much like pediatricians specialize in children's health, IU Student Health Center providers specialize in the issues college-aged students face. They know what you're dealing with, and they're there to help. <https://healthcenter.indiana.edu/index.html>

*iv. Indiana University Recreational Sports*

<http://recsports.indiana.edu/home.php>

*v. IU Health Bloomington*

Indiana University Health is the largest network of physicians in the state of Indiana. A unique partnership with Indiana University School of Medicine, one of the nation's leading medical schools, gives patients access to leading-edge medicine and treatment options that are available first, and often only, at IU Health. <https://iuhealth.org/find-locations/iu-health-bloomington-behavioral-health-services>

*g. More information about Bloomington, IN.*

*i. Monroe County Public Library*

Books, DVDs and Magazines etc.

303 E. Kirkwood

812.349.3050

<http://www.monroe.lib.in.us>

*ii. Ryder Films*

Award winning and international films at various locations and times: <http://www.theryder.com/events/>

*iii. Events*

Part of the fun of being a graduate student in Bloomington is the wealth of University and community resources available. Many events are free.

- Community Events (City of Bloomington):

<https://bloomington.in.gov/parks/community-events>

- Concerts in the Park (Bryan Park)

Free Sundays, 6:30-8:00 p.m. during the summer.

<https://bloomington.in.gov/recreation/recreation/concerts-movies-plays>

- Fourth Street Festival of the Arts

This event is held annually on the Labor Day weekend.

<http://www.4thstreet.org/>

- Lotus World Music and Arts Festival

This event is held each September at various downtown venues.

<http://lotusfest.org/>

- Parks and Outdoor Recreation in Bloomington

<http://bloomington.in.gov/parks/>

*iv. General Info:*

<http://www.visitbloomington.com>

## 8. APPENDIX: FORMS

### Specialization Declaration

*Procedure for declaring a specialization:*

1. Fill out this form and turn it in ***by the end of your second semester***
2. Meet with your assigned faculty advisor and discuss your interest in a specialization.  
Have your faculty advisor sign the form.

3. Meet with the specialization advisor and discuss your interest in the specialization. Have the specialization advisor sign the form.
4. Submit the form to Michelle Dunbar-Sims. Your official advisor is now the specialization advisor, who you can meet with for advising for the remainder of your degree program.

*Note: If there are questions that arise about your progress through the program that your specialization advisor cannot answer, you should meet with the director of your graduate program (Pnina Fichman, MLS, Noriko Hara, MIS) or with the Director of Graduate Studies (Howard Rosenbaum).*

Student Name: \_\_\_\_\_  
 Student ID Number: \_\_\_\_\_  
 ILS Degree Program: \_\_\_\_\_  
 Specialization: \_\_\_\_\_  
 Anticipated Graduation Date: \_\_\_\_\_

Please understand that this is an official specialization declaration form. By submitting this form, you are indicating that you are pursuing the specialization stated above. If you decide to change your specialization at a future date, you will need to notify the ILS program office immediately so that your record can be updated. Those students interested in pursuing the Music Librarianship specialization must obtain additional approval from the music librarians before pursuit of the specialization can be confirmed. Please contact the ILS office if you are interested in pursuing the Music Librarianship specialization.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Specialization Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt by ILS office:  
 Date \_\_\_\_\_ Saved to File \_\_\_\_\_ Staff Initials \_\_\_\_\_

## Dual Degree Declaration Form

*Please note that admission to a dual degree program requires separate admission to both ILS and to the department or school responsible for the other degree. Attach your admission letter from the exterior department with this form in order to be accepted as a Dual Degree seeking student with the Department of Information and Library Science. Both degrees must be awarded simultaneously.*

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Enrollment Term: \_\_\_\_\_ Estimated Graduation Term: \_\_\_\_\_

ILS Degree Program: \_\_\_\_\_

Department of Additional Degree Program:

\_\_\_\_\_

Additional Degree Name:

\_\_\_\_\_

*Below signatures & office use only*

Director of Graduate Programs, ILS

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Additional Degree Department Official Signature

Signature \_\_\_\_\_ Date: \_\_\_\_\_

ILS Recorder

Date received: \_\_\_\_\_ Exterior Admission letter attached? \_\_\_\_\_

## Independent Study Form

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Degree(s): \_\_\_\_\_



Specialization (if applicable): \_\_\_\_\_

Class [Z601, Z602, Z765]: \_\_\_\_\_

Term: \_\_\_\_\_

Project supervisor: \_\_\_\_\_

Please give a brief overview of your project:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Graduate Programs signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ILS Course Form

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Degree(s): \_\_\_\_\_

Specialization (if applicable): \_\_\_\_\_

I would like to request a (select one):

- ☐ Waiver of core requirement
- ☐ Substitution of core requirement
- ☐ Outside course approval
- ☐ Counting of course towards specialization requirements
- ☐ Waiver of specialization requirement
- ☐ Other: \_\_\_\_\_

Justification (include information about specific courses as necessary, please feel free to use another piece of paper if needed):

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Approver signature: \_\_\_\_\_ Date: \_\_\_\_\_

Who to seek approval from:

For waiver of MIS or MLS core requirement: *Program Director of program*

For substitution of core requirement: *Program Director of program*

For outside course approval: *Student's faculty advisor*

For counting of course towards specialization requirements: *Specialization director*

For waiver of specialization requirement: *Specialization director*

Other: *Please consult Director of Graduate Programs for approval*