



Master's Program Handbook

2016-2017

Last revised: July 2016

Welcome to the Master's program at the School of Information and Library Science at The University of North Carolina at Chapel Hill! We hope that your time spent here at SILS will be a positive experience. This handbook was created to serve as a resource to guide you through your degree program here at SILS. If you have any questions or concerns during your time here, please feel free to contact your advisor, one of the program coordinators, the Associate Dean, or a member of the Student Services Staff. We will be glad to help you.

FACULTY OF THE SCHOOL

Gary Marchionini, Dean
Ron Bergquist, Associate Dean for Academic Affairs
Stephanie Haas, MSIS Program Coordinator
Brian Sturm, MSLS Program Coordinator

Professors

Stephanie Haas, Sandra Hughes-Hassell (Frances Carroll McColl Term Professor), Robert Losee, Gary Marchionini (Cary C. Boshamer Distinguished Professor), Sarah Michalak (Associate Provost for Libraries), Reagan Moore, Barbara Moran (Louis Round Wilson Distinguished Professor), Javed Mostafa, Arcot Rajasekar (Frances Carroll McColl Term Professor), Helen Tibbo (Alumni Distinguished Professor), Barbara Wildemuth

Associate Professors

Melanie Feinberg, Claudia Gollop, David Gotz, Brad Hemminger, Christopher (Cal) Lee, Brian Sturm

Assistant Professors

Jaime Arguello, Robert Capra, Mary Grace Flaherty, Amelia Gibson, Mohammad Jarrahi, Ryan Shaw, Zeynep Tufecki

Clinical Professors

Paul Jones (Director, ibiblio)

Clinical Associate Professor

Cliff Missen (Director, WiderNet)

Clinical Assistant Professors

Ronald Bergquist

Lecturers

Denise Anthony

STAFF OF THE SCHOOL

Administrative Staff

Gary Marchionini, Dean

Ron Bergquist, Associate Dean for Academic Affairs

Susan Sylvester, Executive Assistant

Tammy Cox, Assistant Dean of Administration

Joey Landry, Human Resources Consultant

Martha Martin, Contracts and Grants Specialist

Michelle Taylor, Accounting Technician

Maggie Hite, Administrative Office Support

Student Services

Lara Bailey, Graduate Student Services Coordinator

Tiffany Harris, Undergraduate Student Services Coordinator

Larisa Rodgers, Health Informatics Program Coordinator

Career Services

Lori Haight, Career Services Coordinator

Research

Kam Woods, Research Scientist

Development

Stephanie Kretz, Director of Development

Communications

Katherine Perales, Communications Coordinator

International Programs

Kaitlyn Murphy, International Programs Coordinator

Information Technology

Aaron Brubaker, Director of Information Technology

Brian Nussbaum, Desktop Support and Help Desk Manager

SILS Library

Rebecca Vargha, Librarian

Kenny Jones, Library Technical Assistant

ACADEMIC ADVISING

Upon admission to SILS, each Master's student is paired with a faculty advisor based on the student's area of interest as described in the student's application. Students are encouraged to meet with their advisor at least one time per semester, most importantly around registration time. If a student wishes to change his or her academic advisor, the student should fill out the [Change of Academic Advisor Notification](#) form which is available on the SILS website. The student should complete the form and get the required signatures before submitting the form to a member of the Student Services Staff. The Student Services Staff will then make the advisor change.

CURRICULUM

The curriculum for the MSLS and MSIS is a combination of a set of required courses and electives of the students choosing for a total of 48 credit hours required to complete the degree. Each student is required to complete the [SILS Information Technology Competency Requirement](#) prior to the start of their first semester. Students who opt to not take or do not pass the technology test should take INLS 161 (Information Tools) to satisfy this requirement. INLS 161 does not count toward the 48 credit hours required for the master's degree.

Master of Science in Library Science (MSLS)

48 semester hours of graduate level work

- 22.5 hours of required core courses
- 25.5 hours of elective courses

Satisfactory completion of a comprehensive examination

Satisfactory completion of a master's paper or project (included in the required credit hours)

Course	Credit Hours	Suggested semester taken
161, Information Tools or successful completion of the SILS Information Technology Competency Requirement	0	First semester
500, Human Information Interactions	3.0	First or second semester
501, Information Resources and Services	3.0	First or second semester
513, Resource Selection and Evaluation	3.0	First or second semester
520, Organization of Information	3.0	First or second semester
581, Research Methods Overview	3.0	First or second semester
585, Management for Information Professionals	3.0	Third semester
781, Proposal Development	1.5	Third semester
992, Masters Paper	3.0	Final Semester
TOTAL required	22.5 hours	

Master of Science in Information Science (MSIS)

48 semester hours of graduate level work

- 28.5 hours of required courses
- 19.5 hours of elective courses

Satisfactory completion of a comprehensive examination
 Satisfactory completion of a master's paper or project (included in the required credit hours)

Course	Credit Hours	Suggested semester taken
161, Information Tools or successful completion of the SILS Information Technology Competency Requirement	0	First semester
500, Human Information Interactions	3.0	First or second semester
509, Information Retrieval	3.0	First or second semester
520, Organization of Information	3.0	First or second semester
523, Database Systems I	3.0	First or second semester
560, Programming for Information Professionals	3.0	First or second semester
581, Research Methods Overview	3.0	First or second semester
582, Systems Analysis and Design	3.0	First or second semester
585, Management for Information Professionals	3.0	Third semester
781, Proposal Preparation Development	1.5	Third semester
992, Masters Paper	3.0	Final Semester
TOTAL required	28.5 hours	

Electives

In addition to the above required courses, each student should work with his or her advisor to select a coherent set of electives that will meet the student's professional objectives. These elective courses may come from the course offerings at SILS, from other departments on campus, through inter-institutional registration, or WISE courses. INLS course listings as well as course listings from other departments are available through ConnectCarolina or in the [Graduate Record](#).

Concentrations and Specializations

Concentrations and specializations within the MSIS or MSLS program at SILS provide students the opportunity to concentrate or specialize within a specific area of information and library science. While concentrations or specializations are not required, they can be helpful when thinking about potential future career paths and when making course selections. Students take a suggested group of courses that allow them to explore their interest in further depth.

Concentrations

Concentrations are officially recognized by the Graduate School and a notation will appear on the student's official transcript when all of the requirements for the concentration have been completed. Currently, SILS has only one officially recognized concentration: the [Archives and Records Management \(ARM\) concentration](#). Students who are interested in the ARM concentration are encouraged to declare their intention to complete the concentration early so that all of the course work can be completed on time.

Specializations

Specializations are not officially recognized by the Graduate School and a notation does not appear on the student's transcript. The faculty has produced a series of advising grids that are intended to help students determine the direction of their coursework. Below are listed some of the suggested specialization areas available within the curriculum at SILS.

[MSIS Specializations](#)

Archives and Records Management, Human Computer Interaction, Human Information Behavior, Information Retrieval, Management of Information Systems, Networking and Internet Technologies, Organization of Information & Materials, Special Libraries and Knowledge Management

[MSLS Specializations](#)

Academic Libraries, Adult Services in Public Libraries, Archives and Records Management, Children and Youth Services in Public Libraries, Organization of Information and Materials, Reference, School Library Media, Special Libraries and Knowledge Management.

Graduate Minors

Graduate students are allowed to have a minor in addition to their major. Minors come from outside of SILS and are made up of a series of related courses. At least nine credit hours are required to complete a Graduate Minor in addition to the courses required to complete the degree. A student considering a minor should first talk to their advisor to make sure it compliments their course of study and goals. The minor must be approved by the Directors of Graduate Studies in both the major and minor programs. If approved, the student should complete the [Minor Declaration form](#) and obtain the required signatures, then return the form to the Student Services Staff so that it can be submitted to the Graduate School for approval. When the minor is completed it will be noted on the student's official transcript. More information on [Graduate Minors](#) may be found in the Graduate School's Handbook.

Graduate Certificates

SILS offers several [graduate certificates](#) that allow master's students to develop strength in pre-defined areas of specialization in information and library science. Requirements for the certificates vary, so students should discuss the requirements with their advisor. Completion of the requirements for a certificate results in a note on the student's transcript. SILS offers certificates in the following areas:

- Bioinformatics
- Clinical Information Science
- Digital Curation
- Health Informatics
- Interdisciplinary Health Communication
- International Development
- School Library Media Coordinator
- UNC Nonprofit Leadership Certificate

Field Experience

Master's students are encouraged to participate in the Field Experience Program or part-time employment opportunities as related to their area of interest. Students may enroll for INLS 795: Professional Field Experience, after they have completed eighteen (18) hours of graduate coursework toward their degree. During the Field Experience, students will be supervised on site by an information or library professional and will work with a SILS faculty member as an advisor. For more information on the Field Experience program, please visit the [Field Experience website](#).

Independent Studies

Independent study courses allow students to explore a topic in depth under the direction of a specific faculty member. Credit awarded for an independent study course (INLS 696) can range from one to six hours depending on the scope of work. Students interested in completing an independent study should contact the faculty member with whom they are interested in working and jointly develop a learning contract prior to registration.

Transfer Credit

Master's students are allowed to transfer up to nine (9) hours of graduate-level coursework into their Master's program. To transfer in credit the student must complete the [Transfer Credit Recommendation Form](#) available on the Graduate School's homepage. Included with the form must be a transcript from the school from which you wish to transfer credit to UNC and a syllabus and/or detailed course description for each course. Please return the completed form to the Student Services Staff in the SILS Main Office. Once approved by the Graduate School, transfer credit will be applied to the student's record.

COURSE EXEMPTIONS

INLS 161: Information Tools

Successful completion of the SILS Information Technology test waives the INLS 161 requirement. Students who opt to not take the test must take INLS 161 in their first semester. INLS 161 does NOT count toward the master's degree. The technology test carries no credit.

Other Course Waivers

Students who feel they possess the knowledge of the material found in any SILS required course can also request a waiver. The student must complete the [Petition to Exempt Required Course](#) form and the student must include a justification as to why they should be allowed to waive out of the course. The completed form must be returned to the Student Services Staff in the SILS Main Office for review. If the course waiver is granted, the student will not be required to take that particular course. The student is not awarded any hours and must find a course to replace it.

REGISTRATION PROCEDURES

Students register for courses through their Student Center in ConnectCarolina on their assigned day and time. Students can view their registration time in their Student Center. A complete list of courses, course descriptions, and schedules are available on the SILS website at <http://sils.unc.edu/courses>.

The typical course load for a full-time graduate student is between nine (9) and twelve (12) hours or three to four classes a semester. Students wishing to be part time should register for less than nine (9) hours a semester. The maximum course load for a graduate student per semester is fifteen (15) hours or five (5) classes. On rare occasions, students wishing to take more than fifteen (15) hours in one semester should consult with their advisor first, obtain their approval, and then submit the request for an overload to the Graduate Student Services Coordinator. Taking more than fifteen (15) hours in a semester is not recommended. Full time students should expect that their academic work will occupy approximately 36 (if taking 3 courses) to 48 hours (if taking 4 courses) per week, at a minimum. Thus, it is SILS policy that full time students should not accept more than 20 hours of employment (on or off campus) during the fall and spring semesters.

Adding classes:

Students should make sure they are registered for classes including masters paper and dissertation hours no later than the census date listed on the [registrar's office website](#). This date is usually two weeks after the semester begins. Late adds will not be accepted after the census date unless there are circumstances that prevented the student from registering on time.

Dropping courses:

Students are permitted to drop classes within the time period allowed by the [registrar's office](#). Late drops will not be accepted after the last day for a graduate student to drop a class unless there are circumstances that prevented the student from dropping the class before the drop date.

Permission Required Courses

Registration for the Master's Paper (INLS 992) or an Independent Study (INLS 696) requires the student to fill out the [Proposal for Courses Requiring Instructor Permission form](#) and include a learning contract which includes the goals and deliverables required to complete the class successfully. The student must obtain the signature of the faculty member who is advising the work on the form and return the form to the Student Services Staff. The Student Services Staff will then register the student.

GRADING

Graduate grading is as follows:

H: High Pass

P: Pass

L: Low Pass

F: Fail

IN: Incomplete (no longer valid for INLS 992 starting Fall 2015)

AB: Absent from Exam

Grade reports are not mailed to you, but you are able to view your grades for each term in your Student Center in ConnectCarolina.

ADDITIONAL REQUIREMENTS FOR COMPLETING THE DEGREE

Master's Comprehensive Exam

The [Master's Comprehensive Exam](#) is required of all graduate students. The exam is administered in both the fall and spring semesters. For students who are planning on graduating in December, the comprehensive exam is held the Friday before Fall Break, and for students who are planning on graduating in May or August, the comprehensive exam is held the Friday before Spring Break. The school holds review sessions to assist students in preparing for the comprehensive exam. Prior years' questions are available in the SILS library for students to review. The comprehensive exam is not administered over the summer.

Master's Paper

Each Master's student is required to complete [INLS 992: Master's Paper](#) as part of their graduate studies. This requirement allows SILS students the opportunity to approach a problem in a substantial and scholarly way. The master's paper or project is completed in the student's last semester.

The master's paper is based partly or completely on original data gathered by the student, or on secondary analysis of existing data pertinent to library and information work. Master's papers may include, but are not restricted to, experimental studies, historical studies, content analyses, case studies or surveys.

The master's project involves the design of a solution to a technical problem in library or information work. Master's projects may include, but are not restricted to, testing and evaluations of existing programs and/or systems design. The project must be thoroughly described in writing. This should include analyses of various approaches to the problem and its proposed solution. In many respects this documentation should resemble a position paper or a consultant's report.

GRADUATE SCHOOL POLICIES

SILS is a division of the Graduate School and must abide by all policies set forth by the Graduate School. The [Graduate School Handbook](#) contains most of the policies and procedures that are set by the Graduate School. Students are encouraged to become familiar with the content and if they have any questions regarding these policies to speak to their advisor or the Student Services Coordinator.

Academic Eligibility

Three grades of Low Pass (L) or a single failing grade (F) automatically make(s) a student academically ineligible. A hold will be placed on the student's record and they will not be allowed to continue in the program. To continue in the program a student must first meet with their academic advisor and/or the Associate Dean to discuss a plan of action. The student then must fill out a [Request for Reinstatement](#) form which is available on the Graduate School's website. The student will then need to return the form to the Student Services Coordinator for program approval and final approval by the Graduate School. If reinstated, the student will receive a letter from the Graduate School stating they have been reinstated and are now eligible to continue in their course of study.

Honor Code Violations

All students are expected to uphold the ideals the honor code including academic and personal responsibility, and citizenship as laid out in the [Honor Code](#). Students can become academically ineligible for honor code violations including plagiarism, cheating on exams, or other honor code violations.

Withdrawal

Withdrawing from the University requires an Application for Withdrawal form which is done electronically through Connect Carolina. Students should pay attention to the refund schedule for the semester in which they are withdrawing, regarding the percentage of tuition they will get back. Please consult the [Cashier's Office](#) website for a list of specific dates.

Leave of Absence

Students who are in good standing and have not exceeded their five year limit to complete the Master's degree may request a leave of absence from the program for a definite period of time (up to one year) during which the student may not make any academic progress. Students who are eligible for a leave of absence must be in good standing, should not have received an extension of time to complete their degree, or have any IN or AB grades remaining on any classes.

Students who are considering a leave of absence should consult with their advisor and/or the Associate Dean about the leave of absence and a course of action that the student plans to take while they are on leave. The student then needs to fill out the [Request for A Leave of Absence](#) form, available on the Graduate School's website, and then return it to the Student Services Manager for processing. If the leave of absence is approved, the student will receive a letter from the Graduate School.

Readmission

Any time a student was not registered for classes at UNC-CH during the previous semester or when a student has completed their leave of absence, he or she must be readmitted to the program. The student must fill out the [Readmission Application](#), available on the Graduate School's website, and return it to the Student Services Coordinator. If the readmission is approved, the student will receive a letter from the Graduate School.

North Carolina Residency for Tuition Purposes

[N.C. Residency for Tuition Purposes](#) is the basis for paying in-state rates for tuition and fees. N.C. residency status is determined by the Graduate School. The Graduate School has [information](#) on their website that covers the requirements, process, and steps that students need to take in order to obtain N.C. Residency.

GRADUATION

Applying to Graduate

Students wishing to graduate in any given semester must apply to graduate in ConnectCarolina. The deadlines for filing a graduation application vary by semester and students should consult the registrar's office calendar for specific dates. The general time periods that graduation applications are due are: fall: early October, spring: early February, and summer: early July.

The application for graduation in ConnectCarolina can be found under the Academics Tab in the Student Center; choose “Apply for Graduation”.

Graduation Ceremony

SILS holds Commencement Exercises twice each year in both December and May. Students who are graduating or graduated in August are welcome to attend either the May or December ceremony. An RSVP is required for the SILS Commencement Ceremony. The University also holds its own commencement ceremony that students are welcome to attend. For up to date information on the University wide ceremony including venue, speaker, and parking information, please visit the [University’s Commencement website](#).

Regalia

The school has a limited number of gowns, caps and hoods that graduates are welcome to borrow for the ceremony. Regalia is available on a first come, first served basis. Graduates will need to obtain their own tassel which can be bought from Student Stores. Graduates are also welcome to buy their own regalia at Student Stores. The Master’s in library/information science hood color is lemon yellow.

Tickets

Tickets are required for the May ceremony, due to the larger volume of people and limited space in the ceremony’s venue. Each student will get a limited number of tickets for friends and family to attend based off the number of graduates who RSVP for the event by the deadline.

Diplomas

Diplomas for graduates are mailed by the registrar’s office to the student’s mailing address that is listed in their Student Center. Graduates need to make sure their address is up to date in their Student Center to ensure accurate delivery of their diploma. Students graduating in May, can pick up their diploma from the registrar’s office starting the day after the ceremony through the end of May; after that the diploma will be mailed to the student’s mailing address.

CAREERS AND PROFESSIONAL DEVELOPMENT

The career opportunities that exist for graduates from the School of Information and Library Science are growing at a rapid pace. The information industry is one of the fastest growing sectors of the economy. As more information is produced it becomes imperative that information be collected, organized, and managed properly so that it will be accessible to those who need it. Information professionals and librarians play an increasingly important role in all types of information organizations, enabling users to access the information they need.

Career Services

Students are encouraged to seek out the SILS Career Services Coordinator for advice on cover letters, resumes, or help with the job hunting process. The [Careers Section](#) of the SILS website has a wide collection of resources for students in all stages of the job seeking process. SILS also works very closely with [University Career Services](#), which can also provide graduate students assistance with their career needs.

Part-time jobs (on and off-campus), assistantships, field experience and internships opportunities are available through the sils-studentjobs list serve. Full-time jobs for after graduation, are advertised through the email list SILS-Jobs. SILS students who have finished three or more courses in the school (except those holding two-year CALA Assistantships) are eligible to apply for internships with the Environmental Protection Agency and other organizations, mostly located in Research Triangle Park or in the surrounding area.

Professional Development

The Graduate School also offers a series of [professional development](#) workshops and resources available for students. The workshops are free and enable students to develop skills that increase their job hunting abilities.

FACILITIES/RESOURCES

SILS Library and Computer Lab

The [SILS Library](#) is part of the UNC-CH Academic Affairs Library System and its collections are available for use in the Library by all interested persons. A complete description of the library's services is available through the SILS website. The current collection consists of over 86,000 volumes and several hundred serials titles. In addition to the professional collection of materials in information and library science, the Library maintains a juvenile collection in support of courses taught in SILS and in the School of Education. Reserve books and articles are selected and placed "On Reserve" by faculty teaching courses in the School. Some course materials are placed on reserve in the SILS Library.

The SILS computer lab is located in the School's Information Technology and Resource Center in Manning Hall and is available to students enrolled in SILS courses and programs. (The lab is also available to other university students, but preference is given to students taking courses at SILS.) The computer lab is divided into two adjacent areas and includes a computer classroom and a general purpose area. Combined, the two areas have almost 40 PC's available for student use, plus space for use of student laptop machines. A very large selection of software is available including data management, word processing, publishing, statistical analysis, internet tools, graphics, development tools, multimedia, etc. Student assistants staff the lab help desk and are available to answer questions with hardware or software problems. A complete list of the resources available in the lab, plus a list of frequently-asked questions, is available on the [SILS ITRC website](#). In addition to the resources described, computing facilities available to students extend elsewhere into Manning Hall. All classrooms contain both wireless and wired networks, an instructor PC, and a ceiling mounted projector. The wireless network extends around and within Manning Hall.

SILS Student Lounge

SILS students also have access to a small student lounge in Manning Hall. The lounge is equipped with a sink, refrigerator, and microwave, as well as a phone available for local calls. The lounge is locked; the combination for the lock can be obtained from the Student Services Staff.

Lockers:

Lockers are provided by request for the use of undergraduate majors and graduate students at SILS. Locks are provided for students by SILS. Locker requests must be made in 100 Manning Hall. Students requesting a locker must complete and sign the [Locker Policy and Registration](#)

[form](#). Please do not store valuables such as laptops, money or jewelry. Students may use their locker during their entire time at SILS. Upon graduation, lockers must be cleaned out and all personal items must be removed. Students should notify Dean's office once they have graduated or if the locker is no longer in use. Lockers are located on the garden level, second and third floors of Manning Hall.

SILS STUDENT ORGANIZATIONS

Students are encouraged to become involved in student organizations during their time at SILS. All graduate students are automatically members of ILSSA. Elections for all student organizations are held in December and the elected officers serve for the following calendar year.

AMLISS: Art and Museum Library and Information Student Society

ASIST: American Society for Information Science and Technology

Beta Phi Mu: Information and Library Science Honor Society

CheckedOut: SILS Diversity

COYL: Coalition of Youth Librarians

DSA: Doctoral Student Association

ILSSA: Information and Library Science Students Association

SCALA: Student Chapter, American Library Association

SCOSAA: Student Chapter of Society of American Archivists

SLA: Special Libraries Association

COMMUNICATION

Email is our primary means of communication with students. Students should into the habit of checking their email messages frequently. Students should regularly receive messages addressed to the lists: SILS-Announce and SILS-Masters through your UNC email account (the email address registered at onyen.unc.edu). These are often messages from the Dean's office or Student Services Staff. Other list serves are also available for students; students will need to subscribe to those of interest to them.

Upcoming SILS events are posted on the [SILS Homepage](#) in the Events section. You should check this calendar throughout the term. In your last semester, pay particular attention to deadlines for filing graduation application forms, signing up for the comprehensive exam, and turning in your master's paper. If you ever have any questions, just ask!

RESOURCES FOR STUDENTS

[ConnectCarolina](#)

Register for classes, pay your tuition bill, look at your transcript, or apply to graduate all in one centralized location

[The Graduate School](#)

Graduate school forms, graduate student academic policies, funding information, graduate admissions

[Graduate Student Resources](#)

Calendars, class registration, health insurance, NC residency, awards, events, life after graduate school

[Graduate and Professional Student Federation](#)

Student government for graduate and professional students that advocates for graduate students, collaborates with and connects graduate students across disciplines both professional and academically.

[Office of the University Registrar](#)

Order an official transcript, get proof of enrollment, pick up your diploma, find important dates in the academic calendar, or look at a classroom

[Office of Scholarships and Student Aid](#)

Submit your FASFA form or check the status of your loans

[UNC Cashiers Office](#)

Find current tuition and fee rates, payment options

[International Center](#)

Resources for International students and scholars at UNC

[Dean of Students Office](#)

Student assistance for a variety of student related issues

[Office of Student Conduct](#)

Honor code information, student conduct policies and procedures

[The University Ombuds Office](#)

Provides confidential, impartial advice to students, faculty and staff

[Disability Services](#)

Assistance for students with intellectual and physical disabilities

[Academic Success Program for Students with LD & ADHD](#)

Assistance for students with documented learning disabilities and/or attention-deficit/hyperactivity disorders

[University Career Services](#)

Meet with a career counselor, find a job or internship, or attend a career fair

[School of Information and Library Science Career Services](#)

Career resources for SILS Students, job hunting tips, job list serves

[Graduate Student Professional Development](#)

Graduate student professional development, workshops and resources

[Commencement](#)

Up to date information on the University-wide ceremony as well as departmental ceremonies, parking, shuttles, venues and speakers

[Diversity and Multicultural Affairs](#)

Campus-wide diversity efforts, diversity education, resources, and research

[LGBTQ Center](#)

LGBTQ resources, education, training, and support services for students, faculty and staff.