



THE UNIVERSITY OF  
**SOUTHERN MISSISSIPPI.**

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**School of Library and Information Science**

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# **Graduate Student Handbook**

**The University of Southern Mississippi  
School of Library and Information Science**

**Revised Fall 2022**

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**Mission:** The mission of the School of Library and Information Science (SLIS) is to prepare qualified individuals for professional roles in libraries, archives, and other information environments with appropriate knowledge and skills to serve the information needs of their communities. (<https://www.usm.edu/library-information-science/>)

## I. INTRODUCTION

Welcome to the Southern Miss School of Library and Information Science (SLIS). Of the sixty institutions with library and information science programs currently accredited by the American Library Association (ALA) in the United States and Canada, SLIS is one of approximately 30 offered completely online and is the only ALA-accredited program in the state of Mississippi. Information on accreditation can be found in Appendix A.

### Some History of LIS @ USM

- Library science courses first offered in 1926
- First M.S. in library science awarded in 1965
- First M.L.S. degree in 1977
- Re-named School of Library & Information Science in 1993 - degree became M.L.I.S.



Cook Library, 1940s, USM McCain Archive

SLIS has been meeting the challenge of providing quality education to students in remote areas since its inception—first through travel to remote sites, then through an interactive video network, and finally through the Internet. In 1999, SLIS offered the first fully online course at The University, and in 2002 the MLIS program became the first degree program at USM to be offered completely online. This program prepares students for the many opportunities as well as challenges they are likely to encounter as professionals working in libraries, archives, or other information fields.

This document summarizes some of the important procedures and regulations that will govern your activities as you proceed toward your Master of Library and Information Science degree and/or one of the Graduate Certificates. Please retain this ***Graduate Student Handbook*** for future reference. The material in this handbook is not intended to substitute for or otherwise modify the regulations in the current **Graduate Bulletin** or other official University documents. This document supplements and explains general University and school-level requirements as they apply specifically to the graduate program in Library and Information Science. If you find any portion to be unclear, or if you believe other topics should be included, please contact the director.

Even though some of the information found in this ***Graduate Student Handbook*** can be found online, it is important to include it here as well. Read through the entire handbook, including the appendices, for the following SLIS information: Programs of Study (Appendix B)—including school licensure and graduate certificates; Course Scheduling, Master’s Project Committee, and Credit Transfer from Other Institutions (Appendix C); Graduation Information (Appendix D); Graduate Assistantships (Appendix E); Scholarship Information (Appendix F); SLIS Community (Appendix G)—including listservs and student and professional associations. In addition to information specific to the School of Library and Information Science and our discipline, there is general information in the appendices on topics such as coursework (Appendix H), and being a successful graduate student (Appendix I).

Success in Graduate School is dependent on good study habits, so please read the summary of *Atomic Habits* by James Clear (2018) at <https://www.samuelthomasdavies.com/book-summaries/self-help/atomic-habits/>.

## II. CONTACT INFORMATION: School, Faculty, & Staff

SLIS offices: [SLIS@usm.edu](mailto:SLIS@usm.edu)  
 SLIS office phone: 601-266-4228  
 SLIS Fax: 601-266-5774  
<http://www.usm.edu/slis>

<b>Name</b>	<b>Contact</b>	<b>Role</b>
Dr. Bomhold	<a href="mailto:Catharine.Bomhold@usm.edu">Catharine.Bomhold@usm.edu</a> <a href="https://cbomhold5.wixsite.com/portfolio/">https://cbomhold5.wixsite.com/portfolio/</a>	Associate Professor; Graduate School Library Licensure Advisor
Dr. Clark Hunt	<a href="mailto:Laura.ClarkHunt@usm.edu">Laura.ClarkHunt@usm.edu</a> <a href="https://lauraclarkhunt.wixsite.com/home">https://lauraclarkhunt.wixsite.com/home</a>	Assistant Professor; Graduate Public Library Advisor
Dr. Creel	<a href="mailto:Stacy.Creel@usm.edu">Stacy.Creel@usm.edu</a> <a href="http://stacycreel.wixsite.com/home">http://stacycreel.wixsite.com/home</a>	Director; Associate Professor; Graduate Youth Services & Literature Certificate Advisor; Graduate Public Library Advisor; Graduate Dual Degree
Dr. Fay	<a href="mailto:Brendan.Fay@usm.edu">Brendan.Fay@usm.edu</a> <a href="https://southernmiss.academia.edu/BrendanFay">https://southernmiss.academia.edu/BrendanFay</a>	Associate Director; Associate Professor; Graduate ASC Certificate Advisor
Dr. Hinton	<a href="mailto:Tracy.Hinton@usm.edu">Tracy.Hinton@usm.edu</a>	UG and GR Adjunct Professor
Dr. Hirschy	<a href="mailto:Jeffrey.Hirschy@usm.edu">Jeffrey.Hirschy@usm.edu</a> <a href="https://jefferyhirschy.wixsite.com/my-site-1">https://jefferyhirschy.wixsite.com/my-site-1</a>	Assistant Professor Graduate ASC Certificate Advisor
Dr. Mangrum	<a href="mailto:Sarah.Rials@usm.edu">Sarah.Rials@usm.edu</a> <a href="https://sarahmangrum.wixsite.com/eportfolio">https://sarahmangrum.wixsite.com/eportfolio</a>	Assistant Teaching Professor; Academic Library Advisor
Ms. Marshall	<a href="mailto:Ashley.Marshall@usm.edu">Ashley.Marshall@usm.edu</a> <a href="https://ashley2214u1979.wixsite.com/ashleymarshall">https://ashley2214u1979.wixsite.com/ashleymarshall</a>	Instructor; Undergraduate Advisor and Recruiter
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Mr. Pace	<a href="mailto:Johnnie.Pace@usm.edu">Johnnie.Pace@usm.edu</a> <a href="https://edmandpace.wixsite.com/slis">https://edmandpace.wixsite.com/slis</a>	Lecturer; Undergraduate Program Advisor and Recruiter
Prof. Parks	<a href="mailto:James.Parks@usm.edu">James.Parks@usm.edu</a> <a href="https://sparks01.wixsite.com/mysite">https://sparks01.wixsite.com/mysite</a>	GR Adjunct Professor
Mrs. Patterson	<a href="mailto:Adrienne.Patterson@usm.edu">Adrienne.Patterson@usm.edu</a> 601-266-5459	Assistant to the Director, Finance and Administration Specialist
Dr. Rosa	<a href="mailto:Kathy.Rosa@usm.edu">Kathy.Rosa@usm.edu</a>	UG and GR Adjunct Professor
K. Rowell	<a href="mailto:Karen.Rowell@usm.edu">Karen.Rowell@usm.edu</a> 601-266-4510	Assistant to the Director/Special Events and Outreach Coordinator, Fay B. Kaigler Children's Book Festival Coordinator
Dr. Welsh	<a href="mailto:Teresa.Welsh@usm.edu">Teresa.Welsh@usm.edu</a> 601-266-4235 <a href="https://teresawelsh.wixsite.com/portfolio">https://teresawelsh.wixsite.com/portfolio</a>	Professor Emeritus

Mrs. Whipple	<a href="mailto:jessica.Whipple@usm.edu">jessica.Whipple@usm.edu</a>	UG Adjunct Instructor
Dr. Steele	<a href="mailto:Jennifer.E.Steele@usm.edu">Jennifer.E.Steele@usm.edu</a> <a href="https://drjensteele.wixsite.com/home">https://drjensteele.wixsite.com/home</a>	Assistant Professor, Graduate Technology & Graduate ASC Certificate Advisor, Faculty Advisor for LISSA
Dr. Mills	<a href="mailto:Xinyu.Yu@usm.edu">Xinyu.Yu@usm.edu</a> <a href="https://xinyuyu.wixsite.com/mysite">https://xinyuyu.wixsite.com/mysite</a>	Associate Professor; Graduate Special Library & Graduate ASC Certificate Advisor; Southern Miss Student Archivists Advisor

### III. STUDENT RESPONSIBILITIES & REQUIREMENTS

- A. Students will read through the *Graduate Student Handbook* within the first weeks of enrollment in LIS 500 and sign a form indicating that they have read it and had the opportunity to ask questions about its contents.
- B. It is strongly recommended that students retain copies of course syllabi, assignments, and major papers. These may be helpful when seeking employment and during enrollment for the Master's Project LIS 695, which requires that students pass a comprehensive exam based upon the core classes. The content of the Learning Management System may not always remain available to students or faculty.
- C. Students are responsible for familiarizing themselves with The University calendars for advising and registration, bill payment, dropping classes, and other procedures of The University. While we will attempt to make timely announcements to remind students of deadlines, it is their responsibility to comply with the University calendar and deadlines that are posted on the Registrar's website at [www.usm.edu/registrar](http://www.usm.edu/registrar).
- D. Students should be aware of the information found on the Graduate School's website at [www.usm.edu/graduate-school](http://www.usm.edu/graduate-school) that contains deadlines for admission applications, graduation, registration, as well as links to various forms and information including funding resources, graduate appeals and grievance process, handbooks, organizations, research approval, tuition/fees, and the Graduate Student Research Symposium. The Graduate School is located in McCain Library; phone numbers are 601-266-4369 (Office) and 601-266-5138 (Fax); email [graduateschool@usm.edu](mailto:graduateschool@usm.edu).
- E. **CITI Research and Scholarly Integrity Training** must be completed by all graduate students in the first semester enrolled in graduate school. In SLIS, students typically complete this training in LIS 500. See instructions on the Scholarly and Research Integrity requirement for CITI training ([www.usm.edu/research-integrity/citi-training-requirements.php](http://www.usm.edu/research-integrity/citi-training-requirements.php)).
- F. It is the student's responsibility to keep their information up-to-date in S.O.A.R.



([soar.usm.edu](http://soar.usm.edu)). Additionally, it is helpful to inform SLIS of any changes in your name, USM email, personal email, address, and phone number.

- G. It is the student's responsibility to be familiar with and understand the Southern Miss **Academic Honesty** policy found in the USM Graduate Bulletin and Appendix J. Students should also visit USM's Academic Integrity Training at <https://www.usm.edu/academic-integrity/index.php>.
- H. Students are responsible for reading syllabus content and becoming familiar with each course's policies and procedures. Students are responsible for communicating directly with their professors. If the faculty member does not respond within three (3) business days (excluding weekends or holidays) via **usm.edu** email, call the SLIS office at (601)-266-4228 or via email at [slis@usm.edu](mailto:slis@usm.edu).
- I. Incomplete grades are granted at the discretion of the professor and must have an acceptable justification to be approved. Students should submit a detailed plan of completion with submission dates to the faculty member. To remove an Incomplete, students must complete and submit required assignments within the established timeframe before the end of the following semester when an incomplete (I) grade automatically becomes an F.
- J. Students are responsible for knowing and following the attendance and participation policy for the virtual classrooms. Failure to participate or missing virtual classroom meetings may result in a lower grade. Extraordinary circumstances may be adjudicated by the professor and/or director.
- K. Writing and speaking skills of a graduate-level student are expected and in some classes, students are required to download and use Grammarly.com. For additional assistance, even at a distance, please visit the Writing Center ([www.usm.edu/writing-center](http://www.usm.edu/writing-center)) or the Speaking Center ([www.usm.edu/speaking-center](http://www.usm.edu/speaking-center)).

#### IV. TECHNOLOGY INFORMATION

- A. The University of Southern Mississippi requires faculty and students to use official channels of communication. Examples include your official USM email, Canvas, and the SLIS listserv.
- B. **EMAIL -usm.edu or Outlook email app:** The University provides students with an email account. Faculty and students are required to use Southern Miss email. Students are responsible for information sent to their usm.edu address. Email and announcements sent through the online course sites is automatically sent to students' usm.edu email address. You should check this email daily—if not multiple times a day.
- C. **lisnews@usm.edu:** This is a listserv established to keep students informed. Students must be subscribed. All announcements to the general student body of the program and specific classes will be posted through lisnews. If you are not already receiving lisnews, subscribe at <http://mailman.usm.edu/mailman/listinfo/lisnews>.
- D. **Canvas:** Canvas is the learning platform used for class (<https://usm.instructure.com>). It can be used for a variety of classroom activities including: discussion boards, assignment submission, Wikis, blogs, YouTube videos, journals, and internal messaging. To learn more about Canvas, see <https://online.usm.edu/blog/soar-vs-canvas/>.
- E. **Virtual Classroom:** SLIS professors use the educational version of Zoom. Information about each course's virtual classroom will be posted in Canvas. Students are advised to practice logging in well before class as it takes time to download the virtual classroom application.
- F. **Internet Connection:** It is important to have access to a quality Internet connection. It is the student's responsibility to have and maintain sufficient Internet connectivity.

## V. UNIVERSITY AND SLIS POLICIES

A. **Academic Advising:** Advising may be accomplished via email, phone, or Zoom and is **required** before enrolling in any courses. Your advisor is listed in SOAR along with the School Director. If your advisor does not respond, please reach out to the Director. During LIS 500, students create a plan of study. The plan, along with the knowledge of the faculty on specific guidelines, is meant to help keep students on track and help them to be successful. Suggested plans of study can be found along with information about School Licensure and the Certificate Programs in Appendix B.

- 1) Students entering any MLIS program will enroll in LIS 500: LIS Orientation (1 credit hour) as their **first course**. Most courses do not need to be taken in sequence but it is beneficial to take the 500-level core courses (LIS 501 Reference, LIS 505 Cataloging, and LIS 511 Collection Development) in the first semesters.
- 2) Students should complete LIS 501, 505, and 511 (with a grade of B or better) before taking either LIS 651 or LIS 668 or have a waiver from their advisor.
- 4) Students may not enroll in LIS 668 and LIS 695 during the same semester.
- 5) Graduate students may not enroll in more than twelve credit hours without permission from the Director and approval of the Graduate School.
- 6) Conditionally admitted students are required to earn a 3.0 GPA for the first nine credit hours to remove the conditional status.
- 7) Students must earn a B or better in LIS 501, 505, and 511. Students are allowed one C on their transcript. Students who receive a C in an additional course must retake the course to obtain a B or better, whether or not the grade can be replaced. Only one grade may be replaced. If a student's cumulative GPA falls below 3.0 or if they make a C- or below, the student is placed on academic probation and has only one semester to raise their GPA to 3.0 and/or retake a course with a C- or below. Students who fail to raise their cumulative GPA to 3.0 during the probationary semester are dismissed from the program.
- 8) Students may not enroll in LIS 695 Master's Research Project until core courses

(LIS 501, 505, 511, 605, 636, 651, 668) and three electives are successfully completed or they have a waiver from the Director.

A SLIS committee or Faculty Council decides on admissions, yearly student evaluations, and curriculum changes. Disciplinary concerns involving students originate with individual faculty and are addressed first by the Director, who may elect to be advised by the SLIS Faculty Council and then by the College and University as appropriate.

Disciplinary concerns involving faculty originate with the student, staff, or faculty member involved and proceed to the Director or Dean, and then to the College and University as appropriate according to policy. Concerns involving discrimination of any kind may begin with the Director or proceed directly to the Dean of the college or the University's affirmative action officer.

- B. **Continuous Enrollment Policy:** Graduate School policy requires students be enrolled during the Fall and Spring semesters until graduation. If a student fails to maintain continuous enrollment, they will need to reapply for admission to the program—this means an additional fee. Additionally, students' "clock to completion" continues even when not continuously enrolled. Students with special circumstance (i.e., medical issues) can stop their time to degree clock and be granted an official Leave of Absence, which also waives readmission fees. See the **Graduate Bulletin** for further information.
  
- C. **Southern Miss Office for Student Accessibility Services:** The primary function and mission of the Office for Student Accessibility Services (SAS) is to provide those services necessary to assure an equal educational opportunity to all students according to the Americans with Disabilities Act of 1990. Accommodations for disabilities cannot be made by professors unless they receive instructions from USM's SAS. Students with disabilities that qualify for accommodations under the ADA, should call (601) 266-5024 or (228)214-3302. SAS also works with students taking online classes. For more information, see [www.usm.edu/sas/](http://www.usm.edu/sas/).
  
- D. **University Grievance Policy:** Students' right to resolve grievances with The University is affirmed, and specific appeal procedures have been established to ensure timely and appropriate consideration of each grievance. Student grievances generally originate at the

School level, and resolution of grievances is sought within the School. In the case of SLIS, the grievance procedure would begin with the Director. If the grievance involves the Director, the student should initiate the grievance with the Dean of the College of Education and Human Sciences. The grievance should be made known with a written letter signed by the student within ten (10) working days of the occurrence ([www.usm.edu/student-affairs/carescomplaintsgrievancesappeals.php](http://www.usm.edu/student-affairs/carescomplaintsgrievancesappeals.php)).

E. **USM Sexual Harassment Policy:** To foster an environment of respect for the dignity and worth of all members of The University community, Southern Miss is committed to maintaining working and learning environments free of sexual harassment. It is the policy of The University that no member of its community shall sexually harass another. Any employee or student who violates this policy is subject to disciplinary action that may include termination. Sexual harassment is illegal under federal law.

See the current graduate bulletin for further details: <http://catalog.usm.edu/>.

F. **Grade Review Policy:** The professor of record has the responsibility for a course and ultimate authority over matters affecting the conduct of the class, including the assignment of grades. Grades are not determined arbitrarily or capriciously, but performance should be evaluated according to academic criteria made available within the first two weeks of each semester. When a student disagrees with the final grade, fair play requires the opportunity for an orderly appellate procedure. A student must initiate the appeal procedure within 30 school days (excluding Saturday, Sunday, and official student holidays) from the beginning of the semester after the one in which the grade was awarded, or 120 calendar days after the issuance of Spring semester grades, should the student not be enrolled during the Summer term. The procedure ensures due process for both the professor and the student. For policies and procedures governing grade review, contact the Office of the Provost.

G. **Records Access Policy:** The Family Educational Rights and Privacy Act of 1974 deals with access to educational records and requires institutions to establish policies on how these records are reviewed or inspected. University policy in this matter is specified in the current **USM Graduate Bulletin**.

H. **Program Probation Policy:** A student may be placed on probation for unsatisfactory

academic progress or unsatisfactory performance in practicum/internship placements and/or professional or ethical violations or concerns. When a student is placed on probation, the basis for the probation, the term of the probationary period, and the conditions of removal from probationary status will be specified in writing. Academic probation is determined by grade and/or other specified issues, and the student is responsible for addressing issues. Failure to meet the probation conditions will result in termination from the program. If a student believes the probationary status is not justified, or that the conditions of the probation are unreasonable, they may appeal in writing to the Director within 10 working days.

Upon being placed on probation, students, in consultation with their major professor, must submit a remediation plan to the Director and/or SLIS Faculty Council. The Council can recommend acceptance, denial, or modification of the plan. A remediation plan must be accepted by the Faculty Council in the semester immediately following the semester in which the grade (or action) that resulted in probation was assigned, or a Termination Review by the Faculty Council will commence. The purpose of the Termination Review is to review the student's progress in the program and whether the Council should recommend termination to the Director.

Students placed on probation will remain on probation for a minimum of one semester. Students placed on probation for unacceptable grades must successfully remediate the unacceptable grade and meet the requirements of their remediation plan without incurring any additional complaints or problems for probationary status to be removed. Students placed on non-grade probation will remain on probation for a minimum of one semester and must meet the requirements of their remediation plan without incurring any additional complaints or problems for probationary status to be removed.

- I. **Policy for Facilitating Progress when Experiencing Difficulty in the Program:** When a student experiences difficulties in the program, several steps may be taken, including, but not limited to: (a) reducing the student's course load, (b) approving a request for a semester leave of absence, (c) referring a student to remediation courses, and (d) requiring repeating courses.

- J. **Institutional Review Board:** The Southern Miss Institutional Review Board must review and approve all research conducted using human subjects such as interviews and surveys. Approval for research involving human subjects must be obtained **before** the beginning of data collection. The appropriate approval forms may be obtained from the Southern Miss Institutional Review Board (IRB): [www.usm.edu/research-integrity/institutional-review-board.php](http://www.usm.edu/research-integrity/institutional-review-board.php).
- K. **SLIS Grievance Policy:** The student's first course of action is to contact the professor of record for grievances that do not fall into categories covered by other policies (see D, E, and F). If resolution does not happen at the course-level, the SLIS Director should be contacted.
- L. **Southern Miss Creed:** Students must abide by and uphold the Southern Miss Creed (<https://www.usm.edu/student-affairs/creed-southern-miss.php>). "I belong to a community of scholars at The University of Southern Mississippi. I will demonstrate integrity and determination in all academic pursuits. I will appreciate the value of differences among people, customs and viewpoints and oppose hatred, bigotry and bias toward others. I will exhibit behavior and choose language that demonstrates respect for fellow members of the Southern Miss community. I will respect others by honoring their rights, privacy and belongings. I will value human dignity in my academic, social and employment settings. I commit to exhibiting civil behavior, demonstrating responsible citizenry, and doing my part to achieve a positive and secure living and learning environment for all."
- M. **Title IX:** USM complies with applicable state and federal regulations, including Title IX of the Education Amendments of 1972 (Title IX). USM will not tolerate discrimination based on a person's sex, gender, gender identity, sexual orientation, or pregnancy and parenting status; will not tolerate sexual harassment, and has provided a way to report these incidents through the Title IX Office (<https://www.usm.edu/title-ix/index.php>).
- N. **ALA Statements:** As an ALA Accredited program, we uphold the values deemed fundamental by the association and its members. This includes *Equity, Diversity, and Inclusion* (<http://www.ala.org/advocacy/diversity>), the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill>), the *Freedom to Read*

(<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>), and other important tenets of librarianship.

**O. Social Media and Class Conduct:** If any class Zoom recording (or any other digital course component) is shared in a way that shares student information outside of the protected course platform, you may be in violation of sharing an educational record that is protected under the Family Educational Rights and Privacy Act (FERPA) — the federal student privacy law. Sharing information about assignments and answers can constitute academic dishonesty. Unless otherwise indicated, you should do your homework as an individual. Use of platforms, like Discord for anything other than moral support is discouraged. Even if these platforms are not part of Southern Miss' official learning platforms or communication tools, students should continue to uphold and employ the values, standards, etc. of The University. It is expected that students treat one another in a professional, respectful fashion. APPENDIX J: Academic Code of Honor contains the Student Code of Conduct and additional information.



## VI. CONCLUSION

During your time as a student in library and information science, SLIS faculty and staff will strive to assist in the development of competencies that will serve you as an information professional. You should familiarize yourself with the Mission and Educational Goals and Vision posted on the SLIS website. In addition to the resources highlighted in this ***Graduate Student Handbook***, there are many services and organizations at Southern Miss designed to address the needs of students, faculty, staff, their families, and friends. The Division of Student Affairs can assist in locating the resource to fit your need—Phone (601) 266-5020 ([www.usm.edu/student-affairs/index.php](http://www.usm.edu/student-affairs/index.php)). These resources include Admissions, Career Services, Counseling Center, Dean of Students, Disability Accommodations, Financial Aid, Health Services, Parking Management, Registrar, and University Police in Hattiesburg.

### A Final Request

Please keep your contact information current with the School and the Southern Miss Alumni Office after you graduate. The School occasionally finds it necessary to contact graduates, and it is important that we have up-to-date contact information. Please complete the form at the end of this document for the School's contact record and join the Southern Miss Alumni Association at <http://southernmissalumni.com>

## VII. Appendices

### Appendix A: Accreditation

**The American Library Association (ALA) Office for Accreditation (OA)** is responsible for the accreditation of schools of library and information science at the Master's level [www.ala.org/accreditedprograms/home](http://www.ala.org/accreditedprograms/home). The ALA maintains a directory of accredited master's programs at [www.ala.org/accreditedprograms/directory](http://www.ala.org/accreditedprograms/directory). Like other accrediting programs, the American Library Association exists to establish and maintain standards of quality so that graduates from accredited programs are prepared in a consistent and predictable way as they enter the profession.

The MLIS program at The University of Southern Mississippi is accredited by the American Library Association (ALA) and is the only program in the state of Mississippi to hold this distinction. The Standards of Accreditation can be viewed at [www.ala.org/educationcareers/accreditedprograms/standards](http://www.ala.org/educationcareers/accreditedprograms/standards).

The curriculum for the MLIS with a School Library focus has been approved by the Council for the Accreditation of Educator Preparation (CAEP) and the American Library Association (ALA). The University of Southern Mississippi is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). Students completing this focus can request that their degree be submitted to Jennifer Wild so that she can recommend them to the state of Mississippi for consideration of the AA license.

Through institutional or faculty memberships, SLIS is affiliated with the American Library Association, American Association of School Librarians, Association for Information Science and Technology, Special Libraries Association, Southeastern Library Association, Mississippi Library Association, Society of American Archivists, and Society of Mississippi Archivists, among others.

## **Appendix B: Programs of Study**

### **MLIS Degree Requirements (40 hours – 25 required, 15 elective\*)**

#### **Core Courses**

- LIS 500 – LIS Orientation (1 hour)
- LIS 501 – Reference and Information Sources
- LIS 505 – Cataloging and Classification
- LIS 511 – Collection Development and Management
- LIS 605 – Library Management
- LIS 636 – Foundations of Librarianship
- LIS 651 – Fundamentals of Information Science
- LIS 668 – LIS Research Methods
- LIS 695 – Master’s Research Project

\*One 3-hour elective must be a technology course: LIS 516, LIS 557, or LIS 558

LIS 689: Library Practicum is strongly recommended for those with no library experience.

#### **Graduate Certificate in Archives & Special Collections (18 hours)**

- LIS 646 – Introduction to Archival Theory and Practice
- LIS 647 – Introduction to Archival Organization
- LIS 648 – Archival Practicum
- LIS 645 – Digital Preservation **OR**
- LIS 649 – Preservation of Doc Materials
- LIS 652 – Metadata for Digital Collections

Electives (choose one):

- LIS 506 – Cataloging Multimedia Objects
- LIS 533 – History of the Book
- LIS 580 – British Studies
- LIS 631 – History of Libraries and Librarianship
- LIS 634 – History of Children’s Literature
- LIS 642 – Special Libraries
- LIS 692 – Special Problems (on an approved archival topic such as genealogy)

HUM 502: Digital Humanities (3 credits)

Note: 12 hours of electives can count for both a Certificate and an MLIS; students who wish to earn both MLIS and the Archive and Special Collections (ASC) Graduate Certificate must take a technology elective in addition to the archival electives. An archival research paper is required as the ASC Graduate Certificate capstone assessment; this is separate from the MLIS 695 paper. The British Studies paper may count as the archival paper if on an approved archival topic.

### **Graduate Certificate in Youth Services & Literature (15 hours)**

LIS 517 – Literature & Related Media for Children **OR**

LIS 518 – Literature & Related Media for Young Adults

LIS 519 – Programs and Services for Youth

Electives (choose three; one must be 600-level or higher):

LIS 528 - Storytelling

LIS 545 - Information Needs of Underserved Populations

LIS 589 - Library School Practicum

LIS 590 - Library Instruction

LIS 607 - School Library and the Curriculum

LIS 629 - Studies in Children's Literature

LIS 634 - History of Children's Literature

LIS 641 - Public Libraries

LIS 670 - Topics in Services to Library Clientele (youth-related topic)

LIS 689 - Library Practicum (must have youth emphasis)

LIS 692 - Special Problems (must have youth emphasis)

FAM 650 - Family Life Cycle Development

FAM 652 – Advanced Child Development

CIE 768 – Children’s Literature for the Early Years

Note: 12 hours of electives can count for both a Graduate Certificate in Youth Services and Literature (YSL) and an MLIS; students who wish to earn both MLIS and YSL Graduate Certificate must also complete a technology elective.

An e-portfolio is required as the youth services certificate capstone assessment.

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### **Degree Track Elective Recommendations**

#### **Public Librarianship**

- LIS 517 – Literature & Related Media for Children
- LIS 518 – Literature & Related Media for Young Adults
- LIS 519 – Programming for Youth
- LIS 540 – Information Ethics
- LIS 590 – Library Instruction
- LIS 641 – Public Libraries
- LIS 664 – Government Resources and Publications
- LIS 670 – Topics in Service to Library Clientele
- LIS 689 – Practicum (in a public library)

#### **School Licensure (15 hours)**

- LIS 508 – School Libraries
  - LIS 516 – Technology in the School Library
  - LIS 607 – School Library and the Curriculum
- Choose two of the following:
- LIS 517 – Literature and Related Media for Children
  - LIS 518 – Literature and Related Media for Adolescents
  - LIS 590 – Library Instruction

#### **Academic Librarianship**

- LIS 540 – Information Ethics
- LIS 590 – Library Instruction

LIS 640 – Academic Libraries

LIS 656 – Online Information Retrieval

LIS 664 – Government Documents

LIS 689 – Practicum (in an academic library)

### **Special Librarianship**

LIS 642 – Special Libraries

LIS 646 – Special Collections and Archives

LIS 590 – Library Instruction

LIS 656 – Online Information Retrieval

LIS 664 – Government Documents

LIS 689 – Practicum (in a special library)

### **Technical Services**

LIS 506 – Cataloging Multimedia Objects

LIS 645 – Digital Preservation

LIS 652 – Metadata for Digital Collections

LIS 656 – Online Information Retrieval

LIS 689 – Practicum (in technical services)

## APPENDIX C

### Course Scheduling

Please remember that not all graduate courses are offered every semester. Furthermore, personnel changes and other scheduling considerations may require modifications to the timetable of classes. It is important to consult with a faculty advisor to plan a schedule that will satisfy the program of study. The SLIS schedule is available at [www.usm.edu/slis](http://www.usm.edu/slis).

### Master's Project Committee

Each student's master's project research will be supervised by two readers: the Director of the program and another SLIS faculty member. Working with the student's interests and paper topic, the Director assigns the second reader based on the faculty availability. **The student must have the permission of the professor and the Director before beginning any research.**

### Transfer of Graduate Courses from Other Institutions

If a student believes that a course taken at another ALA-accredited institution is equivalent to one required for the MLIS, they may request consideration for transfer by providing the school with a copy of the transcript on which the course grade appears, a copy of the course syllabus, and other materials helpful in determining whether the course is equivalent to one required at USM. The Director and/or Faculty Council will review and approve or deny the request.

As many as six (6) semester hours of graduate credit from another accredited institution may be transferred to a student's program at USM. Such coursework must meet the requirements of the time limitations allowed for the degree and only courses with a grade of B or better will be considered.

## APPENDIX D

### Pre-Graduation Procedures and the Graduate School

It is your responsibility to familiarize yourself with the version of the Graduate Bulletin that governs your academic career (usually the Bulletin for the year that you entered the program) for relevant regulations, guidelines, and deadlines at least one year before anticipated graduation.

#### Documents to be Filed in the Office of Graduate School

The **Plan of Study Form** details the coursework completed to fulfill Master's degree requirements. This form must be submitted by the end of the first semester of enrollment in the program (an assignment in LIS 500). The student is responsible for knowing the degree requirements and submitting revised plans of study as needed.

**Application for Degree and Audit** – This form is a request to obtain a master's degree. On or before the deadline in the semester before you wish to graduate with the master's degree, you must submit a signed, completed application for degree to SLIS so that the application can be sent to the degree auditor. The degree auditor will verify your application and notify you and your advisor of any problems. If you will not graduate in the semester for which you applied, you must notify the graduate degree auditor and submit a deferment form ([www.usm.edu/graduate-school/](http://www.usm.edu/graduate-school/)). It is the student's responsibility to ensure that all necessary paperwork is on file and up-to-date at the Office of Graduate School.

#### Graduate Degree Auditors

The Graduate School degree auditors are housed in the Graduate School in McCain Library on the Hattiesburg Campus.

1. Master's research project remains an E grade until the project is complete and the letter grade reported.
2. LIS 697 (Independent Study) hours do NOT count toward the MLIS degree.
4. Only six hours of transfer work is allowed toward the master's degree.



5. A GPA of B (3.0) or better is required for graduate degrees.
6. An I (Incomplete) remains on the record for one semester. After that, it becomes an F automatically if the work is not completed and the change of grade submitted by the professor of record and approved by the Director, College Dean, and Dean of the Graduate School.

## **APPENDIX E: Graduate Assistantships**

Graduate assistants receive a stipend through the School. It is a competitive process and applicants must commit to working 20 hours per week on the Hattiesburg campus. Only students that can provide campus-based work will be considered for graduate assistantships. Selected students participate in activities (including teaching Undergraduate courses) that will enhance their training and professional development.

A. GAs must maintain a 3.0 GPA or better each semester and must competently perform work assignments to maintain a graduate assistantship. Any student who receives a disciplinary action will not be eligible to continue as a graduate assistant.

B. Graduate assistants must maintain a nine (9) credit hour course load during the Fall and Spring semesters. Courses taken as audit do not count toward these hours. Summer funding is not always available to those who are funded by a graduate assistantship.

C. GA's general tuition, excluding course fees and other fees, is covered by The University.

D. All students in the graduate program are encouraged to submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Contact the Office of Financial Aid, (601) 266-4774 or [www.usm.edu/financial-aid/](http://www.usm.edu/financial-aid/).

## **APPENDIX F: Scholarships**

**Molline Mayfield Keyes Scholarship:** The purpose of this fund is to award a scholarship to graduate students in the School of Library and Information Science with a minimum 3.5 grade point average in the senior year of their bachelor's degree and a 3.0 grade point average throughout their master's degree. Recipients must be residents of the state of Mississippi with preference given to students with need. If a student with financial need cannot be identified, the financial need criterion may be waived.

**School of Library and Information Science Annual Scholarship:** This scholarship shall be awarded to a graduate student with financial need and a minimum 3.0 GPA in the School of Library and Information Science. The student must have completed a minimum of nine credit hours of graduate work in the School of Library and Information Science at Southern Miss. The recipient does not have to be a resident of the state of Mississippi.

### **H. W. Wilson Foundation School of Library and Information Science Annual**

**Scholarship:** The purpose of this fund is to provide scholarships to students in the Master of Library and Information Science program that are in good academic standing.

**Dr. Elizabeth Haynes Scholarship:** The purpose of this fund is to provide scholarships to students in the Master of Library and Information Science program that are in good academic standing.

**Dr. Teresa S. Welsh LIS Scholarship:** The purpose of this fund is to provide scholarships to students in the Master of Library and Information Science program that are in good academic standing.

All library and information science students should consult the American Library Association [www.ala.org](http://www.ala.org) and their state library association for current information about available scholarships. Additional information may be found on our website at [www.usm.edu/slis](http://www.usm.edu/slis).

## **Appendix G: School of Library and Information Science Community**

### **Lisnews: SLIS Student Electronic Mailing List**

All SLIS students must subscribe to the SLIS student electronic mailing list, [lisnews@usm.edu](mailto:lisnews@usm.edu) via <https://mailman.usm.edu/mailman/listinfo/lisnews>.

### **LISSA: Library and Information Science Student Association**

LISSA is an official student chapter of the American Library Association (ALA) open to all undergraduate and graduate students enrolled in the School of Library and Information Science. LISSA is active in several areas, including volunteer support of the Fay B. Kaigler Children's Book Festival, hosting speakers on professional development, supporting the Student-to-Staff ALA designee, and providing activities for social interaction between students and faculty. LISSA meets at least twice a semester at a time convenient to the officers and includes a virtual attendance option. Meetings are open to all students and all are encouraged to attend. If you have questions, contact the LISSA faculty advisor: [Jennifer.E.Steele@usm.edu](mailto:Jennifer.E.Steele@usm.edu).

### **SMSA: Southern Miss Student Archivists**

SMSA is affiliated with the Society of Mississippi Archivists (SMA) and follows the guidelines of the Society of American Archivists (SAA). Any student interested in archives or special collections may request to join SMSA and will be added to the student roster and the SMSA listserv. SMSA encourages and promotes activities related to archival education such as sponsorship of students to attend workshops and archival conferences. To join SMSA, contact the faculty advisor: [xinyu.yu@usm.edu](mailto:xinyu.yu@usm.edu)

### **SLIS Alumni Association**

The SLIS Alumni Association consists of graduates who support the education and professional mission of the school.

## **Beta Phi Mu**

SLIS is the home of the Beta Psi Chapter of Beta Phi Mu ([www.beta-phi-mu.org/](http://www.beta-phi-mu.org/)), the international honor society for library and information science. Founded in 1945 by the Alpha Chapter at the University of Illinois, it has become the standard alumni organization promoting scholarship, leadership, and service in information professions.

## **The University of Southern Mississippi Alumni Association**

The University of Southern Mississippi has an active and visible alumni association ([www.southernmissalumni.com](http://www.southernmissalumni.com)). The University Alumni Association maintains links between Southern Miss and its graduates and friends by facilitating communication, sponsoring events, networking alumni employers and new university graduates, and supporting The University's mission of outreach and education.

## **Professional Affiliations**

We recommend that graduate students affiliate with their state or regional library association such as the Mississippi Library Association (MLA) [www.misslib.org](http://www.misslib.org) and join national professional organizations such as the American Library Association (ALA) [www.ala.org](http://www.ala.org). Some organizations provide reduced rates for student membership. If you have a special interest, you should join other professional organizations or round tables. You should also check for listserv and discussion boards. This appendix includes selected national and international organizations for your consideration. Professional organizations offer a wide range of opportunities and information, as well as engagement to promote continuous learning and advancement.

Professional organizations are important in every field. It is the responsibility of professional organizations to perform the following tasks:

- Maintain standards, both technical and social.
- Maintain a body of knowledge, i.e., the professional literature found in professional and scholarly journals and conference proceedings.
- Control education leading to the profession or discipline through accreditation.

- Networking; posting of employment/position announcements.

Below is a list of important professional organizations for library and information science and related fields. This is not an exhaustive list. Each state has its own library association and other related organizations that benefit the profession. Check for your state library association information on the Web.

American Library Association (ALA)	<a href="http://www.ala.org/">http://www.ala.org/</a>
Association for Rural & Small Libraries (ARSL)	<a href="http://arsl.info/">http://arsl.info/</a>
Special Libraries Association (SLA)	<a href="http://www.sla.org/">http://www.sla.org/</a>
American Association of School Librarians (AASL)	<a href="http://www.ala.org/aasl">http://www.ala.org/aasl</a>
Association of College and Research Libraries (ACRL)	<a href="http://www.ala.org/acrl">http://www.ala.org/acrl</a>
Public Library Association (PLA)	<a href="http://www.ala.org/pla/">http://www.ala.org/pla/</a>
Association of Information Science and Technology (ASIS&T)	<a href="https://www.asist.org/">https://www.asist.org/</a>
Association for Library and Information Science Education (ALISE)	<a href="http://www.alise.org">http://www.alise.org</a>
Society of American Archivists (SAA)	<a href="http://www.archivists.org/">http://www.archivists.org/</a>

## APPENDIX H: Coursework

### Online Courses

Courses are offered entirely online (excluding British Studies). The majority have live weekly meetings. Students should expect to do the following:

- Check each course at least daily and write down due dates in a planner.
- Keep a copy of all assignments and related work for each course.
- Plan to attend live meetings and watch the recordings as needed.
- Complete work on time and **communicate** with professors if there are any problems or issues.
- Be familiar with course policies found on the syllabus.
- Read the directions of assignments and exams.
- Begin to prepare assignments and exams ahead of time and review the instructions again before submitting them.
- Do not wait until just before class to enter the virtual classroom – that takes time under the best circumstances

### Practicum

A practicum is strongly recommended for students who have little or no experience in a library or archive. For three credit hours, a student is required to complete 150 practicum hours. Students locate a library or archive near them with a professional librarian or archivist who is willing to serve as an on-site practicum supervisor. The student and on-site supervisor sign a practicum agreement form submitted for approval prior to the beginning of the semester, along with a list of anticipated tasks and activities.

### Research

All graduate courses in SLIS may involve a component of research and writing so that students develop critical analysis and problem-solving skills to prepare for the master's research project, the capstone product of the program. Being able to plan, organize, conduct, and report research is a critical professional skill. The same tools that help to complete a significant research project will aid program development, budget justifications, grant

proposals, and reports for governing or funding bodies. Implicit in the ability to report research, request funding, or respond to community inquiries is the capacity to write clearly using Standard English.



## APPENDIX I: How to Be a Successful Graduate Student

1. Librarianship itself is a dynamic, evolving, and adaptive field based upon the premises of a service profession. Having the appropriate attitudes; respectfulness, conscientiousness, openness to diversity and different ideas, will go a long way toward the process of learning the knowledge base and preparing you for your selected field. Respect for others' views and ideas as you communicate with colleagues, faculty, and staff of SLIS will enable you to have the most productive experiences and preparation for a successful career. Keep in mind that you have responsibilities as a student, and as a future professional, you should always be conscious of the role you play in obtaining an education.
2. Thomas Benton (pseudonym) <http://chronicle.com/article/The-5-Virtues-of-Successful/5060/> listed the five virtues of successful graduate students, and although his comments were directed toward doctoral students, many hold true for master's level work:
  - **Networking Ability** – Social networking is necessary, even for the most individualistic activities.
  - **Discipline** – Work on your studies every day if possible. Be aware of assignment due dates and be ready to submit the assignment on time or request an extension if you are unable to meet the due date.
  - **Mental Health** – Benton writes “Graduate school can be characterized by intellectual confusion, a lack of social support, and intense feelings of powerlessness and even worthlessness. It can be more like a shark tank than a symposium. You will probably find for the first time in your life that you are not the smartest person in the room. The best method of relieving stress is to keep a sense of perspective; try to have a meaningful life outside of the profession. Guard your health: Eat a balanced diet; get enough sleep and exercise, and make friends with people who are not academics.”
  - **Flexibility** – As you ponder your job prospects, be open to change in terms of

library type or location, or if you like one type of venue as your 'stage', develop a sense of where you might practice. Similarly, be willing to change topics and go back to the drawing board if a project or career path becomes too cumbersome.

- **Patience** – demonstrate patience in all of the above four virtues.

3. Attend each class session and be prepared with questions or comments (you are expected to contribute to each session) and remember to enjoy the experience, as it is not often that we choose what we would like to learn and benefit from the interaction of peers, particularly in online learning environments. Never underestimate the power of demonstrating a willingness to learn or your responsibility in this process.
4. Pay close attention to feedback on assignments, which is given to help students improve their work. At the graduate level, it is expected that students will learn from the feedback given on assignments so that mistakes are not repeated and there are improvements.
5. Use Cook Library resources to prepare your assignments. Use the online catalog and databases, your textbooks, additional scholarly articles, and lecture notes. Learn to browse as you read. Search the online databases, but review how to search each database before starting, so you create an internal map or storyboard of how to search. The Southern Miss library has a Web page with links to services specifically for distance education/online students. [http://libguides.lib.usm.edu/online\\_students](http://libguides.lib.usm.edu/online_students)
6. If you are fortunate enough to live near Cook Library (or any library!), enter and browse the shelves. Think of finding information “serendipitously” - it will enrich you intellectually as well as help you to further develop critical thinking skills.
7. Ask questions if you do not understand a procedure or assignment. You can do this in virtual classroom sessions or through email.

8. Collaboration is a key component of modern work world. You will be required to participate in group projects and will be held responsible for your contribution to these groups. Take such projects for what they are: a taste of reality. The complexity of our work and society demands that we work together to accomplish tasks. If you expect others to help you be successful, then you must help them be successful.
9. Read everything you can in the course of your day (and listen to audiobooks when you drive or at other convenient times). Information literacy cannot exist without readers, viewers, listeners, and creators.
9. Remember your ultimate goal: to obtain an education to be a productive member of society. Try not to value grades for their own sake. Maintain intellectual curiosity and your sense of humor.
10. Remember, everyone at SLIS wants you to succeed in your academic program. Your contributions make this possible.

## **APPENDIX J: Academic Code of Honor**

The Academic Code of Honor is based on mutual respect and academic honesty as articulated in the Creed at Southern Miss.

**The Creed at Southern Miss** (see video at [www.youtube.com/watch?v=fjKjU5UHMb0](http://www.youtube.com/watch?v=fjKjU5UHMb0))

I belong to a community of scholars at The University of Southern Mississippi.

I will *demonstrate integrity* and *determination* in all academic pursuits.

I will *appreciate the value of differences* among people, customs, and viewpoints and oppose hatred, bigotry, and bias toward others.

I will *exhibit behavior* and *choose language* that demonstrates respect for fellow members of the Southern Miss community.

I will *respect others* by honoring their rights, privacy, and belongings.

I will *value human dignity* in my academic, social, and employment settings.

I commit to exhibiting civil behavior, demonstrating responsible citizenry, and doing my part to achieve a positive and secure living and learning environment for all.

### **Student Conduct**

Although the Southern Miss Student Code of Conduct is directed towards in-person, face-to-face classrooms, many of the thoughts/ideas/standards are still applicable to our live, online classes. “Good manners provide the foundation for proper classroom behavior. Stated another way, USM students, regardless of the many perspectives they may bring to a given class, are expected to be courteous while in the classroom. Notably, students must be open to and respectful of the learning process in the classroom, even if, at times, their own beliefs or views about the material being presented are different. Although all students are expected to exhibit appropriate conduct, some simply do not know what constitutes proper classroom behavior. Some unacceptable classroom behaviors occur regularly on campus. Misconduct— which instructors are asked to bring to a halt— includes, but is not limited to, the following:

- Students continuing to talk after being asked by the instructor to stop.
- Students conducting side conversations during instruction.
- Students nonverbally showing disrespect for others.

- Students using vulgar, obscene, or other inappropriate classroom language.
- Students making disparaging remarks or making slurs based on age, religion, race, ethnicity, gender, nationality, disability, or sexual orientation.
- Student tardiness and disturbing classroom entrances.
- Students getting up during class, leaving, and then returning.
- Students packing up books and/or belongings before class is dismissed.
- Students using their cell phones, allowing them to ring, or text-messaging during class.
- Students inappropriately using computer or other technology in a disruptive way.
- Students verbally indicating dissatisfaction with an activity, assignment, or grade.
- Students sleeping in class and other inattentive behavior.

More serious classroom transgressions include, but are not limited to:

- Students coming to class under the influence of alcohol or drugs.
- Student-to-student anger\*
- Student-to-faculty anger\*
- Verbal assault\*
- Physical assault\*
- Sexual harassment\*
- Physical threats or violence are a violation of the University's Code of Student Conduct (put forth in the Student Handbook). Such incidents must be referred to the University Police, the appropriate Campus Security Authority (see Clery Act), and the Dean of Students immediately. Please consult the University Police for further information."

### **Academic Integrity Statement**

All students at The University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

- Cheating (including copying from others' work)
- Plagiarism (representing another person's words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)

- Falsification of documents
- Disclosure of test or other assignment content to another student
- Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members' involved
- Unauthorized academic collaboration with others
- Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of "XF" for the course, which will be on the student's transcript with the notation "failure due to academic misconduct." For more details, please see the University's Academic Integrity Policy: [www.usm.edu/institutional-policies/policy-acaf-pro-012](http://www.usm.edu/institutional-policies/policy-acaf-pro-012) Note that repeated acts of academic misconduct will lead to expulsion from the University.

Many courses require students to send the professor a form such as the one below stating that they understand The University's academic honesty policies and that if they do not uphold the standards of academic honesty, the professor will enforce all applicable punishment.

I, \_\_\_\_\_ (insert full name and student id #) \_\_\_\_\_ understand and accept Southern Miss academic integrity policies stating that if I do not uphold the standards of academic honesty, the professor will enforce all applicable punishment, which may include expulsion from the university, a failing course grade, or a failing assignment grade or other sanctions. In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension, and/or expulsion. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.

\_\_\_\_\_  
Signed (Your full name and the date)