

Graduate Student Handbook

2011 – 2012

Table of Contents

Table of Contents	2
Welcome to the School of Information Sciences	4
Introduction	5
WHY CONSIDER UT’S SCHOOL OF INFORMATION SCIENCES?	5
<i>Where We Rank</i>	5
MASTER OF SCIENCE DEGREE	6
<i>Required Courses</i>	6
<i>Highly Recommended Courses</i>	6
<i>Our Mission</i>	6
<i>Our Vision</i>	6
<i>What We Value</i>	7
PROGRAM OBJECTIVES	7
<i>Expectations for Students</i>	8
<i>Our Student Body</i>	8
<i>Program History</i>	8
SIS FACULTY	8
<i>Support Staff</i>	10
<i>Administrative Staff</i>	10
Responsibilities of Faculty and Graduate Students	10
<i>Duties and Responsibilities of Faculty</i>	10
<i>Duties and Responsibilities of Graduate Students</i>	10
<i>Discussion Lists</i>	11
<i>Technology Requirements</i>	11
<i>Internet Connection</i>	11
<i>E-mail</i>	11
<i>Centra Software and Support</i>	12
<i>Support Phone Numbers</i>	12
Admission Requirements & Application Procedure	12
ADMISSION REQUIREMENTS	12
APPLICATION PROCEDURES	12
ADMISSION OF INTERNATIONAL STUDENTS.....	13
Financial Assistance	13
<i>Academic Common Market</i>	13
<i>Graduate Teaching Assistantships</i>	14
<i>Distance Education Support Graduate Assistantships</i>	14
<i>Student Emergency Fund</i>	15
<i>University Fellowships & Other Funding Sources</i>	15
SIS SCHOLARSHIPS	15
<i>Loans</i>	16
<i>Work Opportunities</i>	16
<i>Fees</i>	16
<i>Travel Support</i>	16

Registration and Advising.....	16
<i>SIS Course Registration Policy</i>	<i>16</i>
<i>Teaching and Learning Environment</i>	<i>17</i>
<i>Types of Course Delivery</i>	<i>17</i>
<i>Virtual Courses</i>	<i>17</i>
<i>Program Planning</i>	<i>18</i>
<i>Individually Focused Curriculum</i>	<i>18</i>
COURSE LOAD	18
ADVISING	18
Graduate Courses	18
Undergraduate Courses.....	22
Degree Requirements	24
GRADUATION REQUIREMENTS	ERROR! BOOKMARK NOT DEFINED.
<i>Requirements for Admission to Candidacy and Graduation</i>	<i>Error! Bookmark not defined.</i>
<i>Non-Thesis Option: Comprehensive Exam</i>	<i>Error! Bookmark not defined.</i>
<i>Thesis Option Overview.....</i>	<i>Error! Bookmark not defined.</i>
<i>ePortfolio Option.....</i>	<i>Error! Bookmark not defined.</i>
<i>Independent Project or Research</i>	<i>24</i>
<i>Transfer and Substitution of Credits</i>	<i>24</i>
<i>Procedures</i>	<i>24</i>
<i>Requirements for Admission to Candidacy and Graduation</i>	<i>Error! Bookmark not defined.</i>
<i>Commencement and Graduation Activities</i>	<i>Error! Bookmark not defined.</i>
PRACTICUM PROGRAM.....	25
THE SCHOOL LIBRARY MEDIA SPECIALIST LICENSURE	25
<i>Option 1: Endorsement for non-licensed teachers with no master's degree in library or information sciences..</i>	<i>26</i>
<i>Option 2: Endorsement for licensed teachers without a master's degree in library or information sciences.</i>	<i>26</i>
<i>Option 3: Endorsement for non-licensed teachers with a master's degree in library or information sciences. ...</i>	<i>26</i>
DOCTOR OF PHILOSOPHY IN COMMUNICATION AND INFORMATION	27
INTERDISCIPLINARY GRADUATE MINOR IN COMPUTATIONAL SCIENCE.....	28
UNDERGRADUATE INFORMATION STUDIES & TECHNOLOGY MINOR	29
Standards, Problems, and Appeals.....	30
ACADEMIC STANDARDS	30
<i>Incompletes.....</i>	<i>30</i>
<i>Academic Probation</i>	<i>30</i>
<i>Dismissal</i>	<i>31</i>
<i>Appeals Procedure</i>	<i>31</i>
<i>Readmission After Period of Nonattendance.....</i>	<i>31</i>
Student FAQs.....	31
Appendices	33
SIS, UT & LIS RESOURCES.....	33
SIS Deadlines	34
Admissions Checklist.....	34
Resources & Opportunities @ SIS	35

Welcome to the School of Information Sciences

Dear prospective and enrolled students,

***A**s director of the School of Information Sciences (SIS) at the University of Tennessee, I am pleased that you are interested in a career in the information professions.*


Our faculty and staff offer a dynamic, forward-looking program that embodies and reflects global issues in our field. Whether you choose a career in one of the traditional areas of librarianship (Public, School, Special, Academic) or in one of the allied and emerging information fields, such as archives and records management, publishing, information systems and technology, management of digital information, competitive intelligence, knowledge management, science information, information architecture, or even if your professional goals are not yet specific, we encourage you to call, write, or visit the School to discuss your interests.

SIS recognizes our students' diverse needs and we offer a variety of curriculum delivery formats to provide a high quality learning experience. These include traditional face-to-face classroom instruction and virtual instruction via distance education technology. We are proud to provide quality education to meet student needs regardless of where the student may live. SIS believes that helping a student achieve his or her professional potential entails much more than providing classes.

We work hard to insure that all students receive thoughtful advice about career planning and placement so that their educational experience is relevant and forward-looking.

This manual introduces our program's components and policies, course descriptions, and admission information. Our faculty, staff, and students invite you to be part of our School, and we look forward to meeting you. For the most current information about School policies and events, browse our website at www.sis.utk.edu.

Sincerely,



Edwin-Michael Cortez, Ph.D.
Director and Professor

Introduction

WHY CONSIDER UT'S SCHOOL OF INFORMATION SCIENCES?

How do you access digital libraries and databases all over the world? Can you be sure that information on the Internet is accurate? Should your local library restrict access to provocative websites? How do you organize and create records and archives for your small business? How do you personally manage information overload? These issues are central to the research and scholarship of the School of Information Sciences.

Our school stands at the convergence of people, information, and technology. We are not only building the crossroads to connect these forces; we are writing the user's manual.

In 1928, when the College of Liberal Arts launched an undergraduate major in library education, the program preparing school librarians couldn't have anticipated the rapid pace of change in information technologies or the complexity of intellectual property issues that define the information environment today.

Now, over 80 years later, the School of Information Sciences' mission has evolved to answer society's most complex information needs, while establishing a national reputation for excellence. From the highly theoretical, to the practical and popular, SIS scholarship and instruction addresses information content and format, users and uses, and the interaction between information and quality of life. These issues are interwoven throughout the fabric of our organizations and communities. Being information literate means having the power and potential to improve our lives and the environments within which we live and work.

Where We Rank

UT's School of Information Sciences is ranked the 17th best library and information sciences graduate program accredited by the American Library Association, according to the most recent survey by *U.S. News & World Report*. Serving some 250 degree-seeking graduate students, SIS offers both an on-campus program and a fully Web-based program leading to a Master of Science degree. Thirteen full-time faculty, plus regional and international lecturers and practitioners deliver the masters program. SIS also offers an Undergraduate Minor in Information Studies & Technology and a Ph.D. in Communication and Information which is delivered through the College of Communication and Information's interdisciplinary doctoral program.

Arkansas, Delaware, Virginia, and West Virginia do not have an ALA-accredited and publicly funded MS program, therefore students from these states can qualify to pay in-state tuition through participation in the Academic Common Market. We are proud to serve a broad area within the Southeast with a diverse faculty that is internationally visible and highly productive in publishing scholarly articles and books while providing first-rate instruction.

SIS faculty is ranked No. 1 in the nation for per capita journal articles published. One of our professors, Carol Tenopir, is ranked as the single most research productive library and information science faculty member in the United States. While our faculty are ranked #1 in research, many have also garnered several national teaching awards, such as the Thomson Reuters Outstanding Information Science Award presented by the American Society for Information Science and Technology (ASIST) and the Association for Library and Information Science Education (ALISE) Award for Teaching Excellence in the Field of Library and Information Science Education.

MASTER OF SCIENCE DEGREE

The program for the Master of Science degree requires 42 semester hours of graduate courses, including three courses (9 hours) required of all students. [See the Required Courses section below for more details.]

Students must take at least 33 hours of courses in the School of Information Sciences curriculum. Students may take up to 9 hours of graduate courses outside the School; no more than 6 of these hours may be taken outside the college. No more than 6 hours may be taken from another university.

Students may choose either the thesis or non-thesis option as the culminating experience for their studies. There are 6 hours available for thesis credit. To graduate, students must take a written comprehensive examination or write a thesis. See Graduation Requirements on pages 27-28 for more information. This manual provides you the details that you need to select the path right for you. Don't hesitate to contact us for more information.

Required Courses

Three courses are required of all students:

- IS 510: Information Environment
- IS 520: Information Representation and Organization
- IS 530: Information Access and Retrieval

These three courses—IS 510, IS 520, and IS 530—are prerequisite to all elective courses for students enrolled in the M.S. degree program. Students receiving a grade of D or F in one of the three required classes will be dismissed from the program.

Highly Recommended Courses

The faculty regards these courses as vital to professional success:

- 540: Research Methods for Information Professionals
- 550: Management of Information Organizations
- 560: Development and Management of Collections

These courses address the creation and use of research, management, and leadership in information organizations, and the development and management of collections. IS 550 serves as a prerequisite to courses in academic, corporate, and public library management.

Our Mission

Our mission is to educate information professionals and those who create and consume information products to live, work, and flourish in a dynamic information society through excellence in teaching, research and creative activity, and public service.

We provide quality education to meet student needs regardless of where the student may live. Instruction is of high quality and accommodates individual needs. All students receive thoughtful advice about career planning and placement to insure that their educational experience is relevant and forward-looking.

Our Vision

The School of Information Sciences will be recognized regionally, nationally, and internationally as an interdisciplinary program of excellence in library and information sciences. Graduates will be knowledgeable, skillful, and ethical in their pursuit of information and information technology. They will be well-prepared for further study and inquiry, for leadership in the information professions, and for enlightened participation in the global information society. The School's graduates will recognize their responsibilities to contribute to knowledge, advance the information professions, and to engage in lifelong learning.

Our vision is firmly rooted in the School's commitment to excellence and innovation in teaching, research and creative activity, and service. We are guided by the mission of the University of Tennessee "to provide quality educational opportunities for the people of this state." In achieving this mission, we seek extensive partnerships and collaborations with organizations and communities both private and not-for-profit. We reach out to those in the state, in the region, and those far away.

We strive to anticipate and respond creatively to change in the information professions and education through continuous self-assessment and reflection and vigorous current awareness. Our curriculum anticipates the skills and knowledge needed in the future. Our instruction embraces intellectual and pedagogical diversity. Faculty research and creative activity is visible and valued. The thoughtful application of information technology informs and supports the School's mission and values. We are clearly focused on the effectiveness and success of our graduates. Recruiting and retaining a geographically, demographically, socially, and culturally diverse student body is a high priority. Faculty and students teach and learn with each other. We focus on the need for life-long learning to maintain competence and professional effectiveness.

Our vision is based upon collaborative and inclusive governance. At some time, each of us will lead and others will follow. All participate. We embrace the challenges of managing the tensions between traditional academic and intellectual freedoms and the management needs of higher education.

What We Value

The School of Information supports the university's multicultural mission by collaborating with a wide range of partners, from the local community to the global village. Our values are expressed and made manifest in

our faculty, students, staff, and alumni, and everything that we do. We value:

- Continuous enrichment
- Creativity and innovation
- Context and a seeking of meaning
- Collaboration and connectivity
- Cultural awareness and diversity

We value our continuous accreditation by the American Library Association as an endorsement of the quality of our program and its relevance to the library community.

PROGRAM OBJECTIVES

Upon completion of their coursework and completion of the comprehensive examination or defense of a thesis, SIS graduates will be able to communicate their understanding of:

1. The processes of production, distribution, organization, preservation, retrieval, and use of information in society;
2. The general principles, values, and ethical standards of providing information services in a variety of settings and for diverse populations;
3. The responsibilities of the library and information professional in a culturally diverse, technological, and global society;
4. Critical professional issues in operational and historical contexts;
5. Information policies and information-related laws that influence the information resources throughout society;
6. The nature of information, information needs, information seeking behavior, and information use in society;

7. Information technologies, systems, sources, and services that serve others effectively and efficiently;
8. The role of research in the profession; and
9. Leadership in the profession and influential participation in the global information society.

Expectations for Students

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. Students should be familiar with the UT Graduate Catalog (<http://catalog.utk.edu/index.php?catoid=7>), *Hilltopics* (<http://dos.utk.edu/Hilltopics>), and information related to the Appeals Procedure and the Graduate Assistant Handbook available on the Graduate School website (<http://gradschool.utk.edu>).

Our Student Body

SIS attracts students from all over the country, and even from several nations around the world. The majority of our students live and work in Tennessee or one of the states participating in the Academic Common Market. Students in Arkansas, Delaware, Virginia, or West Virginia may use the Academic Common Market to qualify to pay in-state tuition. Many of our approximately 250 students learn from their homes or offices via our online learning program.

Roughly a third of students coming into our program already have masters degrees and have demonstrated great academic potential as well as leadership in their professions. The average age of our incoming students is 33.

Our students have developed supportive cohorts throughout Tennessee and Virginia. These cohorts study and socialize together, meet at conferences when possible, and serve as general advocates for each other and our program.

Program History

The School of Information Sciences has strong roots in the library and information professions dating back to 1928. Accredited by the American Library Association since 1971, the School has achieved regional, national, and international recognition through its award winning faculty, innovative research, and its Center for Information and Communication Studies. In 2002, the School of Information Sciences combined with the College of Communications to form the new College of Communication and Information. The School's leading-edge curriculum and respect for intellectual diversity makes it a top choice for both Tennesseans and out-of-state students.

SIS FACULTY

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Responsibilities of Faculty and Graduate Students

Duties and Responsibilities of Faculty

In addition to teaching courses and participating in school events, SIS faculty advise students on their curriculum plans and their careers. Many research opportunities exist for students, and faculty often include students in their research projects.

Duties and Responsibilities of Graduate Students

The SIS graduate program is a rigorous program that requires full commitment from its students. Every graduate student is expected to meet all the requirements set forth in the

current UT Graduate Catalog and this Graduate Student Manual. Graduate students are expected to attend their classes and to successfully meet all the requirements of their courses and all of the requirements of the university in a timely fashion.

We encourage every student to participate widely in professional activities as well. Joining and participating in student chapters of national organizations is an excellent way of obtaining leadership skills, learning about the organizations, and staying apprised of trends. Student member dues for the national professional associations vary, but are inexpensive. We highly recommend that students become a member in at least one national organization.

Official student organizations include:

- **American Library Association and Tennessee Library Association (ALA/TLA)**
Faculty advisor: Dr. Bharat Mehra, bmehra@utk.edu
- **American Society for Information Science and Technology (ASIST)**
Faculty advisor: Dr. Dania Bilal, dania@utk.edu
- **Society of American Archivists (SAA)**
Faculty advisor: Dr. Ed Cortez, ecortez@utk.edu
- **Special Libraries Association (SLA)**
Faculty advisor: Dr. Carol Tenopir, ctenopir@utk.edu
- **Tennessee Association of School Libraries (TASL)**
Faculty advisor: Dr. Cindy Welch, cwelch11@utk.edu

Visit <http://www.sis.utk.edu/organizations> for more information.

Also, informal student cohort groups continually form to meet a variety of student needs. The more established cohorts are:

- Campus Cohorts (Knoxville)
- CEN-TEN (Middle Tennessee)
- NOVA (Northern Virginia, DC area)
- TRITEN (Tri-cities area)

For more information about student cohort groups, visit www.sis.utk.edu/students/cohorts

Discussion Lists

All enrolled students—on-campus and distance education—must subscribe to the School’s discussion list. Subscribe at <http://listserv.utk.edu/archives/utksis-l.html>. This list communicates official School announcements and university business, as well as providing a forum for library and information sciences topics. SIS also hosts a LIS jobs discussion list at <http://listserv.utk.edu/archives/utsis-jobs.html>.

Technology Requirements

In order to attend online courses via Centra software, students must meet the current hardware and software requirements listed below to properly access the online class. Other digital communication methods may also be employed for specific courses. For an updated list of technology requirements, visit liveonline.utk.edu/techsupport. Other technology considerations can be found on the school website at <http://www.sis.utk.edu/computing>.

Windows System Requirements

HARDWARE (Recommended)
<ul style="list-style-type: none"> • 1+ GHz single or dual processor • 1+ GB RAM • 200+ MB free space
SOFTWARE (Supported Versions)

Operation System
<ul style="list-style-type: none"> • Windows XP Professional • Windows Vista Business or Enterprise (32 or 64 bit) • Windows 7 (32 or 64 bit)
Browser
<ul style="list-style-type: none"> • MS Internet Explorer 7 or higher • Firefox 3.x or higher
Sound
<ul style="list-style-type: none"> • Sound card, headset w/ microphone

Apple System Requirements

HARDWARE (Recommended)
<ul style="list-style-type: none"> • G4 1.42 GHz PowerPC or greater, or Intel-based • Mac1 GB RAM • 200+ MB free (for content & recordings)
SOFTWARE (Supported Versions)
Operation System
<ul style="list-style-type: none"> • Mac OS X 10.4 (Tiger) • Mac OS X 10.5 (Leopard) • Mac OS X 10.6 (Snow Leopard)
Browser
<ul style="list-style-type: none"> • Safari 3.1x or 3.2 or 4.0 • Firefox 3.x or 4.x
Sound
<ul style="list-style-type: none"> • Sound card, headset w/ microphone

Internet Connection

A 56kbps modem connection is required, although DSL and cable connections are recommended. Note: high-speed Internet can decrease your time waiting on downloads in Centra, e-mail and Blackboard.

E-mail

University of Tennessee students will be assigned a UT e-mail address. This e-mail address will be used for all official correspondence from the School and university, including login information for your class. If you do not know your e-mail address, visit <http://directory.utk.edu/>

Centra Software and Support

All software required for the Live Online delivery system is free of charge and runs on PCs or Macs. Online classes using Centra require a software download from the Internet. You can download and install the software by running the System Check on the Centra login page. Periodic updates made to the software, requiring a new download, will be noted on the Centra login page at <http://liveonline.utk.edu>. If you have questions regarding these technology requirements, contact Cindy Lancaster by e-mail at lancast@utk.edu. The OIT Help Desk is also available to answer questions at (865) 974-9900.

Whether you are a campus student or a student at a distance, we recognize that you may need additional technical support due to the electronic delivery of classes. As a result, we provide a number of staff and other resources designed specifically for supporting students in Centra classes.

SIS Toll-free Support Line: 1-888-378-9338

The toll-free support line is intended to allow students at a distance to reach technical support at the School at no cost. The support line is staffed during Centra class sessions (synchronous sessions), and voice mail is available for calls at any time.

Support Phone Numbers

SIS Toll-free Help Line: 1-888-378-9338
SIS Local Help Line: 865-974-7913
Centra Toll-free Support: 1-877-974-3117
Centra Local Support Line: 865-974-3117

Admission Requirements & Application Procedure

ADMISSION REQUIREMENTS

The School accepts applications on a rolling admissions basis until the incoming class is full. We encourage students to submit their application materials by the end of the calendar year, before the fall semester that they plan to enter the program, to be competitive with other students. Students are admitted only in the fall semester.

Applicants with a final undergraduate grade point average (GPA) of 3.25 and Graduate Record Examination (GRE) scores above the fifty percentile will be considered for admission. Applicants who have completed 12 hours of graduate coursework at a regionally accredited American institution and who have earned a 3.0 grade point average are not required to take the GRE examination. Admission is competitive and most students have higher GPAs. GRE test scores are accepted within five years of the testing date.

Prospective students are strongly encouraged to visit the school and speak with the director or assistant director and the coordinator of student services before the application is completed.

A Personal Data Form and three Rating Forms (available at www.sis.utk.edu/forms) must be returned to the coordinator of student services. A written statement of one's career objectives is a part of the Personal Data Form. Again, it is suggested that applications be submitted by the end of the calendar year.

APPLICATION PROCEDURES

1. Apply for admission to the University of Tennessee Graduate Admissions office. Allow 1–2 weeks for applications and

transcripts to be processed by the Graduate Admissions office before arriving at SIS. For more information, contact Graduate Admissions, University of Tennessee, 201 Student Services Building, Knoxville, TN 37996, (865) 974-3251, <http://graduateadmissions.utk.edu/>.

2. Request that one copy of official transcripts from all colleges and universities previously attended be sent to the Graduate Admissions office at 201 Student Services Building, Knoxville, TN 37996-0220. Do not send transcripts to the School as this will cause a delay in the application process. Applicants must meet the general university admissions requirements in order for the UT application and transcripts to be forwarded to the School. General admissions requirements can be found at <http://graduateadmissions.utk.edu/req.shtml>.
3. Take the Graduate Record Examination (GRE). You may take the examination by computer through Sylvan Learning Centers or through the Educational Testing Service, <http://www.ets.org>. Examination results reach the university approximately three weeks after the examination. Send GRE scores to the Graduate and International Admissions office, not the School.
4. Complete the Personal Data Form, which requires a separate fully developed statement of the rationale for seeking admission to SIS. The form is online at www.sis.utk.edu/forms. Send to Admissions at School of Information Sciences, 1345 Circle Park, Suite 451, Knoxville, TN 37996-0341.
5. Give the Rating Forms (www.sis.utk.edu/forms) to three individuals who have evaluated your work (business, nonprofit, or academic), and can comment on your likely success as a graduate student in information sciences. It is helpful if at least one of these forms is

completed by an evaluator who knows you in an academic environment. Have each person return the completed form to SIS Admissions.

ADMISSION OF INTERNATIONAL STUDENTS

An international student may enroll only as a degree-seeking student. International students who seek admission to the SIS degree program should consult the International Application Guide, available from Graduate Admissions, <http://graduateadmissions.utk.edu>, (865) 974-3251.

SIS accepts qualified international students from a wide range of countries, institutions, and backgrounds. Deadlines for submission of applications to the Graduate Admissions office are posted at <http://graduateadmissions.utk.edu>.

Admission must be granted and degree confirmation received prior to issuance of the I-20 or DS2019 form needed to obtain a visa. The Office of Graduate and International Admissions will not issue these forms after May 15 for Fall admission. SIS requires a minimum TOEFL score of 550 on the paper test, or 213 on the computerized version, or 80 on the Internet version, usually with a score of 20 for each part of the test, which includes reading, listening, writing and speaking. The scores on all parts of the TOEFL are considered, especially the score for listening comprehension. The TOEFL score must be no more than two years old; however, TOEFL tests are waived if a student has graduated from an accredited U.S. institution within the last 2 years.

Financial Assistance

Academic Common Market

An agreement for sharing graduate programs among southern states allows legal residents of

Arkansas, Delaware, Virginia, and West Virginia to enroll in SIS on an in-state tuition basis. The Academic Common Market is available to distance education students. For more information, contact Norma Harrington at nharring@utk.edu.

Graduate Teaching Assistantships

Graduate teaching assistants normally assist faculty with their instruction and research. The School awards graduate teaching assistantships to students who are fully admitted as degree candidates. Graduate teaching assistants (GTAs) serve for two consecutive semesters beginning in the fall semester of an academic year (Fall, Spring). Full-time enrollment (minimum of 9 hours) and a cumulative grade-point average of 3.0 are required during the two-semester appointment.

The stipend is paid in 12 monthly installments on the last working day of each month beginning August and ending in July. The assistantship is a one-fourth-time academic year appointment that requires a normal workload of 10 hours per week for each week that the university is in session during the fall and spring semesters. In addition to the stipend, the graduate teaching assistantship provides a waiver of in-state or out-of-state maintenance/tuition fees for three semesters (Fall, Spring, Summer) and health insurance benefits.

The assistantship does not cover the out-of-state fees (if applicable), programs/services fee, the cost of books and materials needed for courses, housing, or graduation fees. The student is responsible for these costs.

The deadline for submitting the SIS Graduate Teaching Assistantship Application (available at www.sis.utk.edu/forms) is March 1. New applicants should submit a GTA Application with their application for admission to the School. Applicants for a GTA will be notified in writing by mid-May. Applicants are ranked based on

their undergraduate GPA, graduate GPA, or GRE verbal score.

Distance Education Support Graduate Assistantships

Graduate assistants are appointed primarily to perform duties associated with the School's distance education (DE). Our School awards graduate assistantships to qualified students who are fully admitted as degree candidates with a cumulative grade point average of 3.5 and who have completed at least one online course.

Graduate teaching assistants are appointed for three consecutive semesters beginning the fall semester of an academic year (Fall, Spring, Summer). Full-time enrollment (a minimum of 9 hours) is required each semester and a cumulative grade-point average of 3.0 is required during the three semester appointment. Applicants who begin the program prior to the appointment must have a minimum of 18 semester hours remaining to complete the degree program at the effective date of the appointment. Assistantships are not renewable; however, recipients may reapply in a subsequent year.

The assistantship is a one-fourth time academic year appointment that requires a normal work time of 10 hours per week for each week that the university is in session during the tenure of the assistantship.

The stipend is paid in 12 monthly installments on the last working day of each month beginning in August and ending in July. The assistantship is a one-fourth-time academic year appointment that requires a normal work time of 10 hours per week for each week that the university is in session during the fall and spring semesters. In addition to the stipend, the graduate assistantship provides a waiver of in-state or out-of-state maintenance/tuition fees for three semesters (Fall, Spring, Summer) and health insurance benefits. The assistantship

does not cover the in-state or out-of-state charges for the program/services fee, facilities fee, or technology fee, the cost of books and materials needed for courses, housing, or graduation fees.

Announcements for available positions are made on the School's student listserv. Applications are submitted via e-mail to the coordinator of student services.

Student Emergency Fund

The university's Financial Aid Office maintains a student emergency fund; currently enrolled students who are in good financial standing with the university are eligible for consideration for use of this fund. Loans are interest-free and repayment is expected within three months. Contact the Financial Aid Office at (865) 974-3131 for more information.

University Fellowships & Other Funding Sources

ALA SPECTRUM INITIATIVE| The American Library Association sponsors the Spectrum Initiative, which is a program designed to increase ethnic minority representation in the information professions. Contact ALA at 1-800-545-2433 ext. 5048 or <http://www.ala.org/ala/aboutala/offices/diversity/spectrum/index.cfm>; or spectrum@ala.org for more information. Application deadline is March 1.

The University of Tennessee Graduate School offers several graduate fellowships. Below is a sampling of available fellowships.

GRADUATE DIVERSITY ENHANCEMENT FELLOWSHIPS| This fellowship will provide financial support to first-time graduate students who come from different backgrounds and who have different life experiences, perspectives, and goals.

GRADUATE SCHOOL FELLOWSHIPS | This fellowship is open to graduate students in their first semester of graduate work who

demonstrate successful academic and professional performance.

LORI MAYER RE-ENTRY WOMEN'S GRADUATE FELLOWSHIPS| This fellowship is open to graduate women students who are U.S. citizens, 27 years of age or older, and who have been out of a formal educational program for at least five years.

J. WALLACE & KATIE DEAN GRADUATE FELLOWSHIPS| Applicants must be a first-time enrollee in a graduate degree program at UT.

SIS SCHOLARSHIPS

SIS scholarships are disbursed through the Financial Aid Office each fall term. To learn more about the scholarship criteria and to find applications visit <http://www.sis.utk.edu/scholarships>. The deadline for submitting SIS scholarship applications is March 1. Below is a list of available SIS scholarships.

GLENN E. ESTES ENDOWMENT| The Estes Endowment is offered to students who demonstrate promise as a leader, and who intend to pursue a career in children's and young adult literature.

INFORMATION INTERNATIONAL ASSOCIATES SCHOLARSHIP | This scholarship is given to students who intend to pursue a career that encompasses research, innovation, and creativity in information science and information technology.

CARMEN L. MOULTON ENDOWMENT| The Moulton Endowment is named for the mother of two SIS alumnae to advance librarianship. Only Tennessee residents are eligible.

GARY R. PURCELL ENDOWMENT| The Purcell Endowment is given yearly to a student who has proven academic excellence.

JOHN C. TYSON MINORITY ENDOWMENT | The Tyson Endowment is given yearly to a student of color who has proven academic excellence.

H.W. WILSON SCHOLARSHIP | The Wilson Scholarships are given to part-time and distance education students.

Loans

To apply for a student loan, a student must be enrolled and complete the FAFSA form. Loan programs administered by the UT Financial Aid Office include the Federal Stafford Loans—Subsidized and Unsubsidized and Federal Perkins Loans. Processing time varies from one loan program to another. Students apply through the Financial Aid Office. Loans are limited to U.S. Citizens and certain permanent residents.

Information on standards, applications, and additional information are available from the Financial Aid Office, University of Tennessee, 115 Student Services Bldg, Knoxville, TN 37996, (865) 974–3131, <http://web.utk.edu/~finaid>.

Work Opportunities

Campus technology, information, and administration offices offer several part-time positions. UT Libraries offers part-time positions through the Student Library Assistant program, www.lib.utk.edu/employ/student/app/index.html.

These positions do not require financial need or previous library experience. Interested students should apply to the personnel office of the UT John Hodges Library at (865) 974–4424.

Fees

University fees are determined by the Board of Trustees and are subject to change. Contact the Bursar's Office for current maintenance and tuition fees, <http://web.utk.edu/~bursar> or 211 Student Services Bldg., (865) 974–4495.

Travel Support

We strongly encourage SIS students to submit their research for presentation at scholarly conferences. Whenever possible, the College of Communication and Information will provide some funding assistance to students who are presenting their work, especially at national conferences. The college makes every attempt to support travel if it meets the following two criteria: You are presenting peer-reviewed research that you authored or co-authored; and the director of the School indicates that the conference is a worthwhile scholarly endeavor. For more information visit http://www.sis.utk.edu/files/u763/Graduate_Student_Travel_Support_Policies_and_Forms.pdf

The Graduate Student Senate also awards funding for graduate students to travel, present work, and participate at scholarly conferences and events. Three travel award announcements are made throughout the year, designed to roughly coincide with the academic term periods. See <http://web.utk.edu/~gss/travelfund/index.html>.

Registration and Advising

SIS Course Registration Policy

The university, in its policies and procedures, distinguishes between students who attend classes in Knoxville using campus facilities and those who attend via distance education. For example, the fees paid by students vary according to whether or not they are registered as on-campus students.

The School, working with individual instructors, sets caps or ceilings on enrollment in courses and sections to meet facilities and workload needs. Different course delivery methods require different resources.

Teaching and Learning Environment

SIS recognizes our students' diverse needs, and we offer a variety of curriculum delivery formats to provide a high quality learning experience. These include traditional face-to-face classroom instruction and virtual instruction via distance education technology.

As a result, nearly all elective courses are taught using virtual instruction and all students participate in the online classroom during their graduate study. Students studying on the Knoxville campus will begin their program with face-to-face classes for the three required courses (IS 510, IS 520, and IS 530). They will then continue their studies and join distance students in the online classes to complete the program.

While students enrolled in the distance education program are required to have access to hardware, software, and an Internet Service Provider, students taking courses on campus are encouraged to purchase equivalent hardware and software. The School offers a small computer lab in 440 Communications Building, affectionately known as Dewey's Den and Commons. Several Apple i-Mac computers with large, flat screen displays, scanners, and printers are available on a first-come, first-serve basis. Dewey's Den and Commons is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and for extended hours, staff permitting.

We are proud that we provide quality education to meet student needs regardless of where the student may live.

Benefits of studying on campus:

- Face-to-face interaction with faculty and other campus students
- Opportunities to attend and/or participate in research forums, special lectures, sporting events, and other student activities

- Access to campus facilities, resources, and services such as student health services

Types of Course Delivery

The School of Information Sciences offers a "blended" curriculum designed to provide flexibility and breadth of experience to students enrolled locally and at a distance. While courses are offered in real-time, some are face-to-face and some are virtual. There are two types of SIS courses: campus courses and virtual courses.

Campus Courses are typically taught during the day in a traditional classroom for students on the Knoxville campus. Information and instructional technology may or may not be used in the classroom. If a DE section is not listed for a course, students can ask the coordinator of student services to establish a DE section. DE students must use this section number when enrolling.

Virtual Courses

These classes meet using online software, Centra Symposium, to access and participate in the classroom at a distance. Students raise a virtual hand to get the instructor's attention and speak into a microphone so that all students, wherever they are located, can participate equally in class activities.

SIS faculty is seasoned and comfortable using Centra software for online delivery of their courses, and students quickly become comfortable with this way to learn. A persuasive benefit of taking virtual classes is the opportunity to collaborate with students in other places. Students working as paraprofessionals in a local library system, for example, will have the opportunity to chat with classmates working in a library or information center in another state with different policies and procedures and different cultures. This form of faculty-student interaction approximates communication methods used in many information environments. Virtual classes

also ensure that specialized elective courses are offered to all students. Faculty uses the features of Centra software to encourage student participation, interaction, and a sense of community resulting in high quality discussions with a rich diversity of perspectives.

Program Planning

The School has developed a three-year course schedule (see <http://www.sis.utk.edu/courses>) that lays out a tentative course plan for the next three years. Course availability depends upon student enrollment and faculty resources.

Individually Focused Curriculum

Students develop an individualized program of study in consultation with their advisors. We strongly encourage students to take an independent study, especially a Practicum, which allows students to experience a real-world position, which in turn helps bolster their preparation for their career. Students may want to align their course study with the following School strengths:

- Academic libraries
- Applied information technology
- Corporate information
- International issues and experiences
- Public librarianship, community informatics, rural librarianship
- School library media
- Science and technology information and communication

Whatever courses are taken, all students who complete the program receive the American Library Association (ALA) accredited Master of Science degree.

The Timetable of Classes is the official notification of courses offered by the University of Tennessee for a specific semester and is available online several weeks prior to each semester at www.utk.edu/timetable.

COURSE LOAD

The maximum course load for a graduate student is 15 hours in the fall and spring semesters and 12 hours in the summer. A full load in all semesters, including summer, is 9 hours. Courses audited do not count toward minimum graduate hours required for SIS graduate assistantships or other financial assistance. Audited courses do not appear on transcripts.

ADVISING

An advisor is assigned to each student admitted to the program. The information sharing that takes place between the student and advisor is important for the success of the student's curricular planning. The advisor approves courses of study, offers guidance about career opportunities, and assists students in preparing for placement in the profession. Students must complete the Student Planning Form (see <http://www.sis.utk.edu/courses>) and submit it to their advisor in preparation for the advising session, which occurs before registration period, and which may be done in person, by phone, or by e-mail.

Students may also seek advice from any faculty member at the School. Students may change assigned advisors via a request to the SIS coordinator of student services.

Graduate Courses

500 THESIS (1-15) Pass/No Pass only.

502 REGISTRATION FOR USE OF FACILITIES (3-15) Required for the student not otherwise registered during any semester when student uses university facilities and/or faculty time before degree is completed. May not be used toward degree requirements. May be repeated. S/NC only.

510 INFORMATION ENVIRONMENT (3)
Generation, production, management, dissemination, and use of information. Roles of information in society, information seeking and user behavior, information industry, economics of information products and services, technological and organizational change, information professions, and issues.
REQUIRED COURSE

520 INFORMATION REPRESENTATION AND ORGANIZATION (3) The structure and organization of intellectual content regardless of format. Emphasis on how content is created, exchanged, and stored so it can be found. Includes standards and best practice for describing and characterizing intellectual content. REQUIRED COURSE

521 CATALOGING AND CLASSIFICATION (3)
Basic library-oriented cataloging and classification techniques, tools, and supporting operations. Descriptive cataloging, choice and form of non-subject entries, subject heading work, general classification, authority control, bibliographic utilities, online library catalogs.

523 ABSTRACTING AND INDEXING (3)
Philosophies, standards, and procedures for manual and automatic document indexing, back-of-the-book indexing, vocabulary control, thesaurus construction, and abstracting.

530 INFORMATION ACCESS AND RETRIEVAL (3)
Information access, retrieval, and use. Information seeking, user interfaces, information services and tools. Database structure, search engines, query logic, and evaluation of retrieval system performance.
REQUIRED COURSE

531 SOURCES AND SERVICES FOR THE SOCIAL SCIENCES (3) Information sources in political science, sociology, psychology, geography, history, anthropology, business, and education.

532 SOURCES AND SERVICES FOR SCIENCE AND ENGINEERING (3) Information sources in engineering, physical, and life sciences.

533 SOURCES AND SERVICES FOR THE HUMANITIES (3) Information sources in philosophy, religion, fine arts, performing arts, literature, and language. Organization and management of regional collections.

534 GOVERNMENT INFORMATION SOURCES (3) Selection, acquisition, organization, and utilization of government information in variety of formats from legislative, judicial and executive branches of federal, state, local, and international government and inter-governmental agencies.

535 ADVANCED INFORMATION RETRIEVAL (3)
Bibliographic, non-bibliographic, full-text databases, e.g., non-bibliographic formula and structure databases, contents-page/full-text databases, patents; document delivery alternatives, evaluation, and testing.

540 RESEARCH METHODS FOR INFORMATION PROFESSIONALS (3) Research methods in a variety of information environments; primary and secondary research; research project design; research results interpretation; analysis of published research; techniques supporting research process. HIGHLY RECOMMENDED COURSE

550 MANAGEMENT OF INFORMATION ORGANIZATIONS (3) Supervisory and management concepts, strategies, and techniques applicable to information professionals working in libraries, archives, records management, and other information organizations. HIGHLY RECOMMENDED COURSE

551 SCHOOL LIBRARY MEDIA CENTERS (3)
Planning, implementing, and evaluating school library programs. Curricular involvement, role of technology, site-based management, relationships with district and state services.

552 ACADEMIC LIBRARIES (3) Mission, status, and history of academic libraries and academic librarianship in community colleges, colleges, and universities; trends in higher education, information technology, and government's impact on public, technical, and administrative services. PREREQUISITE: 550 or consent of instructor.

553 SPECIALIZED INFORMATION AGENCIES AND SERVICES (3) Specialized information agencies and services, with emphasis on client-centered systems in the profit and not-for-profit sectors. Examines evolving role of special librarians with attention given to methodology for associating information services with the particular requirements of organizations. Virtual field visits are an integral part of the course. PREREQUISITE: 550 or consent of instructor.

554 PUBLIC LIBRARY MANAGEMENT AND SERVICES (3) Development, roles, political environment, governance, organization, fiscal management, services, marketing, and performance evaluations. PREREQUISITE: 550 or consent of instructor.

555 SCIENTIFIC AND TECHNICAL COMMUNICATIONS (3) Evolution of scientific and technical communication; current trends; role of formal and informal communications; major STI organizations and their roles.

556 KNOWLEDGE MANAGEMENT FOR INFORMATION PROFESSIONALS (3) Covers classic theories of knowledge and theories of first and second-generation knowledge management paradigms. Introduces related disciplines and the knowledge lifecycle, types of knowledge, organizational learning, intellectual capital, communities of practice, knowledge ecologies, knowledge audits, knowledge sharing repurposing of information, uses of information technology, and roles of information professionals in developing knowledge management initiatives.

557 USER INSTRUCTION (3) Theory, strategy, design, and practice in providing instructional services and technology for end users of information and information systems. Includes practical experience.

559 GRANT DEVELOPMENT FOR INFORMATION PROFESSIONALS (3) Develops grant-writing and strategic relationship management skills for information professionals who may benefit from external funding opportunities and proposals. Creates and manages community partnerships to provide innovative information services to various constituencies such as underserved populations, public libraries, special libraries, and others in diverse information-related environments.

560 DEVELOPMENT AND MANAGEMENT OF COLLECTIONS (3) Selecting and preserving a variety of items (tangible and intangible) to meet needs of particular users; community analysis; policies and procedures; evaluation; purchasing. HIGHLY RECOMMENDED COURSE

563 GRAPHIC DESIGN AND MEDIA (3) Principles and practice in visual aspect of communications. Graphic design, typography, printing and production techniques, and publication design as these apply to electronic information delivery systems.

564 ARCHIVES AND RECORDS MANAGEMENT (3) Objectives and functional elements of records systems, archival programs, management information systems and techniques within various types of organizations. Management of information internal to organizations.

565 DIGITAL LIBRARIES (3) Technological and social aspects of electronic publishing and digital libraries. Technologies and standards that enable electronic publishing and digital libraries. History of electronic publishing and digital libraries and their impact on user needs and information provision.

566 BUSINESS INTELLIGENCE FOR INFORMATION PROFESSIONALS (3) Principles and practice of gathering and synthesizing business intelligence, including competitive intelligence, environmental scanning, and issues management: information evaluation and synthesis; role of strategic information in modern organizations.

567 INFORMATION NETWORK APPLICATIONS (3) Scholarly and community-based electronic communications. National and international standards, tools, resources; identification, analysis, evaluation, and management of tools and resources; construction of local technologies as developed and applicable.

571 RESOURCES AND SERVICES FOR CHILDREN (3) Critical survey of books and related materials for children, development of genres. Evaluation, selection, and utilization for school and public libraries.

572 RESOURCES AND SERVICES FOR YOUNG ADULTS (3) Critical survey of books and related materials for young adults; personal, vocational, and recreational needs and interests. Evaluation, selection, and utilization for school and public libraries.

573 PROGRAMMING FOR CHILDREN AND YOUNG ADULTS (3) Philosophy and objectives of public and school library services for children and young adults. Reading, listening, and viewing guidance for individuals and groups. Program planning, implementation, and evaluation. PREREQUISITE: 571 or 572.

574 RESOURCES AND SERVICES FOR ADULTS (3) Examines strategies and procedures for developing programs in libraries. The course provides public service librarians with the knowledge and skills to create, evaluate, and improve programs with some emphasis on reader's advisory. PREREQUISITE: 560.

575 VALUING DIVERSITY: INTERNATIONAL AND INTERCULTURAL RESOURCES FOR YOUTH (3)

Examines texts and materials for youth that reflect the contemporary settings and lives of young people from all over the world. This course will review the scholarship of literature and film to determine how to recognize stereotypes; how to understand publishing worlds; and how to recognize universal themes that transcend ethnicity, religion, gender, class, and nationhood.

576 STORYTELLING IN LIBRARIES AND CLASSROOMS (3) Examines the history of those who influenced the programming and styles of storytelling. Additionally, the course will offer techniques and sources for selecting, preparing and telling stories to library and classroom audience.

582 INFORMATION SYSTEMS DESIGN AND IMPLEMENTATION (3) Information systems used in libraries and information agencies. System development life cycle (SDLC), usability engineering, human computer interaction, and project management.

584 DATABASE MANAGEMENT SYSTEMS (3) Defining data needs, data structures, role of operating systems in data management, file organization, database management systems, logical data models, internal data models, database administration and evaluation. Design and implementation of application using database management system.

585 INFORMATION TECHNOLOGIES (3) Evolution, trends, capabilities, and limitations of technologies applied to information capture, storage, preservation, access, and distribution.

587 MINING THE WEB (3) Covers strategies for mining the Web, Web engines and directories, cognitive accessibility, Web design and development, and usability engineering.

588 HUMAN-COMPUTER INTERACTION (3) Survey of human-computer interaction and introduction to human and technological factors of importance to design of usable information systems. Basic phenomena of

human perception, cognition, memory, and problem solving, and relationship to user-centered design. Methods and techniques for interaction design and evaluation.

589 INFORMATION NETWORKING

TECHNOLOGIES (3) Concepts and terminology of information transmission. Information network architectures and standards. Contemporary and emerging information networking technologies.

590 PROBLEMS IN INFORMATION SCIENCES

(3-6) **PREREQUISITE:** Consent of instructor. May be repeated. Maximum 18 hrs.

591 INDEPENDENT PROJECT OR RESEARCH

(3-6) **PREREQUISITE:** Consent of instructor. May be repeated. Maximum 6 hrs.

594 GRADUATE RESEARCH PARTICIPATION (3)

Advanced research techniques under supervision of staff research director whose area coincides with interests of student. **PREREQUISITE:** Consent of advisor and research director. May be repeated. Maximum 6 hours. Satisfactory/No Credit grading only.

595 STUDENT TEACHING IN SCHOOL LIBRARY INFORMATION CENTER (9)

Planned professional semester; full day school library work and classroom observation activities. S/NC only.

596 FIELD-BASED EXPERIENCE IN SCHOOL LIBRARY INFORMATION CENTERS (2)

Prescribed activities to gain competencies in a school library information center setting. Must be taken twice. May be repeated. Maximum 6 hrs. S/NC only.

599 PRACTICUM (3-6) Opportunity to translate theory into practice under guidance of qualified information professionals. **PREREQUISITE:**

Completion of required and pertinent advanced courses relevant to student's practicum design. Minimum 3.0 cumulative GPA. Written consent of advisor and approval of practicum

coordinator. May be repeated. Maximum 6 hours. S/NC only.

Undergraduate Courses

CI 150 COMMUNICATION IN AN INFORMATION

AGE (3) Overview of human, mass, and mediated communication. Introduction to finding, organizing, and evaluating information.

102 TECHNOLOGIES FOR INFORMATION

RETRIEVAL (3) Principles, selection and use of computer-based information management applications; software identification and task appropriate uses; telecommunications, utilities, and memory management systems; multiple operating systems and technology for national network connections.

301 INTRODUCTION TO WEB TECHNOLOGIES

(3) Introduction to the Internet and World Wide Web technologies and practices. Topics include the history and development of the World Wide Web and the Internet; standards-compliant markup and tools for creation of markup (e.g., XHTML and style sheets); introductory Web page and Web site design.

310 INFORMATION SEEKING: RESOURCES AND STRATEGIES (3)

Information as critical resource for research and decision making; emphasis on planning, executing, and evaluating information searches, with a focus on the student's major academic area.

330 BOOKS AND RELATED MATERIALS FOR CHILDREN (3)

Materials for children in leisure time or classroom activities; criteria for selecting books, magazines, recordings, films and related materials; storytelling and other devices for encouraging reading.

350 INFORMATION CONSUMER (3) Information in society, information economy, knowledge/learning society; publishing and information providers: hosts, bulletin boards, nets; information overload/anxiety, science fraud, gate keeping concepts; updating systems, environmental scanning; information consumption techniques.

351 RACE, GENDER, AND INFORMATION TECHNOLOGY (3) Examines how expression of gender and race affect, and are affected by, information technologies. Course considers how information technologies interact with race and gender in various contexts: high-technology workplaces; classification and information organization; cultures of computing; and library and information-centered environments. Course is framed by two broad, interrelated concepts—the expression of identity (individual and group) in cyberspace and the “digital divide,” and reviews theoretical background in the social studies of gender, race, technology, and knowledge.

450 WRITING ABOUT SCIENCE AND MEDICINE (3) Writing workshops to analyze examples of successful science writing and write series of articles for general public based on scientific journals, news conferences, technical meetings and interviews.

451 INFORMATION MANAGEMENT IN ORGANIZATIONS (3) Introduces concepts and techniques for the interdisciplinary study of information, organizations, technology, and individuals, sometimes referred to as knowledge management. Topics include characteristics of data, information and knowledge; introduction to knowledge management; sensemaking in organizations; organizational learning; intellectual capital; communities of practice; ecological approaches; knowledge acquisition, representation and sharing; uses of information technology for information and knowledge management; and roles of professionals in managing information management initiatives. PREREQUISITE: 310.

With consent of instructor, prior knowledge may satisfy prerequisite.

460 INTERNET APPLICATIONS AND TECHNOLOGIES (3) Introduces World Wide Web and related Internet technologies (e.g., XHTML, XML, CSS) and how they are used to solve organizational, individual, discipline-specific and social problems. Topics include the history of and the role of Internet standards in the design of information systems; metadata; principles and practices of standards-compliant, accessible Web design; informatics. PREREQUISITE: 301. With consent of instructor, prior knowledge may satisfy prerequisite.

461 INFORMATION ARCHITECTURE AND THE USER EXPERIENCE (3) Introduction to the design of the representational systems and interaction paradigms required of effective information systems. Topics include taxonomy creation; interface design; and techniques for design testing. PREREQUISITE: 301. With consent of instructor, prior knowledge may satisfy prerequisite.

470 ADVANCED INTERNET APPLICATIONS AND TECHNOLOGIES (3) Principles and practices of applying advanced techniques and standards to organizational, individual, discipline-specific, and social information problems; applications in discipline specific branches of informatics. Topics include semantic Web technologies; server- and client-side scripting; and the use of databases in Web-based information systems. With consent of instructor, prior knowledge may satisfy prerequisite.

495 SPECIAL TOPICS (3) Detailed study of a specialized area of information studies or information technology. Topics vary by semester.

Degree Requirements

See page 6 for more detailed information about the Master of Science Program.

Independent Project or Research

Students are encouraged to develop research competencies through IS 591, Independent Project or Research, which offers in-depth collaboration with a faculty member with the subject knowledge and interest to direct the study. Students may consult faculty members about the possibility of an independent study or may consult their advisor for suggestions first. A written proposal for the study is required, and the proposal must be approved by the advisor the semester before enrollment in IS 591. Forms are available at www.sis.utk.edu/forms.

Another possibility for independent and small group study is IS 594: Graduate Research Participation. After consulting with an advisor, one may petition a member of the faculty to assist him or her with an ongoing faculty research project. This plan must be approved the semester prior to enrollment in the course. A total of 6 hours credit for any combination of IS 591 and IS 594 is allowable in the 42-hour degree program, or each course may be repeated once. Students may take no more than a total of 12 hours of 591, 594, and 599. The number of satisfactory/no credit hour courses cannot exceed 10 credit hours.

Transfer and Substitution of Credits

At least 33 hours must be taken within the School of Information Sciences curriculum, and up to 9 hours can be taken outside of the School, including a maximum of 6 hours outside the college. No more than 6 hours may be taken from another university. Graduate hours in library and information science from programs not accredited by the American Library Association are not accepted for transfer credit. Courses taken at another academic institution must be approved by the advisor and

demonstrate strong linkage to an information science career.

To be transferred into a master's program at the University of Tennessee, a course must:

1. Be taken for graduate credit.
2. Carry a grade of B or better.
3. Be a part of a graduate program in which the student had a B average.
4. Not have been used for a previous degree.
5. Be specifically related to the student's career objectives.
6. Be approved by the student's graduate committee and the director of the School on the Admission to Candidacy form.
7. Must be taken within six calendar years of graduation.

Credits transferred will not be counted in the student's UT grade point average.

Procedures

1. The student submits a Request to Transfer or Substitution of Credits form (see www.sis.utk.edu/forms) to their advisor. The request must include a written rationale for the transfer and a course syllabus that clearly indicates topics covered, assigned readings, and course assignments. Students who request substitution for a required course must also specify the SIS course for which the substitution will apply. Students must submit a separate form for each course they desire to transfer or substitute.
2. Advisors consult with an appropriate faculty member or the director to determine if the course qualifies for transfer.
3. The Request for Transfer or Substitution of Credits form must be signed by the student's advisor, the consulting faculty member, and the director. This form goes into the student's file.
4. When approved, students include the transfer courses on their Admission to Candidacy Form.

PRACTICUM PROGRAM

The Practicum Program is an essential way for students to gain relevant, professional work experience in preparation for launching their careers. The Practicum, also known by its course number – IS 599, is available every semester to all students.

Graduating students often say during their exit interviews that their Practicum experience is invaluable to their career success since it allows them to directly apply their knowledge and training in a hands-on work environment.

Students apply their classroom understanding of tasks and responsibilities to the daily workflow in their chosen information agency under the supervision of a seasoned information professional. By developing familiarity with the culture and values of a specific type of organizational climate, practicums often confirm a student's interest in a possible career path. The Practicum experience expands a student's professional network and often provides an invaluable recommendation from the Practicum supervisor.

In short, the Practicum gives SIS students an opportunity to "try out" a position and type of workplace, gain professional work experience, and earn academic credit and valuable professional contacts. Eligibility for a practicum experience requires a 3.0 cumulative grade-point average at the time of application. Students apply the semester prior to the proposed Practicum.

A 3-hour credit Practicum requires on-site work experience of 150 hours (an average of 10 hours per week in a 15-week semester). Students may take a maximum of 6 hours Practicum credit. The following restrictions apply:

1. a student may not be paid for a Practicum experience,
2. a student cannot be involved in a Practicum in an information agency where he or she is or has been employed unless the Practicum is in a different department within the agency, and involves different activities,
3. a student who seeks teacher certification may not substitute the Practicum for student teaching, and
4. a student cannot undertake a Practicum for more than 3 hours of credit if he or she is employed more than 20 hours per week.

For information about the Practicum, visit <http://www.sis.utk.edu/practicum> or contact Karen J. "Kitty" McClanahan, a doctoral candidate and graduate teaching associate at the School of Information Sciences, at sispracticum@utk.edu. See also Graduate Courses for IS 599: Practicum.

For information about School Library Media Practicums, contact Dr. Cindy Welch at cwelch11@utk.edu or (865) 974-7918 or Marion Vose at mcvose@ci.maryville.tn.us or (865) 681-6298. See also Graduate Courses for IS 595: Student Teaching in School Library Information Center, and IS 596: Field-Based Experience in School Library Information Centers.

THE SCHOOL LIBRARY MEDIA SPECIALIST LICENSURE

The School Library Media Specialist Program is accredited by NCATE, the National Council for Accreditation of Teacher Education, through the College of Education, Health, and Human Sciences. The Tennessee State Department of Education requires School Library Media Specialists to hold the master's degree. To complete the licensing requirements for the state, students must pass the PRAXIS

examination, which assesses the skills of beginning teachers in classroom settings. The School of Information Sciences offers three options for the School Library Media Specialist endorsement.

Option1: Endorsement for non-licensed teachers with no master's degree in library or information sciences.

Choose this option if you do not have a teaching license AND do not hold a master's degree in library or information sciences. For those students who do not hold the master's degree, the requirements for initial endorsement include the three required courses (IS 510, 520, and 530) plus IS 551, 560, 567, 571, 572, 573, 585, 595 and one elective (upon approval of faculty advisor). In addition, students must complete two corequisite courses from the College of Education, Health, and Human Sciences (six credit hours) that do not count toward the master's degree requirements. These courses include:

- **Educational Psychology 401** (3 hours)
Professional studies: applied educational psychology. Application of concepts, principles, techniques and models from Educational Psychology to facilitate student learning and creation of effective classroom environments.
- **Special Education 402** (3 hours)
Characteristics and needs of students with disabilities and diverse learners with emphasis on educational implications. Techniques, strategies and resources for teaching students with special learning, behavioral or medical needs, and the requirements of special education laws.

Students pursuing the initial endorsement must follow the non-theses option. Upon completion of the requirements, students will earn a master's degree and a Tennessee State

Department of Education license as a School Library Information Specialist.

Option 2: Endorsement for licensed teachers without a master's degree in library or information sciences.

Choose this option if you are a state-licensed teacher but do not hold a master's degree in library or information sciences. The requirements include the three required courses plus 551, 560, 567, 571, 572, 585, and 596 (which must be taken twice) plus 4 electives (upon approval of the faculty advisor). Upon completion of the requirements, students will earn a master's degree in information sciences and a Tennessee State Department of Education Additional Endorsement as a School Library Information Specialist.

Option 3: Endorsement for non-licensed teachers with a master's degree in library or information sciences.

Choose this option if you hold a master's degree in library or information sciences but are not a licensed teacher. For those students who hold an ALA-accredited master's degree and have approval of the faculty advisor, the requirements are a maximum of 24 hours within the School's program, including the required Information Sciences 595. In addition, students must complete two corequisite courses from the College of Education, Health, and Human Sciences (6 credit hours) beyond the required 24 hours. These courses are listed under Option 1.

Upon completion of the requirements, students will earn a Tennessee State Department of Education license as a School Library Information Specialist. The School Media Certification is transferable to over 30 states across the country. To transfer your certification, simply send your Tennessee license to your "new" home state's department of education with accompanying transcripts and

any relevant information that is required. A new certification should be granted with no additional courses demanded.

Applicants who seek licensure and who hold a current Tennessee teaching license should contact Dr. Cindy Welch at cwelch11@utk.edu; (865) 974-7918 or e-mail Angela Roberts at arober45@utk.edu for further information.

GRADUATION REQUIREMENTS

Students must complete their credit hours for the M.S. degree within six years from the date of the earliest course applied to the degree.

Non-Thesis Option: Comprehensive Exam

M.S. degree candidates who elect the non-thesis option take a four-hour examination that integrates and focuses the knowledge and experience gained from courses and professional reading. Questions reflect broad educational experiences and require students to integrate knowledge gained from the program.

The comprehensive examination must be taken in a student's final semester. There is no exception to this policy. Graduation forms must be completed and approved during the preceding semester. The comprehensive examination committee is composed of three SIS faculty members who serve on a rotating basis. Students register for the examination with the SIS coordinator of student services in the semester prior to their final semester. Students then receive notice of examination details, including the date, time, building, and room number.

Students taking the examination have access to an orientation website that discusses faculty expectations regarding answers, grading, and how to prepare for and take the examination. An orientation to the comprehensive exam is held one month before the examination and reviews the procedures for completing the examination, provides information concerning

its evaluation, and consequences if the examination is not passed. Previous exam questions are posted on the School's website.

Thesis Option Overview

Students electing the thesis option write a master's thesis under close supervision of a thesis committee. Thesis option students must take IS 540: Research Methods for Information Professionals prior to collecting research data, unless they have already successfully completed a thesis or dissertation in another discipline or have completed an equivalent course.

Six hours of Thesis, IS 500, are taken within the 42 hours required for graduation and is taken as Pass-Fail. (Students may register for more than 6 hours of IS 500, but only 6 hours will count towards graduation.)

Students must be registered for IS 500 in the semester they complete and defend their thesis. The oral defense of the thesis substitutes for the written comprehensive examination taken by non-thesis students. For more information and to review the full Thesis Guidelines visit <http://www.sis.utk.edu/programs/components/thesis>.

ePortfolio Option

School faculty has implemented a pilot project to consider whether students should have a third option for graduating from the SIS program. The ePortfolio, which is a presentation of its author's professional self, will be a "culminating experience" in the SIS program, comparable to the comprehensive examination or thesis. The objectives of the portfolio presentation and defense are to give students an opportunity to organize and synthesize knowledge in specific subject areas, to demonstrate that they can solve problems, and to establish and defend positions on current issues, trends, and problems in library and information studies.

Requirements for Admission to Candidacy and Graduation

Application for admission to candidacy for the M.S. degree should be completed when the student registers for the final semester. The Admission to Candidacy Master's Degree form must be submitted with appropriate signatures to the UT Graduate School.

A graduation packet can be obtained from the coordinator of student services. The student is responsible for completing the Admission to Candidacy Master's Degree form and submitting the form to the SIS coordinator of student services who gathers the appropriate signatures and forwards it to the Graduate School. The Graduation application for diploma must also be completed and submitted online thru MyUTK.

Commencement and Graduation Activities

Each spring, graduating students are encouraged to participate in the university graduate hooding ceremony, the College of Communication and Information commencement, and the School's annual Hooding and Awards Ceremony. The ceremony is a long-standing tradition at SIS where graduates are hooded, recognized, and honored for their accomplishments.

DOCTOR OF PHILOSOPHY IN COMMUNICATION AND INFORMATION

The University of Tennessee's Ph.D. interdisciplinary doctoral program in Communication and Information prepares you to be an innovative leader in academe and the professions. Ours is an innovative program that combines rigorous scholarship with cutting-edge societal engagement.

The Ph.D. experience in our college features an integrated, interdisciplinary curriculum that provides in-depth study of information sciences and holistic views of associated areas of study.

The degree features faculty from the four schools in the college: Advertising & Public Relations, Communication Studies, Information Sciences, Journalism and Electronic Media. Our faculty's body of research and presentations are distinguished, and we invite you to see for yourself at <http://www.cci.utk.edu/biblio>.

Our interdisciplinary program has four focus areas:

- knowledge/organizational management
- science, technology and health
- international and intercultural information issues
- law, policy and ethics

For further information contact Dr. Ed Cortez at (856) 974-2148 or ecortez@utk.edu. See also the College of Communication and Information Graduate Student Handbook and the college website at www.cci.utk.edu/gradstudies.

INTERDISCIPLINARY GRADUATE MINOR IN COMPUTATIONAL SCIENCE

Masters and doctoral students may pursue a 9-hour Interdisciplinary Graduate Minor in Computational Sciences, which requires coursework in three areas: Computer and Information Sciences, Applied Mathematics, and a selected discipline outside of Information Sciences.

Computational modeling and simulation are indispensable tools in nearly every field of science and engineering. People trained in Computational Science find themselves in very high demand, especially for the most exciting, leading-edge work. Computational science integrates elements that are normally studied in different parts of the traditional curriculum, but which are not fully covered or combined by any one of them.

SIS courses that support the Minor include human-centered computing, knowledge

discovery and data mining, and digital libraries, among other topics. Ph.D. students must take 15 hours to earn a Minor. For information about the benefits, requirements, and application process, visit <http://igmcs.utk.edu>.

UNDERGRADUATE INFORMATION STUDIES & TECHNOLOGY MINOR

The IS&T Minor teaches undergraduate students about the impact of information and information technology on society, individuals and organizations. Students in the Minor acquire information and technology literacy skills enabling them to know how and where to find information, how to use it strategically, and how to design information containers and access systems in a variety of settings. Students also learn how policies governing access and control of information resources are set and how policy affects organizations, individuals, and society.

The Minor in IS&T complements majors in all fields, including liberal arts and sciences, engineering, applied life sciences, commerce, business administration, education, and human ecology.

The IS&T Minor requires 18 credit hours, consisting of nine required credit hours and nine elective credit hours. All courses in the IS&T Minor draw from a body of interdisciplinary knowledge. Required courses are:

CI 150 COMMUNICATION IN AN INFORMATION AGE (3) Overview of human, mass, and mediated communication. Introduction to finding, organizing, and evaluating information.

IS 102 TECHNOLOGIES FOR INFORMATION RETRIEVAL (3) Principles, selection and use of computer-based information management applications; software identification and task appropriate uses; telecommunications, utilities, and memory management systems; multiple operating systems and technology for national network connections.

IS 310 INFORMATION SEEKING: RESOURCES AND STRATEGIES (3) Information as critical resource for research and decision making; emphasis on planning, executing, and evaluating information searches, with a focus on the student's major academic area.

Students should declare their intent to complete the IS&T Minor as early as possible by contacting Dr. Vandana Singh, the IS&T Minor faculty coordinator, at sis-istminor@utk.edu, and completing a student IS&T Minor Planning Form. Students must declare their intent to complete the Minor when they submit the application for a degree, if they wish the Minor to be listed on their transcript. For more information about the IS&T Minor, visit <http://www.sis.utk.edu/minor>.

Standards, Problems, and Appeals

ACADEMIC STANDARDS

Graduate education requires continuous student evaluation. This includes not only periodic objective evaluation, such as the cumulative grade point average, but also judgment by the faculty of the student's progress and potential.

The academic records of all graduate students are reviewed at the end of each semester, including the summer term. Graduate students must maintain a cumulative grade-point average (GPA) of at least 3.0 in all graduate courses taken for a letter grade of A–F. Grades of S (Satisfactory), NC (No Credit), P (Pass), or NP (No Pass), and I (Incomplete), which have no numerical equivalent, are excluded from this computation. A course for which a graduate student receives a grade below C cannot be used towards the student's degree.

Incompletes

An incomplete (I) is a temporary grade indicating that a student has performed satisfactorily in the course but, due to unforeseen circumstances of a serious nature, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. An incomplete must be removed within one year. If the incomplete is not removed, the I changes to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned.

A student must request an incomplete in writing from the instructor using a standard form available online at <http://www.sis.utk.edu/forms>. The request form must contain a persuasive rationale, and may require supporting evidence, and the projected date for completion of the work. The

form must be approved and signed by the instructor. The instructor's decision to accept or reject the petition is final.

Academic Probation

A graduate student is placed on academic probation when his or her cumulative GPA falls below 3.0 on completion of nine hours of graduate coursework. The director of the School will inform the student in writing of probation. In the subsequent semester(s), these provisions apply:

1. If the GPA in the probationary semester is below 3.0, the student will be dismissed from the program;
2. If the GPA in the probationary semester is 3.0 or above, but the cumulative GPA is still below 3.0, the student will be granted a second probationary semester;
3. If the GPA in the second probationary semester is below 3.0, or if the cumulative GPA is still below 3.0, the student will be dismissed from the program;
4. If the cumulative GPA after the first or second probationary semester is 3.0 or above, the student returns to regular, non-probationary status;
5. No student is granted more than two probationary semesters. A student who has been cleared of probation after one probationary semester and falls below 3.0 in later semesters will be considered in his or her second probationary semester. A student who has been cleared of probation after two semesters and falls below 3.0 in any later semester will be dismissed from the program.

If a student receives a grade of D or F in one of the three required classes, he or she will be dismissed from the program.

Dismissal

Dismissal of a graduate student is accomplished by written notice to the student and to the UT Graduate School.

Appeals Procedure

The student handbook, *Hilltopics*, published and distributed annually by the Office of the Dean of Students, contains the University of Tennessee standards of conduct and disciplinary regulations and procedures. *Hilltopics* is available online at <http://dos.utk.edu/hilltopics>.

Academic grievances are handled within the School through the student's advisor, the faculty member involved, and then the director. Further appeal may be made as outlined in the Appeals Procedure from the UT Graduate School office.

Readmission After Period of Nonattendance

Students who have not attended SIS for a consecutive semester, including summer, must apply for readmission. These students must submit a readmission application to the Office of Graduate Admissions at least two weeks before the desired re-entry date.

Student FAQs

Q: How can I check the status of my admission application?

A: Since the admissions process is two-fold, you will need to check your application status online with the UT Graduate Admissions office at <http://admissions.utk.edu/graduate/check.shtml>, and contact the coordinator of student services Tanya Arnold at tnarnold@utk.edu to make sure all other application materials, such as your personal data sheet and rating forms, have been received by the department.

Q: As a DE student, will I be able to attend school events and programs?

A: Full-time, on-campus students have the greatest opportunity to participate in student life at the School, such as student organization meetings and socials, informal gatherings in our student lounge, and attending presentations, though all students are welcome. We webcast as many public research forums and lectures as possible for DE students and the general public. Many students, however, attend part-time, and so it is natural that these students—whether on-campus or at a distance—feel that they miss out on some aspects of life in the program.

We ask all of our students to understand each other's position as students and recognize that we all have to make compromises in order to make this program work to its fullest capability.

Q: Will I have problems getting into classes?

A: Sign up for classes as soon as the registration period begins each semester. Required courses and some electives may fill up quickly. Online wait lists are available for most sections, and you can sign up through the registration system.

Q: If I'm admitted into the program as an on-campus student, can I switch to the distance education (DE) program at any time?

A: Because of limited space in the distance education program, on-campus students must obtain approval from the director. Students must submit a written request to the director with the rationale for changing to the DE program.

Q: What if I have trouble contacting my advisor or a course instructor?

A: Contact the coordinator of student services.

Q: I'm a DE student and the section of a course I want to take is full. Can I register for the campus section instead?

A: Students must register for the appropriate section of each course. DE students who register for the campus section of a course will be charged additional fees that apply to campus students, unless the student is switched to the appropriate section. If a course section is closed, please add your name to the wait list. If seats are available in the other section, they will be shifted to accommodate the demand for a closed section. Campus students who register for the DE section of a course will be switched to the campus section.

Q: What assistantships are available on campus?

A: Assistantships are available in other departments on campus, such as UT Libraries, Graduate Student Services, and the Office of Information Technology. Announcements for open positions are posted to the SIS listserv.

Q: What if I'm not subscribed to the UTKSIS-L listserv?

A: The SIS discussion list is the primary vehicle for school faculty and staff to transmit information critical to a student's success in the program. All students must subscribe. To subscribe, visit <http://www.sis.utk.edu/resources/listservs> or contact Cindy Lancaster at lancast@utk.edu if you need help.

Q: Who do I notify if my name or address changes?

A: Contact the coordinator of student services to have your file updated. To change your address in the university system, go to Circle Park Online. For a change of address or change of name form, visit the Registrar's website at <http://registrar.tennessee.edu/records.shtml>.

Q: What courses are required for the School Library Media Specialist Program?

A: Required courses for the School Library Media Specialist Program are listed in this manual. See also the licensure section on the School's website at <http://www.sis.utk.edu/programs/licensure>. Questions about the School Library Program should be directed to Dr. Cindy Welch.

Q: What kind of tracks can I take?

A: The School does not have formal concentrations or tracks other than the School Library Media Specialist Program. In consultation with their advisor, students can pursue a curricular focus to develop an individualized program of study.

Q: How many credits per semester are full-time?

A: The UT Graduate School considers 9 credits to be full-time. The maximum credits per semester for graduate students are 15 hours (12 hours during the summer semester). Registration for more than 15 hours during any semester, or for more than 12 hours in the summer term, is not permissible without prior approval.

Q: When do I complete paperwork to graduate from the program?

A: Graduation paperwork must be completed in the semester prior to the student's final semester. The coordinator of student services posts an announcement to the student listserv each term, signaling students who plan to graduate that they can complete and submit the required forms to the School to begin the graduation process.

Appendices

SIS RESOURCES

School of Information Sciences

(865) 974-2148 or sis@utk.edu
www.sis.utk.edu

SIS Coordinator of Student Services

Tanya Arnold, 451 Communications Bldg.
(865) 974-2858 or tnarnold@utk.edu

School Library Media Specialist Program

Dr. Cindy Welch, 445 Communications Bldg.
(865) 974-7918 or cwelch11@utk.edu

SIS Director

Dr. Ed Cortez, 453 Communications Bldg
(865) 974-2148 or ecortez@utk.edu

Practicum

Karen J. "Kitty" McClanahan, (865) 974-2148;
sispracticum@utk.edu

Center for Information and Communication Studies

Dr. Carol Tenopir, Director; (865) 974-2156,
ctenopir@utk.edu or sis-cis@utk.edu
<http://www.cci.utk.edu/cics>

College of Communication and Information

<http://www.cci.utk.edu>

UT RESOURCES

Distance Education & Independent Study

<http://www.outreach.utk.edu/deis>

Graduate School & Graduate Catalog

<http://gradschool.utk.edu>

Graduate and International Admissions

<http://graduateadmissions.utk.edu/>

University of Tennessee Libraries

<http://www.lib.utk.edu/>

Financial Aid Office

<http://web.utk.edu/~finaid>

Hilltopics: UT Student Handbook

<http://dos.utk.edu/hilltopics>

Office of Disability Services

<http://ods.utk.edu/>

Registrar: University of Tennessee

<http://registrar.tennessee.edu/>

Student Success Center

<http://studentsuccess.utk.edu/>

Center for International Education

<http://web.utk.edu/~globe/index.php>

Counseling Center

www.utk.edu/counselingcenter

Funding, Fellowships, Assistantships for Graduate Students

<http://gradschool.utk.edu>

Graduate Student Appeals Procedure

<http://gradschool.utk.edu/GradAppealHbook.pdf>

Graduate Student Senate

<http://web.utk.edu/~gss>

International House

<http://web.utk.edu/~ihouse>

Judicial Affairs

<http://web.utk.edu/~osja/>

Office of Equity and Diversity

<http://oed.utk.edu>

Office of Minority Student Affairs/Black Cultural Center

<http://omsa.utk.edu>

Research Compliance/Research with Human Subjects

<http://research.utk.edu/compliance/>

SPEAK Testing Program

<http://gradschool.utk.edu/speaktest.shtml>

Thesis/Dissertation Website

<http://web.utk.edu/~thesis/thesisresources.shtml>

VolAware

<http://volaware.utk.edu>

**Information Sciences Subject Guide:
UT Libraries**

<http://www.lib.utk.edu/refs/infosci>

Library Website for Graduate Students

<http://www.lib.utk.edu/refs/gradservices.html>

Office of Information Technology (OIT)

<http://oit.utk.edu/>

Housing

<http://uthousing.utk.edu/>

LIS RESOURCES**American Library Association**

www.ala.org

Tennessee Library Association

<http://tnla.org>

Virginia Library Association

<http://www.vla.org/demo/index.html>

Tennessee Electronic Library

<http://tntel.tnsos.org>

SIS Deadlines

Graduate Application Deadline

Review of SIS applications begins in January of each year.

Admission to MS Candidacy Application

Paperwork is due the semester prior to a student's graduation. Watch the SIS listserv for announcement.

Admissions Checklist

1. Make application for admission to UT Graduate School
2. Graduate Record Examination (GRE)
3. Transcripts from all colleges and universities previously attended
4. Personal Data Form
5. Statement of Intent (1-page)
6. Distribute Rating Forms to three persons qualified to judge academic qualities

Resources & Opportunities @ SIS

SIS offers many unique opportunities for students to study the information environment. Our faculty members are committed teachers and top researchers who bring this experience to the classroom. We offer versatile, integrated program delivery anywhere. Here are a few programs and relationships that should interest students:

Center for Children's and Young Adult Literature

The Center for Children's and Young Adult Literature (CCYAL) hosts a robust lecture series of children's and young adult authors and illustrators, including public presentations and hands-on interactive sessions with children throughout the Knox County School system. Housed next door to the School, the Center invites librarians, teachers, students, and the public to review copies of the most recently published books thanks to participating publishers of children's and young adult books. The Center has hosted highly acclaimed authors such as Suzanne Fisher Staples, Jack Gantos, Emily Arnold McCully, Robert Sabuda, Nikki Giovanni, and Mo Willems. Visit <http://www.sis.utk.edu/ccyal> for more information.

Center for Information and Communication Studies

The Center for Information and Communication Studies (CICS) brings faculty and interested students together to facilitate and administer world-class research in the areas of national health care, homeland security, bioinformatics, environmental and information management, and information technologies. Organized to respond quickly to shifting needs and developments, the Center works with private and public organizations, governmental

agencies, and corporations. Visit <http://www.cci.utk.edu/cics> for more information. For work opportunities, contact the Center at (865) 974-2156 or mbartoli@utk.edu.

Oak Ridge National Laboratories

SIS has a strong relationship with Oak Ridge National Laboratories, located approximately 17 miles from campus. Student internships and practica provide opportunities for valuable experience in a high-tech science research environment. ORNL professionals serve as guest instructors in some SIS classes and SIS faculty and research center staff work with ORNL scientists on many information-related research projects.

SIS Advisory Board

The SIS Advisory Board consults with faculty and administration of the School concerning the livelihood and direction of the program. The Board helps the school set its priorities using the School's Strategic Plan and Vision as guides. The Board is a group of distinguished information professionals who exemplify the library and information professions. For more information, visit <http://www.sis.utk.edu/advisoryboard>.

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADEA institution.
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School of Information Sciences

College of Communication and Information

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