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Undergraduate Student Handbook

The University of Southern Mississippi

School of Library and Information Science

Revised Summer 2021

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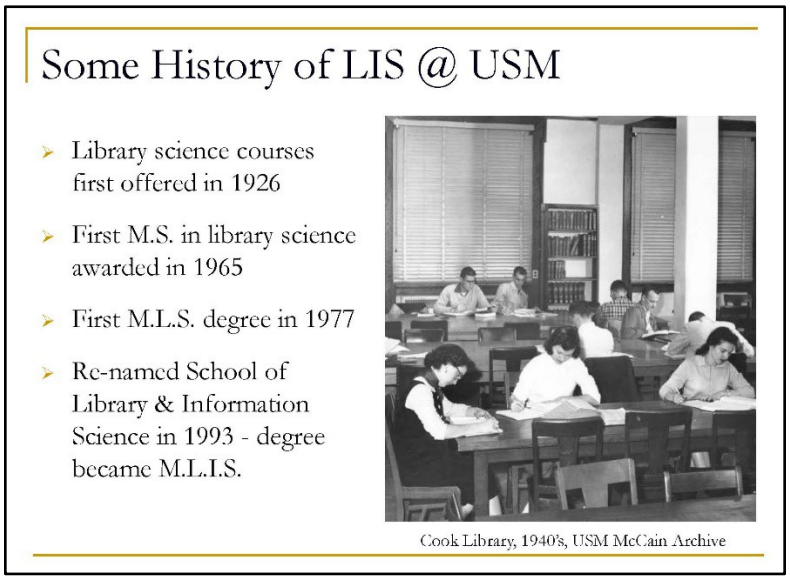
Mission: The mission of the School of Library and Information Science (SLIS) is to prepare qualified individuals for professional roles in libraries, archives, and other information environments with appropriate knowledge and skills to serve the information needs of their communities. (https://www.usm.edu/library-information-science/)

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 only about 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.



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 later through the Internet. In 1999, SLIS offered the first fully online course at the university, and in 2002 the MLIS program was the first degree program at USM offered completely online. This program prepares students for the many opportunities and challenges of working in libraries, archives, or other information fields. The bachelor degree is fully online and requires 45 LIS credit hours.

This document summarizes some of the important procedures and regulations that will govern your activities as you proceed toward your bachelor of science in library and information science degree. Please retain this ***Undergraduate Student Handbook*** for future reference. The material in this handbook is not intended to substitute for or otherwise modify the regulations in the current **Undergraduate Bulletin** or other official University documents. This document supplements and explains general university and departmental-level requirements as they apply specifically to the undergraduate 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 ***Undergraduate Student Handbook*** can be found online, it is important enough to include here as well. It is important to read through the entire handbook, including the appendices, for the following SLIS information: Programs of Study (Appendix B); Course Scheduling, and Credit Transfer from Other Institutions (Appendix C); Graduation Information (Appendix D); SLIS Community (Appendix E)—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 information in the appendices that addresses more general helpful information on topics such as coursework (Appendix F).

II. CONTACT INFORMATION: School, Faculty, & Staff

SLIS offices: SLIS@usm.edu
SLIS office phone: 601-266-4228
SLIS Fax: 601-266-5774
http://www.usm.edu/slis

Name	Contact	Role
Dr. Bomhold	Catharine.Bomhold@usm.edu https://cbomhold5.wixsite.com/portfolio/	Associate Professor; Graduate School Library Licensure Advisor
Dr. Clark	Laura.Clark@usm.edu	Assistant Professor; Graduate Public Library Advisor
Dr. Creel	Stacy.Creel@usm.edu http://stacycreel.wixsite.com/home	Associate Professor; Youth Services Certificate Advisor; Graduate Public Library Advisor
Dr. Hinton	Tracy.Hinton@usm.edu	Adjunct Professor
Dr. Hirschy	Jeffrey.Hirschy@usm.edu https://jefferyhirschy.wixsite.com/my-site-1	Assistant Professor; Archival Certificate Advisor
Dr. Mangrum	Sarah.Rials@usm.edu https://sarahrmangrum.wixsite.com/eportfolio	Assistant Teaching Professor; Academic Library Advisor
Ms. Marshall	Ashley.marshall@usm.edu https://ashley2214u1979.wixsite.com/ashleymarshall	Instructor; Undergraduate Advisor and Recruiter
Ms. McMullen	Rachel.McMullen@usm.edu https://www.rmcmullen.com/	Adjunct Instructor
Mr. Pace	Johnnie.Pace@usm.edu https://edmandpace.wixsite.com/slis	Instructor; Senior Undergraduate Advisor and Recruiter
Prof. Parks	James.Parks@usm.edu https://sparks01.wixsite.com/mysite	Adjunct Professor
Mrs. Patterson	Adrienne.Patterson@usm.edu 601-266-5459	Assistant to the Director, Budget and Financial Records Specialist
K. Rowell	Karen.Rowell@usm.edu 601-266-4510	Assistant to the Director, Special Events, Outreach Coordinator
Dr. Steele	Jennifer.E.Steele@usm.edu https://drjensteele.wixsite.com/home	Assistant Professor, Graduate Technology Advisor, Faculty Advisor for LISSA
Dr. Welsh	Teresa.Welsh@usm.edu https://teresawelsh.wixsite.com/portfolio	Professor Emeritus
Ms. Whipple	Jessica.Whipple@usm.edu	Adjunct Instructor
Dr. Yu	Xinyu.Yu@usm.edu https://xinyuyu.wixsite.com/mysite	Associate Professor; Graduate Special Library Advisor, Southern Miss Student Archivists Advisor

III. STUDENT RESPONSIBILITIES & REQUIREMENTS

A. Students are asked to read the ***Undergraduate Student Handbook*** in the first weeks of enrollment in the program and to sign a form to indicate they have read it and had the opportunity to ask questions about its contents. It should be returned to their advisor of record.

B. It is strongly recommended to retain copies of course syllabi, assignments, and major papers. These may be helpful when seeking employment. Additionally, content of the Learning Management System may not always remain available to the students or professor.

C. Students are responsible for familiarizing themselves with 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.

D. Additionally, students should be aware of the information available to Undergraduates on the website at https://www.usm.edu/university/current-undergraduate-students.php that contains deadlines for admission applications, graduation, registration, as well as links to various forms and information including funding resources, appeals and grievance process, handbooks, organizations, research approval, tuition/fees, and the Undergraduate Student Research Symposium.

E. It is the student's responsibility to keep their information up-to-date in S.O.A.R. (soar.usm.edu). Additionally, it is helpful to inform SLIS of any changes in your name, USM, or personal email, address, and phone number.

F. It is the student's responsibility to be familiar with and understand the Southern Miss **Academic Honesty** policy found in the USM Undergraduate Bulletin and Appendix at www.usm.edu/registrar.

G. 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. Due to the volume of email received, a re-send or follow-up email to the professor may be needed. If no response via **usm.edu** email, call the SLIS office, (601-266-5459 or 601-266-4228). If a professor has not responded to an email within three (3) class days (do not count weekends or holidays) resend the email; if no response, then contact or slis@usm.edu

H. Incomplete grades are granted at the discretion of the professor and must have an acceptable justification to be approved. 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.

I. 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.

J. Writing and speaking skills of a quality undergraduate-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) or the Speaking Center (www.usm.edu/speaking-center).

K. The courses in LIS minor are all online and requires 18 hours. Required courses are LIS 201, LIS 401, select one: LIS 416, LIS 457, or LIS 458, plus 3 additional electives.

IV. TECHNOLOGY INFORMATION

A. The University of Southern Mississippi requires faculty 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 and you are required to use Southern Miss email when communicating with faculty or forward your USM email to a personal account. Students are responsible for information sent to their usm.edu address. Email sent through the online course sites is automatically sent to students' usm.edu email address so check this email daily—if not multiple times a day.

C. **lisugrads@usm.edu:** This is a listserv established to keep students informed. Students must be subscribed to lisugrads. All announcements to the general student body of the program and specific classes will be posted through this listserv. If not already receiving lisugrads, subscribe at http://mailman.usm.edu/mailman/listinfo/lisugrads

D. **Canvas**: Canvas is the learning platform used for class (https://usm.instructure.com). It can potentially be used for but not limited to the following: 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 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 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 and is **required** before enrolling in any courses. Your advisor is listed in SOAR. At the request of previous students and upon extensive discussion among the faculty and curriculum committee, specific guidelines have been established related to advising and taking classes online. Degree plans of study can be found in Appendix B.

1) In the Undergraduate LIS program 120 hours are needed to graduate with a BS in Library and Information Science. At least 50 percent of the hours applied to a degree at The University of Southern Mississippi must be earned from a senior college, and 30 of these hours must be in courses numbered 300 or above. Students must earn at least 25 percent of course work from Southern Miss. In addition, a student must earn 21 of the last 30 hours of course work from Southern Miss and earn at least 12 hours at the 300-400 course level, including the capstone course required in the student's degree plan, from Southern Miss.
2) Students are required to take at least one literature course, either children's literature or young adult literature, and they are required to take at least one technology-related course, either technology in school libraries, information technology in libraries, or web development and evaluation. Students are also required to take Information Ethics and Information Needs of Underserved Populations.
3) Students are required to complete a practicum in a library or archive in their senior year and produce a reflective blog, presentation, and capstone paper related to the practicum experience.
4) Students are encouraged to apply for national and international library or archival internships that can count as their capstone practicum.
5) The Accelerated Master's Option (AMO) would allow senior undergraduates in the Library and Information Science program who have a GPA of 3.5 or higher to take up to 9 credit hours of graduate credit in elective courses during their senior year. Students pay undergraduate tuition for up to 9 credit hours of graduate courses and the credit will count toward both their undergraduate degree and toward the MLIS degree at Southern Miss.
6) Students may take LIS 480/487 British Libraries, Archives, and Special Collections

study-abroad courses based in London each summer for elective credits.

B. **Southern Miss Office for Disability Accommodations:** The primary function and mission of the Office for Disability Accommodations (ODA) 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 ODA. If a student has a disability that qualifies for accommodations under the ADA, call (601) 266-5024. The Office for Disability Accommodations also works with students taking online classes. For more information, see www.usm.edu/oda/.

C. **University Grievance Policy:** Students' right to resolve grievances with the University is affirmed, and specific appeal procedures have been established to assure 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).

If faculty initiate, disciplinary action involving students originate, it is addressed with individual faculty and by the director first, 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.

D. **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 undergraduate bulletin for further details. http://catalog.usm.edu/

E. **Grade Review Policy:** The professor of record (one who has the responsibility for a course) has the authority in his or her class over matters affecting the conduct of the class, including the assignment of grades. Grades are not to be determined arbitrarily or capriciously but performance should be evaluated according to academic criteria made available to all students 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) of 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 assures due process for both the professor and the student. For policies and procedures governing grade review, contact the Office of the Provost.

F. **Records Access Policy:** The Family Educational Rights and Privacy Act of 1974 deals with the subject of access to educational records, and it requires institutions to establish policies that set forth the procedure by which these records are to be reviewed or inspected. University policy in this matter is specified in the current **USM Undergraduate Bulletin.**

G. **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 that must be met to be removed from probationary status will be specified in writing. Academic probation is documented by grade and the student is responsible for addressing grade issues. Failure to meet the conditions of probation 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.

A student placed on probation, 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.

H. **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.

I. **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).

J. **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 resolution does not happen at the course-level, please contact the SLIS Director.

K. **Southern Miss Creed:** Students agree to 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."

L. **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 and 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).

M. **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. Additionally, students should remember that even if these platforms are not part of Southern Miss' official learning platforms or communication tools, they should continue to uphold and employ the values, standards, etc. of the University. It is always expected that students treat one another in a professional, respectful fashion. Appendix G: Academic Code of Honor contains the Student Code of Conduct and additional information.

VI. CONCLUSION

Throughout your program 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 ***Undergraduate 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 particular resource to fit your need. 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. Phone (601) 266-5020 (www.usm.edu/student-affairs/index.php).

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. 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.

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

COLLEGE OF EDUCATION AND HUMAN SCIENCES
SCHOOL OF LIBRARY AND INFORMATION SCIENCE

LIBRARY AND INFORMATION SCIENCE BS
Degree Plan (LISBS)

GENERAL EDUCATION CURRICULUM

GEC 01. Written Communication (6 hours)
01. ENG 101
02. ENG 102

GEC 02. Natural Science and Mathematics (11 hours minimum)
Science Requirement (8 hours minimum)
01. Select 2 courses with labs:
AST 111/L
AST 112/L
BSC 103/L◊
BSC 110/L◊
BSC 111/L◊
BSC 250/L
BSC 251/L
CHE 104/L
CHE 106/L
CHE 107/L
GHY 104/L
GHY 105/L
GLY 101/L
GLY 103/L
MAR 151/L
PHY 103/L
PHY 111/L
PHY 112/L
PHY 201/L
PHY 202/L
PSC 190/L

GEC 03. Humanities (9 hours)
01. ENG 203
02. Select 2 courses, 1 History required
HIS 101
HIS 102
PHI 151
PHI 171
REL 131

GEC 04. Aesthetic Values (3 hours)
01. Select 1 course:
ART 130
DAN 130
MUS 165
THE 100

GEC 05. Social and Behavioral Sciences (6 hours)
01. Select 2 courses:
ANT 101
ECO 101
GHY 101
PS 101
PSY 110
SOC 101

GEC 06. Mathematics (3 hours)
01. Select 1 course:
MAT 100***
MAT 101
Higher-level MAT course

GEC 07. Writing-Intensive Requirement (3 hours)
01. ENG 333 (WI) or IT 380 (WI)
ENG 101 & ENG 102 prerequisites

GEC 08. Speaking-Intensive Requirement (Major Area)
01. LIS 491 (SI)

GEC 09. Capstone Requirement (Major Area)
01. LIS 489 (Capstone)
Must be taken Senior Year; ENG 101 & ENG 102 prerequisites

*This course satisfies both the GEC requirement and a program requirement for this major.
***This course does not satisfy prerequisites for any other math course.
◊ GEC restrictions apply; see page XXX.
GEC 06 - GEC 09 courses are specific to the major.
For full description of the GEC, see page XXX.

PROGRAM CURRICULUM

DEG 01. Major Area of Study Requirements (45 hours)
Minimum grade of "C" required in all Major Area of Study courses.
01. LIS 201
02. LIS 401
03. LIS 405
04. LIS 408
05. LIS 411
06. LIS 415
07. LIS 416 or LIS 457 or LIS 458
08. LIS 417 or LIS 418
09. LIS 440 or LIS 445
10. LIS 489 (Capstone) (3 hours)
11. LIS 491 (SI)
12. Select 12 additional hours from the School of Library and Information Science or 45 total hours of LIS courses

DEG 02. Additional Requirements
01. PSY 110
02. PSY 270 or PSY 275 or PSY 372 or PSY 374

DEG 03. Minor (15 or 18 hours)
01. A minor in another discipline or at least 15 hours of courses within the College of Education and Human Sciences

DEG 04. Electives
01. Choose electives as needed with adviser's approval.
(See Hours to Degree below.)

HOURS TO DEGREE

120 hours are needed to graduate with a BS in Library and Information Science. At least 50 percent of the hours applied to a degree at The University of Southern Mississippi must be earned from a senior college, and 45 of these hours must be in courses numbered 300 or above. The last 25 percent of course work must be earned from Southern Miss. The student must earn at least 12 hours in the major area of study from Southern Miss.

LIBRARY AND INFORMATION SCIENCE (BS)

Courses by semester suggested guide (course availability per semester may vary)

Freshmen 1st semester	**HRS**	
ENG 101	3	GEC1
HIS 101 or 102	3	GEC3
Select 1: ART 130, DAN 130, MUS 165, THE 100	3	GEC4
PSY 110	3	GEC5/DEG2
Elective	3	DEG3/DEG4
TOTAL	15	

Freshmen 2nd semester	**HRS**	
ENG 102	3	GEC1
SELECT 1: ANT 101, GHY 101, SOC 101	3	GEC5
Science with Lab	4	GEC2
Electives	6	DEG3/DEG4
TOTAL	16	

Sophomore 1st semester	**HRS**	
Science with Lab	4	GEC2
ENG 203	3	GEC3
PSY 270 or PSY 275	3	DEG2
Electives	6	DEG3/DEG4
TOTAL	16	

Sophomore 2nd semester	**HRS**	
MAT 100 or MAT 101 or higher	3	GEC6
Select 1: History 101 or 102, PHI 151, PHI 171, REL 131	3	GEC3
LIS 201 or Elective	3	DEG1/DEG4
Electives	6	DEG3/DEG4
TOTAL	15	

Junior 1st semester	**HRS**	
ENG 333 or IT 380 (WI)	3	GEC7
LIS 401	3	DEG1
LIS 405	3	DEG1
LIS 408	3	DEG1
LIS 416 or 457 or 458	3	DEG1
TOTAL	15	

Junior 2nd semester	**HRS**	
LIS 201 or Elective	3	DEG1/DEG4
LIS 411	3	DEG1
LIS 415	3	DEG1
LIS 417 or 418	3	DEG1
LIS 416 or 457 or 458	3	DEG1
TOTAL	15	

Senior 1st semester	**HRS**	
LIS 411	3	DEG1
LIS 417 or 418	3	DEG1
LIS 445 or Elective	3	DEG1
LIS Elective	3	DEG1
Directed Elective	3	DEG3/DEG4
TOTAL	15	

Senior 2nd semester	**HRS**	
LIS 440 or Elective	3	DEG1
LIS 489	3	GEC9/DEG1
LIS 491(SI)	3	GEC8/DEG1
Directed Electives	4	DEG3/DEG4
TOTAL	13	

Appendix C: Course Scheduling & Transfer Credits

Course Scheduling

Please remember that not all undergraduate courses are offered every semester. Furthermore, personnel changes and other scheduling considerations sometimes 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.

Transfer of Undergraduate Courses from Other Institutions

Transfer credit will be evaluated after a student registers for orientation.

Credit hours transferred from institutions accredited by regional accreditation agencies or selectively from institutions accredited by national accreditation agencies are reproduced on the permanent records of The University of Southern Mississippi. This action is evidence that the credits are considered valid. Validity, however, is not to be confused with applicability.

Applicability of transfer work depends upon the coincidence of transfer credits with the requirement of a particular curriculum. Applicability varies from curriculum to curriculum, not only for transfer students from other institutions but for students transferring from one curriculum to another within The University of Southern Mississippi. Applicability is determined by the department chair and the dean of the college to which one is admitted. Additional documentation from other institutions may be required to determine applicability (e.g. syllabi). Transfer hours passed will be accepted. To meet graduation requirements, transfer students must have an overall C average, calculated by the method currently in use at The University of Southern Mississippi, on all hours scheduled and rescheduled at The University of Southern Mississippi. Acceptance of community or junior college work is limited to one-half of the total requirements for graduation in a given curriculum.

Additional transfer information can be found in the Undergraduate Bulletin under University Admissions Policies (http://catalog.usm.edu/index.php?catoid=24)

Appendix D: Graduation Information

Pre-Graduation Procedures

Please carefully read the version of the Undergraduate 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

A student is expected to file an application for a degree one semester before degree requirements are completed, and an application will be accepted no later than the published deadline (see Calendar). This application filed with the Office of the Registrar will show the work completed by the student and the courses planned for the ensuing semester. Filing in advance of the proposed graduation date will allow time for checking the application and also allow the student time for making up deficiencies found in the degree program. Each student has final responsibility to ascertain that he or she has complied with all applicable *Bulletin* requirements for graduation.

After the application has been approved by the academic department, it becomes the student's official degree program. Students graduating in the Honors College must submit the Honors College Attachment to the Application for Degree. Students may begin the process via their SOAR student center with the "Application for Graduation" link within the drop-down box in the Academic section, Upon completing the application, please refer to http://www.usm.edu/registrar/graduation-commencement for the specific steps to file for your college. If students need further assistance, they should contact the Registrar's Office.

Appendix E: School of Library and Information Science Community

Lisugrads: SLIS Undergraduate Student Electronic Mailing List

All SLIS undergraduate students must subscribe to the SLIS student electronic mailing list, lisugrads@usm.edu via https://mailman.usm.edu/mailman/listinfo/lisugrads

LISSA: Library and Information Science Student Association

LISSA is an official student chapter of the American Library Association (ALA). 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, a community-service activity, hosting speakers on professional development, and providing activities for social interaction between students and faculty. LISSA meets at least twice a semester a time convenient to the officers and includes virtual attendance. Meetings are open to all students and all are encouraged to attend. To join, see the link at https://www.usm.edu/library-information-science/student-groups.php. If you have questions, contact the LISSA faculty advisor: Jennifer.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 join SMSA - to join, see the link at https://www.usm.edu/library-information-science/student-groups.php. SMSA encourages and promotes activities related to archival education. For questions, contact the faculty advisor: xinyu.yu@usm.edu

The University of Southern Mississippi Alumni Association

The University of Southern Mississippi has a very active and visible alumni association (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 students affiliate with their state or regional library association such as the Mississippi Library Association (www.misslib.org) and join national professional organizations such as the American Library Association (ALA) www.ala.org. Some organizations may provide reduced rates for student membership. You should also check for listserv and discussion boards. 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, the "professional literature" found in scholarly journals and conference proceedings.
- Reward members or sanction them for professional misdeeds.
- 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 benefit the profession. Check for your state library association information on the Web.

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

Appendix F: Coursework

Online Courses

Courses offered entirely online require self-discipline, communication, and some different activities than the traditional face-to-face classes.

1. Check each course at least daily and write down due dates in a planner.
2. Keep a copy of all assignments and related work for each course.
3. Complete work on time and **communicate** with your professor if there are any problems or issues.
4. Begin to prepare your assignments and exams ahead of time and review the instructions before submitting them.
5. Do not wait until just before class to enter the virtual classroom – that takes time under the best circumstances.

Practicum

A practicum capstone course, LIS 489, is required. 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 at the beginning of the semester, along with a list of anticipated tasks and activities.

Appendix G: 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)

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 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.

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Signed (Your full name and the date)