SIS Online Graduate Student Handbook

Contents

INTRODUCTION

Welcome to SIS at LSU!

This handbook will guide you through your studies at SIS, from registering for courses to looking for professional positions. We have attempted to anticipate your questions and concerns and guide you to useful resources.

SIS is a school within the [College of Human Sciences & Education](#) (CHSE). The mission of the College is to address pressing quality of life issues by engaging in research, professional services, and global engagement that enable individuals and communities to achieve their full potential.

SIS currently offers four graduate programs: the Master in Library & Information Science (MLIS), the Graduate Certificate in Archival Studies (CARST), the Graduate Certificate in Records & Information Management (CRIM), and the Graduate Certificate in School Librarianship (CSLIB).

All courses are offered as asynchronous online courses (no scheduled times that you need to be connected) and there are no on-campus requirements. This means you can complete your work anywhere, any time.

SIS Online and LSU Online

SIS programs are offered through two formats: SIS Online and LSU Online. The differences between these formats are shown in the table below.

	SIS Online	LSU Online
Degree Programs		

Length of   SIS Online course
Semesters and
Terms

*Dual degrees allow students to complete two degrees simultaneously, such as completing both the MLIS & CSLIB. Students who complete dual degrees graduate with two degrees/diplomas.

Master in Library & Information Science (MLIS)

The MLIS is a 36-hour program that prepares leaders who will guide, direct, and administer informational and cultural heritage institutions in the 21st century. The degree has been accredited by the American Library Association for over 90 years (one of only 12 programs in the U.S. to have had continuous ALA accreditation since 1932) and is the only accredited LIS degree in the state of Louisiana.

The program includes eight focus areas:

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Available internal dual degrees

MLIS &

Please Note:

We *strongly* recommend that you contact your advisor at least once a semester via email, telephone calls, Skype, Zoom, or any other mode that works for you (including face-to-face on-campus meetings if you are in the area). If you do not know your assigned advisor, contact Ms. Rozas

Students may change student advisors at any time and for any reason. Sometimes, students connect better with another advisor, which is fine. You will not hurt our feelings by switching advisors. To change advisors, please ask who you want to serve as your new advisor and, assuming they agree to serve as your new advisor, contact Nicole Rozas to inform her of the change (and CC your current advisor).

Meet the Student Advisors
SIS currently has two dedicated student advisors: Dr. Stacie Milburn and Prof. Wendy McLain.

FACULTY MENTORING
All faculty are available to answer questions and provide advice on mentoring issues such as career development and preparing for the job search. Your student advisor can direct you to the appropriate faculty member to assist you.

TYPES OF COURSES
4000 and 7000 Level Courses
Courses at the 4000 and 7000 level count for graduate credit.

> ***Please Note:*** *LIS courses in the 1000-3000 range are offered for undergraduate credit only. MLIS and certificate students should not schedule courses in the 1000-3000 range.*

Core Courses
These courses are required of every student completing the MLIS degree. Additionally, required courses for each of the certificate programs are referred to as core courses.

Electives
These are courses that you select to meet your interests and career plans.

Special Topics Courses
LIS 7808 Special Topics includes courses that address a current or timely topic, that are in a "pilot" phase before being offered on an ongoing basis, or that are known to be one-time offerings. Given that these are not "regular" courses, you will not find descriptions in the LSU Catalog. We do provide descriptions at Special Topics Courses.

Directed Independent Study

LIS 7909 Directed Independent Study (DIS) is a 1-3 credit course and an opportunity for concentrated study to investigate a problem or subject to meet your special needs and interests. A DIS may not investigate a topic regularly covered in courses offered by SIS. You must complete nine hours of LIS courses before registering for a DIS. No more than six hours of DIS credit can be applied to the degree. (This applies to MLIS students; students in the certificate programs should contact their faculty advisors regarding the hours of courses that must be completed before registering for a DIS and the maximum number of hours that will be counted toward the certificate.) Detailed Guidelines and Forms can be found at Directed Independent Study.

Internship

LIS 7900 Internship in Library and Information Science is a 1-3 credit course that requires work under the guidance of a supervisor who is a recognized information professional. MLIS students must complete at least 18 hours of LIS courses before registering for an internship, including all courses the faculty advisor deems necessary for the internship.

MLIS students are not required to complete an internship. We do highly recommend that you complete an internship if you have no previous work experience in a library, museum, archives, or other information environment. If you are completing a certificate program, you should contact your faculty advisor about internship requirements.

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TRANSFER CREDIT

You may petition your

FULL-TIME/PART-TIME STATUS

To qualify as a full-time student, you must be registered for nine hours during a fall semester or spring semester. During the summer, six hours qualifies as full-time. You may be required to be a full-time student if you have a graduate assistantship or other forms of financial aid.

Less than nine hours in the fall or spring, and less than six hours in the summer, is considered part-time.

As stated above, you may be required to be full-time to receive some forms of financial aid. As far as SIS is concerned, the decision to be full-time or part-time is entirely up to you. Your registration status can fluctuate during your time in the program. You can be full-time one semester and part-time the next.

SUCCESSFUL PERFORMANCE IN COURSES

Academic Integrity

Louisiana State University adopted the Commitment to Community in 1995 to set forth guidelines for student behavior both inside and outside of the classroom. The Commitment to Community charges students to maintain high standards of academic and personal integrity. All students are expected to read and be familiar with the Code of Student Conduct. It is your responsibility as a student at LSU to know and understand the academic standards for our community.

Students who are suspected of violating the Code of Conduct will be referred to the office of Student Advocacy & Accountability. For graduate students, suspension is the appropriate outcome for the first offense.

For more information on LSU's specific policies regarding academic accountability and misconduct, visit the Student Advocacy and Accountability site.

Workload Expectations

As noted earlier, SIS Online courses during the fall and spring semester are offered in either a 14-week or accelerated 7-week format. 14-week courses require a minimum of approximately 6 hours of in-class work (viewing and completing activities in Moodle) and approximately 3 hours of out-of-class work (readings, research, study time). This means you will complete approximately 9 hours of total work per week.

Courses offered in accelerated 7-week format require a minimum of approximately 12-13 hours of in-class work and approximately 6-7 hours of out-of-class work. This means you will complete approximately 19 hours of total work per week.

Courses offered during the 5-week summer terms require a minimum of approximately 16-17 hours of in-class work and 8-9 hours of out-of-class work. This means you will complete approximately 25hours of total work per week.

Course Length	Work Expectations per 3 Credit Courses		
	In-Class	Out-of-Class	Total
14-Weeks	6	3	9
7-Weeks	12-13	6-7	19

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determine a response that includes appropriate campus resources. Regardless of the services sought, the office and staff remain respectful of the privacy of the student. Additionally, staff will remain in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

CAREER RESOURCES

See Career Resources on the SIS website for links to career sites and listservs.

You can join the SIS Joblist. This list is used to announce all job openings that are sent to SIS. To subscribe to the list, contact Ms. Rozas.

You may also contact the Olinde LSU Career Center, which provides services such as resume writing and interview skills.