This document contains interactive links to enable convenient reference to other resources. The subjects in the table of contents are clickable links to the information contained within this handbook.
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Welcome to the School of Information Sciences

Dear future and current students,

In this inaugural year serving as director of the UT School of Information Sciences, I presented my credentials for consideration for the position because this institution has stayed firmly rooted in the core values of the profession while pushing the boundaries to new frontiers and new career paths for its graduates. Graduates of this program have three things in common.

One: UTSIS graduates have the high-quality educational foundation of a nationally-ranked academic program that is rigorous and challenging. The agility and flexibility developed in our coursework prepares our graduates for their first career positions and lays the groundwork for future leadership roles. As one of the first in the nation to provide distance learning options, we have extensive experience perfecting our real-time, online classes. We often hear from our students that our virtual classroom feels like a close-knit community because of the direct interaction during class times.

Two: Exposure to faculty researchers and collaborating with them on leading edge grant projects is a rich learning opportunity for our graduates. Research that can help institutions solve problems and make informed decisions not only brings a level of satisfaction for our students, it also presents them with a kaleidoscope-like view of career opportunities beyond their initial dreams.

Three: As a first generation college graduate, product of a world-class Library and Information Sciences program and former faculty member at a top research/academic School, I know the value of a quality education program. I want that for you. We all do. Every single faculty member, staff member and alumni of this School wants you to share in this profession and to have the very best experience possible as a part of this family.

Once you are a Volunteer, you are a Vol For Life!

Sincerely,

Diane Kelly, PhD
Director and Professor
Introduction

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Department Graduate Handbook does not deviate from established Graduate School Policies noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.

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. SIS offers both an on-campus program and a fully web-based program leading to a Master of Science degree. Fifteen full-time faculty, plus regional and international lecturers and practitioners deliver the master’s program. SIS also offers an Undergraduate Minor in Information Studies & Technology and a PhD 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 Library Journal 2013 Teaching Award, 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.

**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.

**Our Mission**
Enriching our communities through outstanding research, education, and public service that advance the frontiers of Information.

**Our Vision**
SIS will:
- Create value through meaningful engagement for a diverse and pluralistic information ecology;
- Advance original ideas for an information society through inquiry, discovery, scholarship, and creative activity;
- Lead by preparing ethical, innovative, and reflective information professionals.

**What We Value**
As a land-grant institution committed to excellence, SIS values:
1. Diversity and inclusion, respect for all opinions and people, free exchange of ideas, and academic freedom;
2. Intellectual curiosity, reflectiveness, and lifelong learning;
3. Rigor in research, scholarship, teaching, and service;
4. Student, community and professional engagement;
5. Adaptability, agility, and flexibility in all we do, using data-driven and transparent decision-making.

**Student Responsibility**
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), Hilltopics (http://hilltopics.utk.edu), 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 students attend class virtually 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 early 30s meaning our students range in ages from recent bachelor’s degree graduates to students with a career and professional experiences.

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

**SUZIE ALLARD**, Professor and Associate Dean for Research (CCI); PhD, Communication, and MLS, Library and Information Science, University of Kentucky; BA, Economics, California State University at Northridge; 423 Comm. Bldg; (865) 974-1369, sallard@utk.edu.

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**SIS Adjunct Faculty**

**DONALD W. KING**, Adjunct Professor, BS and MS, Statistics, University of Wyoming; Fellow - American Statistical Association; research Award Award of Merit - American Society for Information Science and Technology.

**DAVID NICHOLAS**, Adjunct Professor, MPhil from London Metropolitan University and PhD from City University (London, UK); Director and founder CIBER research group Research Board of the British Library and the International Board of Counter.

**LINE POUCHARD**, Joint Faculty, Associate Professor, Ph.D., Comparative Literature, Graduate School and University Center, City University of New York; M.S., Information Sciences, School of Information Sciences, University of Tennessee, Knoxville; Licence des Universités de Haute-Normandie, Université de Haute-Normandie, Rouen, France.

**STEVE SMITH**, Adjunct Professor and Dean of UT Libraries, Ph.D. in English literature from Texas A&M University, B.S. and M.S. in English literature from the University of South Carolina, M.S. in Library and Information Sciences from the University of South Carolina.

**BRUCE E. WILSON**, Adjunct Professor, Ph.D. in Analytical Chemistry, University of Washington; B.S. in Chemistry and Mathematics, Michigan State University.

**SIS Staff**

**Support Staff**

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**vacant**, Administrative Assistant. 451 Comm. Bldg; (865) 974–2148

**Administrative Staff**

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Master of Science Degree Program Objectives

The objectives of the program are stated in terms of learner outcomes. Upon completion of their coursework and completion of the comprehensive examination, or ePortfolio, or defense of a thesis, graduates will be able to do the following:

1. The student can describe and discuss the processes of creation, organization, distribution, storage, access, retrieval, management, use, and preservation of information in society.
2. The student can describe and discuss the nature of leadership and management in the information professions and the importance of participation in the global information society.
3. The student can apply the general principles, values, and ethical standards of providing information services in a variety of settings and for diverse populations.
4. The student can comply with the changing responsibilities of the information professional in a culturally diverse and networked global society.
5. The student can identify critical professional issues in a variety of organizational, cultural, societal, disciplinary, transdisciplinary, and historical contexts.
6. The student can analyze and apply information policies, and information-related laws that influence the delivery of information resources throughout society.
7. The student can explain the changing nature of information, information needs, and information behavior.
8. The student can assess and implement information technologies, systems, sources and services that serve users effectively and efficiently.
9. The student can analyze research in the profession.

Responsibilities of Faculty and Graduate Students

Duties and Responsibilities of Faculty
In addition to teaching courses, conducting research to further the profession and the discipline, and participating in school events, SIS faculty advises 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:

1. Meet all the requirements set forth in the current UT Graduate Catalog and the SIS Graduate Student Manual (this manual).
2. Possess the basic technology skill set found at http://www.sis.utk.edu/computing/ict. These competencies are required and assumed on the first day of class.
3. Subscribe to the School’s discussion list for the duration of their enrollment of the program. This list communicates official School announcements and university business, as well as providing a forum for library and information sciences topics. (UTKSIS-L@utk.edu - http://www.sis.utk.edu/computing/listserv)
4. Contact his/her advisor before each course registration period or when help is needed to ask questions and discuss with the academic advisor in selecting courses and preparing for placement.
5. Check his/her academic status in MyUTK during and after each term to verify that academic standards are being met.
6. Alert the advisor and/or instructor when encountering challenges likely affecting academic success.
7. (As future information professionals) take initiative in finding answers to questions.

Professional Activities
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, staying apprised of trends, and beginning professional networking. 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: Associate Professor Bharat Mehra, bmehra@utk.edu

Official student organizations include:
- American Library Association and Tennessee Library Association (ALA/TLA) Faculty advisor: Associate Professor Bharat Mehra, bmehra@utk.edu
• American Society for Information Science and Technology (ASIST) Faculty advisor: Professor Dania Bilal, dania@utk.edu
• Society of American Archivists (SAA) Faculty advisor: Assistant Professor Carolyn Hank, chank@utk.edu
• Special Libraries Association (SLA) Faculty advisor: Assistant Professor Wade Bishop, bbishop13@utk.edu
• Tennessee Association of School Libraries (TASL) Faculty advisor: Clinical Associate Professor 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:
  Memphis (West TN)  |  Campus Cohorts (Knoxville)  |  CEN-TEN (Middle TN)  |  NOVA (Northern VA, DC area)  |  TRITEN (Tri-cities area)  |  Arkansas  |  Chattanooga
For more information about student cohort groups, visit www.sis.utk.edu/cohorts

Discussion Lists
All enrolled students—on-campus and distance education—are required to subscribe to the School's discussion list. Subscribe at (UTKSIS-L@utk.edu - http://www.sis.utk.edu/computing/listserv3). 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 list at http://listserv.utk.edu/archives/utsis-jobs.html.
**Technology Requirements**

In order to attend online courses students must meet the current system requirements (hardware, software, RAM, processor, Internet connectivity etc.) recommended by the University of Tennessee Office of Information Technology. Other digital communication methods may also be employed for specific courses. For an updated list of technology requirements, visit [liveonline.utk.edu/techsupport](http://liveonline.utk.edu/techsupport). Other technology considerations can be found on the at [http://www.sis.utk.edu/sis-technology](http://www.sis.utk.edu/sis-technology).

The LiveOnline@UT site offers a full list of requirements for MAC, PC and mobile devices including tablets. It is recommended that all students fully evaluate and test all devices they may possibly utilize during the semester. Test Flights are available prior to every semester and are highly recommended.

**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/](http://directory.utk.edu/)

**Support**

**Course Software and Support**

All software required for the Live Online delivery system is free of charge and runs on PCs or Macs. Online classes require a software download from the Internet. 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.

**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 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
- **LiveOnline@UT Toll-free Support:** 1-877-974-3117
- **LiveOnline@UT Local Support Line:** 865-974-3117

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**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 to be competitive with other students, particularly for funding opportunities that begin in the fall. There is no deadline to apply to the program, except for international students. Students are admitted in the fall, spring and summer semester.
Applicants with a final undergraduate grade point average (GPA) of 3.25 will be considered for admission. Admission is competitive and most students have higher GPAs. If a student does not meet this criteria but feels he/she is a strong candidate for graduate school, there is an opportunity for additional review of qualifications by the admissions committee. For more information, contact Kitty McClanahan, PhD at kmcclan3@utk.edu. Prospective students are welcome to email, call or visit the school and speak with the assistant to the director and/or the coordinator of student services before the application is completed.

Application Procedures

Listed below are the procedures to be completed prior to the review of an application to the M.S. degree program.

1. Begin the online application process at http://gradschool.utk.edu/admissions/applying-to-graduate-school. Apply online for admission to the University of Tennessee Graduate School through the Admissions Office. Application fees can be paid by credit card or electronic check (U.S. banks only). For more information, contact Graduate Admissions, University of Tennessee, 201 Student Services Building, Knoxville, TN 37996, (865) 974–3251.

2. A written statement of one's career objectives is a part of the online application.

3. Through the online UT application system, contact three persons qualified to judge academic qualities and have each person complete a letter of reference/recommendation. Recommenders will submit online letters directly to the Graduate Admissions Office.

4. Transcripts should be sent directly to the Graduate Admissions Office through the online application system. While unofficial transcripts can be submitted for admissions review, official transcripts directly from previous colleges/universities are required if you are admitted to the program. 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://gradschool.utk.edu/admissions/applying-to-graduate-school/admissions-requirements.

5. Submission of all materials must be completed before the application is reviewed.

Admission of International Students

International students may enroll in the masters program only as online distance education students, attending from their home country or elsewhere outside the USA. Because the MSIS degree can be completed entirely online, Department of Homeland Security policy restricts SIS from accepting on-campus international students for the MSIS program. International students who hold a masters degree are welcome to apply for the Communication & Information Ph.D. program as on campus students. International students who are studying as on-campus students with other resident academic programs at UT are welcome to take SIS courses. For the MSIS program, an online 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 online international students from a wide range of countries, institutions, and backgrounds. Deadline for submission of international applications for UT Graduate School and the SIS program is February 1 for fall entry and June 15 for spring entry. SIS requires a minimum TOEFL score of 550 on the paper test, or 213 on the computerized version, or 80 on the Internet version. 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.

An international student may not enroll as a non-degree seeking student.

International students who are seeking admission to the degree program of the School should contact the SIS office for more information.

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.

**Assistantships and Hourly Student Positions**
The School of Information Sciences has various assistantship positions available which are awarded on a competitive basis to qualified students (campus and distance). An assistantship is a financial award to a graduate student for part-time work while pursuing an advanced degree. Appointments are normally on a one-fourth to one-half time basis, usually requiring 10 - 20 hours of service per week. Positions include a waiver of tuition and maintenance fees for the period of the appointment in accordance with university policy.

**Graduate Teaching Assistantships**
Graduate teaching assistants normally assist faculty with their instruction and other responsibilities as necessary. 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 with 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 in-state or out-of-state charges for the programs/services fee, the facilities fee or the technology 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 http://www.sis.utk.edu/assistantapplication) is March 1. New applicants may submit a GTA Application when applying for admission to the School. Applicants for a GTA will be notified in writing by mid-May.

**Distance Education Support Graduate Assistantships**
DE Support graduate assistants are appointed primarily to perform duties associated with the School’s distance education (DE). Our School awards DE support 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.

DE Support 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.

**Graduate Research Assistantship or Other Graduate Assistantships**
Graduate research assistant positions and other graduate assistantships are nine or twelve-month appointments that vary greatly depending on the project.
Hourly Student Assistant Position
Other positions available through SIS include hourly jobs that require 10-20 hours a week. These positions do not include tuition waivers but provide beneficial experience to students looking to augment their studies and participate in research projects for special grants through the School, the Center for Information and Communication Studies, or the Oak Ridge National Laboratory.

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 One Stop Office, University of Tennessee, 105 Volunteer Boulevard, (865) 974-1111, [http://onestop.utk.edu/financial-aid](http://onestop.utk.edu/financial-aid).

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, [https://www.lib.utk.edu/employment](https://www.lib.utk.edu/employment). 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, [http://www.lib.utk.edu/employment/vacancies/student-library-assistant-vacancies-how-to-apply/](http://www.lib.utk.edu/employment/vacancies/student-library-assistant-vacancies-how-to-apply/).

Fees
University fees are determined by the Board of Trustees and are subject to change. Contact the One Stop Office for current maintenance and tuition fees, [http://onestop.utk.edu/](http://onestop.utk.edu/).

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/forms](http://www.sis.utk.edu/forms).

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://gss.utk.edu/travel-awards/](http://gss.utk.edu/travel-awards/).

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/offices/diversity/spectrum](http://www.ala.org/offices/diversity/spectrum) or [spectrum@ala.org](mailto: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. Others can be found at [http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships](http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-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. Awards will be made to selected students who are nominated by academic departments.

**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 [sis.utk.edu/scholarships](http://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 SCHOLARSHIP  The Estes Scholarship is offered to students who demonstrate promise as a leader, and who intend to pursue a career in children’s and young adult literature.

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

GARY R. PURCELL SCHOLARSHIP  The Purcell Scholarship is given yearly to a student who has proven academic excellence.

JANE MOULTON RAY SCHOLARSHIP  The Ray Scholarship selection is based on financial need. Only Tennessee residents are eligible. Preference given to those who are first-generation graduate students.

JOHN C. TYSON MINORITY SCHOLARSHIP  The Tyson Scholarship 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.

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**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.

**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 most are virtual. There are two types of SIS courses: campus courses and virtual courses.

**Campus Courses**

These 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.

**Virtual Courses**

These classes meet using online software, Blackboard Collaborate, 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 the 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 software to encourage student participation, interaction, and a sense of community resulting in high quality discussions with a rich diversity of perspectives.

Role of Student Services Coordinator
The Student Services Coordinator monitors enrollment during the registration period to insure that students have registered for the appropriate sections. If a campus student has registered for a DE Only section, the student services coordinator will notify the student via email to switch to a campus or distributed course. The same applies for a distant student who registers for a campus section of a course when a DE section is also available.

Teaching and Learning Environment
SIS recognizes our students’ diverse needs, and we employ proven best practices and evidence-based techniques to provide a high quality experience. Graduate study in the field of Information Sciences can lead to a wide variety of career paths, and to provide the greatest access to all of the content areas covered by our curriculum, all of our elective courses are taught using virtual instruction via distance education technology.

As a result, even on-campus students will participate in the online classroom for most of their graduate study. Full-time students attending on the Knoxville campus who begin their program in the fall semester, will start with face-to-face classes for the three required courses (INSC 510, INSC 520, and INSC 530). They will then continue their studies and join distance students in the online classes to complete the program. Note that on-campus students who begin their program in the spring semester will also take the three required courses online, rather than as a traditional face-to-face classes. This is also true for part-time on-campus students who started their program in the fall but are taking any remaining core courses in the spring semester.

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 may wish to purchase equivalent hardware and software. The School of Information Sciences offers a computer laboratory that meets the specifications for this program, and on-campus students may access these computers on a first-come/first serve basis during scheduled lab hours. 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

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, data and communication

Courses taken outside of the program can also be incorporated into the individualized curriculum. For more information, see Transfer and Substitution of Credits (http://www.sis.utk.edu/admissions#transfer). 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 http://registrar.utk.edu.

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 the 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.

Academic Advising Policy
The Coordinator of Student Services assigns an academic advisor to each new student based upon the student’s professional interests and advisor availability. In order to create reasonable faculty work loads, a reasonable effort will be made to insure that each full-time faculty member will have about the same number of advisees.

Using the advisee/adviser alert form, assigned academic advisers contact each new advisee in a timely manner, welcoming the new student to the School and establishing an advising relationship.

A student may seek advice from any member of the faculty, but the assigned advisor is primarily responsible for working with the student on such issues as course selection, academic challenges, and placement. Because courses may fill quickly, and some courses such as independent studies require additional preparation and permissions, students are encouraged to contact their advisor as soon as enrollment dates are announced. At the same time, faculty are encouraged to respond to any student advisement requests in a timely manner.

Students or academic advisers may request a change in advisor to better meet student needs. In order for this to happen, the current advisor must agree and sign off on the change, the new advisor must be willing to serve and must sign off on the change, and the Student Services Coordinator must be informed.

The Student’s Responsibility
Students should contact their advisor before each course registration period or when help is needed. Graduate students are expected to ask questions and partner with their academic advisor in selecting courses and preparing for placement. Students are responsible for understanding graduation and other University policies and procedures. Policies and procedures are found in the Graduate Catalog. Students must contact their advisor before they register each semester. Further, students should:

1. Devote considerable time and effort toward achieving academic excellence;
2. Read and be familiar with the UTK graduate study regulations and policies;
3. Take initiative in finding answers to questions;
4. Alert the adviser when encountering challenges likely to impact academic success;
5. Communicate regularly with their advisors.

The Academic Advisor’s Responsibility
Advisors assist and provide guidance with:

1. Questions that may arise before the student chooses to register;
2. Academic and career goals and objectives;
3. Creating an appropriate program of study;
4. Understanding and meeting degree requirements;
5. Understanding and meeting University, College, and School academic policies and procedures;
6. Monitoring progress toward degree completion;
7. Identifying campus services appropriate to student needs;
8. Responding to academic challenges and personal challenges likely to impact academic performance;
9. Placement activities such as resumes, cover letters, and interview preparation.

**Class Cancellation Guidelines**

1. If UT cancels classes, SIS will cancel classes as well. UT generally cancels classes due to bad weather; this impacts students, faculty and DE support.
2. If a class is delayed because of weather or software issues, students will not be expected to wait more than 60 minutes. So, if the class has not started after 60 minutes from the class start time, the class is automatically canceled and the students should not be expected to join class after 60 minutes. After 60 minutes, instructors should send out an email to students informing them that the class is canceled.
3. When a class is cancelled due to any of the above mentioned reasons the instructor should record a makeup class that can be attended asynchronously by students. Cancellation of class should not mean a smaller number of classes will be taught in the semester.

**Course Wellness Guidelines**

These guidelines address concerns from students as well as faculty. For the general wellbeing of the academic environment, it is important to have a designated procedure for instructors as well as students to raise their concerns.

If you are a student with a concern regarding a specific course in which you are enrolled, please follow the following steps to bring these concerns to the administration’s attention. If you do not feel comfortable in any of the following steps, please skip that step and go to the next step. In this entire process, if you wish, you may maintain anonymity. A request for anonymity at any level will ensure that you will remain anonymous.

For any course-related concerns, these guidelines are meant to help students and instructors identify and use the proper channels. As much as possible, please follow this sequence of reporting:

1. The first step to resolving class-related issues is to get in touch with the course instructor and ask for clarifications or explanations.
2. If you do not feel comfortable bringing this up to the class instructor, the next step is to get in touch with your advisor and discuss the situation with them. They will be the best person to advise you as to next steps.
3. If you do not feel comfortable in bringing this up with your advisor and the instructor, then you can fill out an online form to bring the matter to the attention of SIS administration. This form will maintain your anonymity, if you choose to remain anonymous.

http://www.sis.utk.edu/webform/sis-course-student-comment-form

All these steps will trigger actions to address and resolve your concerns.
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.

504 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

505 ePORTFOLIO (3) Builds an environment for capstone learning experiences. Integrates core knowledge of information science and related fields to build a strong knowledge base. Develops necessary IT skills for ePorfolios. To showcase learning outcomes and professional growth. Identifies and fosters competences for career success.

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

516 GEOSPATIAL TECHNOLOGIES (3) Explores the creation, distribution and growth of geospatial data, highlighting their uses and misuses. Structured as an applications-based course where students learn how geospatial technologies are used to turn geospatial data into maps, tables and imagery through hands-on exercises and laboratory work.

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.

522 CATALOGING OF NON-PRINT MATERIALS (3) Cataloging of all non-book materials using RDA rules and OCLC’s Bibliographic Formats and Standards to create machine readable catalog records for maps, videos, recorded music, realia, graphic materials, electronic resources, continuing resources, microforms and three-dimensional artifacts.


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.

541 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.

542 SOCIAL INFORMATICS (3) Social consequences of information and communication technologies (ICT) at micro (e.g., personal level), meso (e.g., organizational level) and at macro level (e.g., information society studies), and applications of ICT for businesses, government, and society are covered by the umbrella term "social informatics." It is a highly multi-disciplinary area worth exploring, since it will expose you to a range of contemporary global issues and phenomena shaped by ICT-mediated information.

544 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.

545 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.

546 ENVIRONMENTAL INFORMATICS (3) Focuses on the interdisciplinary field of environmental informatics. Explores collection, classification, storage, retrieval, dissemination, integration and visualization of environmental information. Reviews the role of computer technology including geographic information systems.

547 HEALTH SCIENCES INFORMATION CENTERS (3) An overview of health sciences libraries, including management, collection development, reference, and current trends. Topics include the role of health sciences libraries/information specialists, relevant management and administrative issues, collection development and related matters, reference and information sources and services, consumer health and literacy, the process of evidence-based practice, and current information trends related to biomedical science.

548 FEDERAL LIBRARIES AND INFORMATION CENTERS (3) Mission, status, and history of federal libraries and federal information center work in various settings across the three branches of government; trends in employment, government dissemination efforts, information policy, information technology, and government’s impact on services in other types of libraries/information centers.

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 ed., 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.

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

562 DIGITAL CURATION (3) Explores the life-cycle, value-added management and maintenance of scholarly and scientific digital content. Examines the diverse set of skills to select, execute and administer a range of approaches and procedures across the lifecycle of digital objects, from conceptualization, creation, appraisal and selection, and ingest through preservation, storage, access, use and re-use.

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.


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.

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 AS A COMMUNICATIONS AND LEARNING TOOL IN DIVERSE SETTINGS (3) Explores storytelling as a communications tool in information agencies and other types of stories, and best practices for gathering and telling stories.

577 PICTURE BOOKS ACROSS THE CURRICULUM (3) Provides guidance for selecting and using quality picture books, wordless books, graphic novels and other media for teachers and librarians. Will focus on cross-curricular with an emphasis on using these materials in traditional and nontraditional ways to enhance student learning for grades k-12.

580 INFORMATION TECHNOLOGIES (3) Evolution, trends, capabilities, and limitations of technologies applied to information capture, storage, preservation, access, and distribution.
581 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. PREREQUISITE: 580 or instructor’s consent.

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.

583 INTRODUCTION TO YOUTH INFORMATICS (3) Introduces the study of youth informatics. Presents essential concepts of the study of youth and informatics. Explores the connection between youth, technology, and community. Project-driven with intensive experiential learning components.

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.

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.

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.

592 BIG DATA ANALYTICS (3) Introduces the concepts big data and data analytics as an emerging field. To address the opportunities and challenges of big data in academics, businesses, sciences, the Web, etc. To understand the nature of big data analytics and their various contexts. To master basic concepts and process of data analytics. To design analytics initiatives/proposals. To practice data mining techniques and skills (ETL). To explore data modeling and visualization.

593 SEMINAR IN YOUTH INFORMATICS (3) Explores key areas in youth informatics. Seminar includes discussion of basic, applied, and evaluative research projects at the national and international levels. Covers research trends in youth informatics. Provides a forum for presentation and criticism of past and current research by students.

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 or 4) 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.

597 INFORMATION ARCHITECTURE (3) Introduces fundamental concepts, methods, and practices in information architecture for virtual space. Focuses on organization, navigation, labeling, and searching of Web sites and intranets, as well as user experiences.

598 WEB DESIGN (3) Provides hands-on experience with creating websites using latest website design tools and techniques as well as a theoretical insight into emerging trends and techniques. Emphasizes understanding the basics of web design, website creation and evaluation. Covers basics of usability testing and search engine optimization. PREREQUISITE: INSC 581 or instructor’s consent.
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.

601 ADVANCED SEMINAR IN INFORMATION SCIENCES (3) Theories, research, and traditional practices of information representation, organization, and access, and retrieval. Research opportunities and methods in information sciences. Relationship to and interaction of information sciences with other disciplines.

680 INFORMATION SCIENCE THEORY (3) Survey of major theories and studies in information science.

Degree Requirements

The program for the Master of Science degree requires 36 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 27 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, create an online portfolio, or write a thesis. See Graduation Requirements on pages 26 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:
• INSC 510: Information Environment
• INSC 520: Information Representation & Organization
• INSC 530: Information Access and Retrieval

These three courses—INSC 510, INSC 520, and INSC 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:
• INSC 504: Research Methods for Information Professionals
• INSC 550: Management of Information Organizations
• INSC 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.

Independent Project or Research

Students are encouraged to develop research competencies through INSC 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 INSC 591. Forms are available at www.sis.utk.edu/forms.

Another possibility for independent and small group study is INSC 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 INSC 591 and INSC 594 is allowable in the 36-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 9 credit hours.

Transfer and Substitution of Credits

At least 27 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 – INSC 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, 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](http://www.sis.utk.edu/practicum) or contact Dr. Kitty McClanahan, Practicum Coordinator at sispracticum@utk.edu or (865) 974-8942. See also Graduate Courses for INSC 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 mcvo@ci.maryville.tn.us or (865) 681-6298. See also Graduate Courses for INSC 595: Student Teaching in School Library Information Center, and INSC 596: Field-Based Experience in School Library Information Centers.

**School Library Media Specialist Licensure**

The School Library Media Specialist Program is accredited by CAEP, Council for the Accreditation of Educator Preparation, 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 four options for the School Library Media Specialist endorsement.

**Option 1: 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 (INSC 510, 520, and 530) plus INSC 551, 560, 571, 572, 573, 580, 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-thesis 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 INSC 551, 560, 571, 572, 580, 581, and 596 (which must be taken twice) plus 2 electives (upon approval of the faculty advisor). Students may choose from a variety of electives that include, INSC 575, 576, 577, 583, or youth-oriented 590 special topics courses. 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 for further information.

Option 4: Endorsement for licensed teachers not seeking a master’s degree in library or information sciences.

Choose this option ONLY if you are a currently licensed Tennessee classroom teacher who just wants to add the PreK-12 School Library Endorsement to your existing license. The requirements include the three required courses plus INSC 551, 560, 571, 572, 580 or 581, and 596 (which must be taken twice). Upon completion of the requirements, students will earn a Tennessee State Department of Education Additional Endorsement as a School Library Information Specialist.

Youth Informatics Certificate Program

The School of Information Sciences (SIS) at the University of Tennessee is offering a new graduate certificate program in Youth Informatics. The program is open to all Master’s/PhD students. It requires successful completion of 12 credit hours, four classes of three credit hours each.

- Learn how youth use and apply technology in diverse settings
- 12-credit hour program: 4 courses, 3-credit hours each (tentative schedule)
  - INSC 583: Introduction to Youth Informatics (fall 2016)
  - INSC 593: Seminar in Youth Informatics (spring 2017)
  - INSC 542: Social Informatics (spring 2017)
  - ALEC 510: Agricultural Leadership Development (can be substituted by CFS 515, or PSYC 511)
- Available to all graduate level students across the UT system regardless of discipline
- Continuing education (CWS) credit available

Valuable program for professionals who engage youth through information technology:
- School and public librarians
- Teachers and education administrators
- Computer programmers and designers for youth,
- Youth group leaders

The certificate program will provide valuable information and credentialing to any professional engaged in youth services or youth interactions such as teachers, education administrators, school or public librarians, computer/software programmers and designers, and youth group leaders.

What is it?

Informatics is the science of gathering, manipulating, storing, retrieving, and classifying recorded information using information and communication technology (ICT). Youth informatics is an interdisciplinary area of study that focuses on how youth transform information technology and how information technology transforms youth.

Who can apply?

Current UT SIS master’s students can earn the certificate by completing YIC required courses as a part of their Master’s degree coursework - with prior approval
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. 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://ccyal.sis.utk.edu](http://ccyal.sis.utk.edu) 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://cics.cci.utk.edu/](http://cics.cci.utk.edu/) for more information. For work opportunities, contact the Center at (865) 974–2156.

Oak Ridge National Laboratory
SIS has a strong relationship with Oak Ridge National Laboratory, 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.

Graduation Requirements

Students must complete their credit hours for the MS 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.

**ePortfolio Option**

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.

**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 INSC 504: 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, INSC 500, are taken within the 36 hours required for graduation and is taken as Pass-Fail. (Students may register for more than 6 hours of INSC 500, but only 6 hours will count towards graduation.)

Students must be registered for INSC 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](http://www.sis.utk.edu/programs/components/thesis).

**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 through MyUTK.

**Commencement and Graduation Activities**

Each spring, all graduating students for the school year 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 PhD 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 PhD 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](http://www.cci.utk.edu/biblio).

Our interdisciplinary program has four focus areas:
The Graduate Minor Interdisciplinary Graduate Minor in Computational Science

Masters and doctoral students may pursue a 9-hour (Masters) 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.

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.

Students should review their academic status during and after each term to verify that academic standards are being met. 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. 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**  
If a student is on academic probation, degree status will be terminated by the UT Graduate School if the student’s semester GPA falls below a 3.0 in a subsequent semester. When the particular circumstances may be deemed to justify continuation, and or recommendation of the SIS director and approval of the UT Graduate School, a student on probation may be allowed to continue on a semester-by-semester basis. Dismissal of a graduate student is accomplished by written notice to the student and to the UT Graduate School. Registration for SIS courses will not be permitted except by written authorization from the SIS director.  

**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://hilltopics.utk.edu/](http://hilltopics.utk.edu/).  

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.  

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**Continuous Enrollment and Leave of Absence (LOA)**  

**Continuous Enrollment**  
Continuous enrollment is maintained by registering for a minimum of graduate credit hour per semester (excluding summer). The minimum enrollment for international students may be different, and international students always need to check with the Center for International Education (CIE) in order to determine what minimum enrollment they need to maintain in order to satisfy all enrollment requirements attached to their specific visa.  

**Leave of Absence (LOA) and Reinstatement Following an LOA**  
If extenuating circumstances arise that make it necessary for students to interrupt their studies temporarily, a Request for a Leave of Absence (LOA) for a maximum of 2 years may be granted by the Graduate School upon approval by the School of Information Sciences. All Graduate Student Leave of Absence Requests are reviewed and granted on a case-by-case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious medical condition, military service, or other personal reasons. A Leave of Absence (LOA) will not be granted with the sole reason of financial hardship.  

Graduate students are strongly encouraged to consult with their advisor and the School director in order to determine whether a Leave of Absence (LOA) is the most appropriate course of action, and international students must also consult with the Center for the International Education in order to ensure compliance with Federal immigration policy. Prior to requesting a Leave of Absence (LOA), graduate students should always explore alternatives which would allow them to remain registered and make progress toward the degree, even if at a slower pace. The Leave of Absence Request form can be found on [Forms](http://forms.utk.edu/).  

Students who are granted an LOA by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term immediately following the expiration of the approved LOA, excluding summer. The term(s) and/or year(s) of an approved LOA will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does, however, no imply a guaranteed continuation of funding options upon return.
Graduate students who are on an LOA suspend their active study for one term or more (up to 2 years), and while on an LOA they are not able to make any formal progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA).

Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved LOA, they will be considered non-enrolled once their LOA has expired and lose eligibility for Reinstatement. Graduate Students who have lost their eligibility for Reinstatement need to seek Readmission prior to being able to continue to work in their graduate degree program.

**Reinstatement**

In order to return to an active student status, graduate students on an approved Leave of Absence (LOA) need to establish Reinstatement into their graduate degree program by the end of the leave period stipulated on their approved LOA. Reinstatement Requests need to be initiated by the student, processed by the School director, and submitted to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated.

If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the School director and discuss available options.

International Students must note that all published deadline dates for new international graduate applications also apply for applications for reinstatement.

**Consequences of Non-Enrollment without Leave of Absence**

Graduate students who do not maintain continuous enrollment as stipulated in the “Continuous Enrollment” policy will lose their active student status. A student who has list his or her active status without having been granted a Leave of Absence for the period of non-enrollment ahead of time will not be allowed to continue in the Information Sciences program until readmitted. (See policy on “Readmission” for more details.)

Non-enrollment other than during an approved Leave of Absence (LOA) does not alter or affect any of the milestone deadlines, such as admission to candidacy, time to degree, etc.

Upon approval for readmission to complete the interrupted degree program, students will be retroactively enrolled in every semester of missed enrollment for one graduate credit hour of course 502. Students will be responsible for paying the past tuition charges and fees as well as the current university per semester late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment.

**Readmission After Period of Nonattendance**

A student who has not registered for a consecutive term must apply for readmission to the Graduate School. To continue in the program, the student must submit a readmission application and pay a $30 readmission fee. A readmission application should be submitted to the office of Graduate Admissions at least two weeks prior to the desired re-entry date. If the student does not register for course work the semester subsequent to receipt of the letter, the file will be withdrawn and it will be necessary to seek readmission to both the UT Graduate School and SIS.
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; tArnold@utk.edu

School Library Media Specialist Program
Cindy Welch, PhD 445 Communications Bldg. (865) 974.7918; cWelch11@utk.edu

SIS Director
Diane Kelly, PhD, 455 Comm. Bldg; (865) 974–2148, dianek@utk.edu.

Practicum
Kitty McClanahan, PhD, (865) 974–8942; sispracticum@utk.edu

Center for Information and Communication Studies
Suzie Allard, PhD, Director; (865) 974–1369, sallard@utk.edu or sis-cis@utk.edu; http://cics.cci.utk.edu/

College of Communication and Information  http://www.cci.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

UT Resources

Graduate School & Graduate Catalog  http://gradschool.utk.edu
Graduate and International Admissions  http://gradschool.utk.edu/admissions
University of Tennessee Libraries  http://www.lib.utk.edu/
Hilltopics UT Student Handbook http://hilltopics.utk.edu/
Student FAQs

Q: How can I check the status of my admission application?
A: The Office of Graduate Admissions will notify you by email of your application number. Please allow seven to ten business days to receive the notification after you have submitted your online application and fee. To check your application, go to http://gradschool.utk.edu/admissions/application-status.

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: Yes. Students must submit a written request to the student services coordinator 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 MyUTK. For a change of name form, visit the Registrar’s website at http://onestop.utk.edu/your-info/student-records.

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: Rather than tracks, which can be confining, the school has an individualized program and your advisor will work with you to help you choose courses appropriate to your career pathway. Career pathways provide you with the flexibility to take courses that best meet your career objectives and to build your professional competencies. To comply with strict state licensure requirements there is a formal “track” for School Library Media Specialists.

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.

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**SIS Deadlines**

**Graduate Application Deadline**

Applications are accepted as early as October of the year ahead of summer and fall admission (ex: October 2016 for classes starting in August 2017.) Applications for spring admission are accepted as early as May of the year ahead. Review of applications begins in January for fall admissions, but applications continue to be accepted through mid-July of the year of admission with two exceptions.

1. International applications must be submitted by February 1 for fall admission, June 15 for spring admission and October 15 for summer admission.
2. Applications for prospective students who are applying for SIS graduate assistantships or scholarships must be submitted by March 1.
### Summer Application Timeline

|--------|--------|---------|--------|---------|------|

### Fall Application Timeline

|--------|--------|--------|--------|---------|------|

### Spring Application Timeline

<table>
<thead>
<tr>
<th>May 1</th>
<th>Once annual</th>
<th>Jun. 15</th>
<th>Mid-July</th>
<th>Dec. 1</th>
<th>Jan.</th>
</tr>
</thead>
</table>

**Admission to MS Candidacy Application**

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