Graduate Student Handbook

The University of Southern Mississippi

College of Education and Human Sciences

School of Library and Information Science

Revised Fall 2019

Table of Contents

VII. **APPENDICIES**
Appendix A: Accreditation
Appendix B: Programs of Study—school licensure and graduate
certificates
Appendix C: Course Scheduling, Master's Project, and Credit Transfer
Appendix D: Graduation Information
Appendix E: Graduate Assistantships
Appendix F: Scholarship Information
Appendix G: SLIS Community—listservs, student, professional orgs.
Appendix H: Coursework
Appendix I: Being a Successful Graduate Student
Appendix J: Academic Honesty.

> *The mission of the School of Library and Information Science*
> *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.*

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.

Southern Miss SLIS History Highlights

➢ 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, 1940's, 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 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 USM degree program offered completely online.

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. 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 in 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 there are other topics that 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 enough to include here as well. It is important to read through the entire handbook, including the appendices, for 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 information in the appendices that address more general helpful information on topics such as coursework (Appendix H), and being a successful graduate student (Appendix I).

CONTACT INFORMATION: School, Faculty, and Staff

SLIS Office Location: 129 Fritzsche Gibbs Hall

Mailing address: 118 College Drive #5146, Hattiesburg, MS 39406

SLIS email: 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	Associate Professor; MLIS with School Licensure Advisor
Dr. Creel	Stacy.Creel@usm.edu	Associate Professor; Youth Services Certificate Advisor
Dr. Griffis	Matthew.Griffis@usm.edu	Associate Professor; Archival Certificate Advisor
Dr. Norton	Melanie.Norton@usm.edu	Associate Professor; General Advisor

Mr. Pace	Johnnie.Pace@usm.edu	Instructor; Undergraduate Coordinator, Advisor, and Recruiter
Mrs. Patterson	Adrienne.Patterson@usm.edu 601-266-5459	Assistant to the Director, Student Outreach Coordinator, Budget and Financial Records Coordinator
Mrs. Rowell	Karen.Rowell@usm.edu 601-266-4510	Assistant to the Director, Special Events Coordinator, Webpage Manager, Recruitment Coordinator
Dr. Steele	Jennifer.E.Steele@usm.edu	Assistant Professor, General Advisor
Dr. Welsh	Teresa.Welsh@usm.edu 601-266-4235	Director and Professor; Dual Master's Advisor; General Advisor, Recruiter
Mrs. Whipple	Jessica.Whipple@usm.edu	Instructor; Undergraduate Advisor and Recruiter, LISSA Faculty Advisor
Dr. Yu	Xinyu.Yu@usm.edu	Associate Professor; Southern Miss Student Archivists (SMAA) Advisor, Archival Certificate Advisor

STUDENT RESPONSIBILITIES & REQUIREMENTS

A. Students are required to read the ***Graduate Student Handbook*** in the first weeks of enrollment in LIS 500, and to sign a form to indicate they have read it and had the opportunity to ask questions about its contents.

B. It is strongly recommended to retain copies of course syllabi, assignments and major papers. These may be helpful when seeking employment and during the Master's Project LIS 695, which requires a comprehensive exam based upon the core classes. Retaining your class notes and major assignments will assist you with the exam.

C. It is strongly recommended to save your updated resume and major papers in pdf format to upload to your required e-portfolio. Your e-portfolio should contain your best papers in pdf format and links to multimedia projects and assignments.

D. Students are responsible for familiarizing themselves with University calendars for advising and registration, bill payment, dropping classes, and other procedures of the University. It is the student's responsibility to comply with University calendar and deadlines on the Registrar's website at www.usm.edu/registrar.

E. Additionally, students should be aware of the information found on the Graduate

School's website at www.usm.edu/graduate-school that contains deadlines for admission applications, graduation, registration, as well as links to various forms and information. The Graduate School is located in McCain Library; phone numbers are 601-266-4369 and 601-266-5138 (Fax). The email address is graduateschool@usm.edu

F. **CITI Research and Scholarly Integrity Training** must be completed by all graduate students the first semester they are enrolled in graduate School and 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).

G. It is the student's responsibility to keep their information up-to-date in Southern's Online Accessible Records (SOAR). Additionally, it is helpful to inform SLIS of any changes in your name, USM or personal email, address, and phone number. SOAR tutorials are available at www.usm.edu/registrar/soar.php

H. It is the student's responsibility to be familiar with and understand the Southern Miss **Academic Integrity** policy found in the USM Graduate Bulletin and Appendix J (www.usm.edu/advisement-center/academic-integrity.php.

I. Students are responsible for reading syllabi 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) or email Adrienne.Patterson@usm.edu, who can help resolve technical issues that may be involved. 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 teresa.welsh@usm.edu.

J. Incomplete grades are at the discretion of the professor and must have 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 or incomplete (I) grade automatically becomes an F.

K. Students are responsible for attendance and participation in virtual classrooms. Failure to participate or missing virtual classroom meetings may result in a lower grade. Extraordinary circumstances may be adjudicated by the professor.

L. Writing and speaking skills of a graduate level are expected so download and use the free version of www.grammarly.com/.

<p style="text-align: center;">II. **TECHNOLOGY INFORMATION**</p>

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 – golden.usm.edu:** The University provides students with an email account and 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. **lisnews@usm.edu:** This is a listserv established to keep students informed. Students must be subscribed to this lisnews. All announcements to the general student body of the program and to specific classes will be posted through the lisnews. If not already receiving lisnews, subscribe at http://mailman.usm.edu/mailman/listinfo/lisnews

D. **Canvas**: Canvas is the learning platform used for class. 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 features, see https://online-learning.usm.edu/students/

E. **Virtual Classroom:** SLIS professors use Adobe Connect or 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. A 3-credit hour course requires 3 contact hours per week, which includes attending and participating in virtual class, reading and posting to required discussion boards, reading course materials, completing course assignments, updating Canvas profile, creating (in LIS 516, 557, or 558) and updating e-portfolios.

F. **Internet Connection:** It is important that you have a quality Internet connection and an updated computer. It is the student's responsibility to have and maintain sufficient Internet connectivity. Students are also required to download and use Microsoft Office 365 (www.usm.edu/itech/microsoft-office-365.php).

III. 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. Suggested plans of study can be found in Appendix B.

   1) Students entering any MLIS program will enroll in LIS 500: LIS Orientation (1 credit hour) as their **first course**. Students should take the 500 level core courses (LIS 501 Reference, LIS 505 Cataloging, and LIS 511 Collection Development) in the first semesters (may take a 600-level course if approved or recommended).

   2) Students may not enroll in either LIS 651 or LIS 668 until they complete LIS 501, 505 and 511 with a grade of B or better.

   4) It is not recommended to enroll in LIS 651 and LIS 668 during the same semester. Students should take LIS 651, then LIS 668, then the capstone LIS 695.

   5) Graduate students may not enroll in more than nine credit hours without permission from the Director.

   6) Whenever a student is admitted as a conditional student, they are required to earn a 3.0 GPA for the first nine credit hours to remove the conditional status.

   7) Students are required to earn a B or better in LIS 501, 505, and 511. Students are only allowed one C and only one grade can be replaced on the transcript. If a student's cumulative GPA falls below 3.0 or if they make a C- or below, the student will be on academic probation and have only one semester to retake a course with a C- or below and replace it with an A or B (this can only be done once). Students who fail to raise their cumulative GPA to 3.0 during the probationary semester will be dismissed by the Graduate School.

   8) Students may not enroll in LIS 695 Master's Research Project, until core courses (LIS 501, 505, 511, 605, 636, 651, 668) are successfully completed and three (3) electives are successfully completed.

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

B. **Continuous Enrollment Policy:** Students who have enrolled in LIS 695, Master's Project, but do not complete the project in one semester must enroll in a minimum of

one hour of coursework each semester until the master's project is accepted for a grade. If a student fails to maintain continuous enrollment, they will need to reapply for admission to the program. See the **Graduate Bulletin** for further information.

C. **Southern Miss Office for Disability Accommodations:** The mission of the Office for Disability Accommodations (ODA) is to provide services necessary to assure equal educational opportunity to all students pursuant to the Americans with Disabilities Act of 1990. <u>Accommodations for disabilities cannot be made by professors unless they receive instructions from USM's ODA</u>. If a student has a disability that qualifies for ADA accommodations, call (601) 266-5024 or go to www.usm.edu/oda/.

D. **University Grievance Policy:** Students' right to resolve grievances 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 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 in a written letter signed by student within ten (10) working days of the occurrence. https://online-learning.usm.edu/students/

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 - see https://www.usm.edu/institutional-policies/policy-pres-aa-001.php

F. **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 assignment of grades. Grades are not to be determined in an arbitrary or capricious manner but performance should be evaluated according to academic criteria made available to all students within the first two weeks of each semester. A student must initiate the appeal procedure within 30 school days (excluding Saturday, Sunday, and official student holidays) of the beginning of the semester subsequent to 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 professor and 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 the subject of access to educational records, and requires institutions to establish policies that set forth the procedure by which these records are reviewed or inspected. University policy 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 that must be met in order 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 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 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.

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 are 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 **prior** to the beginning of data collection. The appropriate approval forms may be obtained from the Southern Miss Institutional Review Board (IRB) at 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. If resolution does not happen at the course-level, contact the SLIS Director.

IV. **CONCLUSION**

Throughout your program in library and information science, SLIS faculty and staff will strive to assist in development of competencies that will serve you as an information professional. You should familiarize yourself with the Mission, Vision, and Values 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 Office of Online Learning can assist in locating the particular resource to fit your need. These resources include Admissions, Program Offerings, Class Schedules, Academic Calendar, Financial Aid, University Policies, Academic Support for Distance Learners, Accessing/Using Canvas, and Tech Help. Phone (601) 266-5518 or go to https://online-learning.usm.edu/students/.

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 contact form in LIS 500 and in LIS 695 and you are invited to join the Southern Miss Alumni Association at http://southernmissalumni.com

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 ALA maintains a directory of accredited master's programs 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 will be 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.

Licensure of school librarians is recognized by the state of Mississippi. The curriculum for the MLIS with School Licensure 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).

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, Society of Mississippi Archivists, and the Royal Geographical Society, 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.

Required Courses for MLIS with 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

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
  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 692 – Special Problems (on an approved archival topic such as genealogy)

Note: 12 hours of electives can count for both a certificate and an MLIS; students who wish
to earn both MLIS and archival certificate must take two additional electives, a technology
elective and another of their choice.

An archival research paper is required as the archival certificate capstone assessment. 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
  LIS 518 – Literature & Related Media for Young Adults
  LIS 519 – Programs and Services for Youth

Electives (choose two; one must be 600-level or higher): LIS 528 – Storytelling
  LIS 590 – Library Instruction
  LIS 629 – Studies in Children's Literature
  LIS 634 – History of Children's Literature
  LIS 670 – Topics in Library Services (youth-related topic)
  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 certificate and an MLIS; students who wish to earn both MLIS and youth services certificate must also complete a technology elective.

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

Degree Track Elective Recommendations
Public Librarianship
LIS 519 – Programming for Youth
LIS 540 – Information Ethics
LIS 590 – Library Instruction
LIS 641 – Public Libraries
LIS 664 – Government Resources and Publications
LIS 689 – Practicum (in public library)

Academic Librarianship
LIS 506 – Cataloging Multimedia Objects
LIS 540 – Information Ethics
LIS 590 – Library Instruction
LIS 640 – Academic Libraries
LIS 656 – Online Information Retrieval
LIS 664 – Government Resources and Publications
LIS 689 – Practicum (in academic library)

Special Librarianship

LIS 506 – Cataloging Multimedia Objects

LIS 642 – Special Libraries

LIS 646 – Special Collections and Archives

LIS 590 – Library Instruction

LIS 656 – Online Information Retrieval

LIS 664 – Government Resources and Publications

LIS 689 – Practicum (in a special library)

Technical Services

LIS 506 – Cataloging Multimedia Objects

LIS 654 – e-Resources Management

LIS 656 – Online Information Retrieval

LIS 645 – Digital Preservation

LIS 652 – Metadata for Digital Collections

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 sometimes require modifications to the timetable of classes. LIS schedule and course descriptions are at www.usm.edu/slis.

Master's Project Committee

Each student's master's project research will be supervised by two readers: Director of the program and another SLIS faculty member. The student selects the second reader based on the faculty member's specialty area and their willingness to serve as a reader. The student must have the permission of the Director prior to 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 it be considered 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.

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 requirements of the time limitations allowed for the degree and only courses with a grade of B or better will be considered for transfer.

APPENDIX D

Pre-Graduation Procedures and the Graduate School

Please carefully read 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** is a form detailing 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 the 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 to the School Director who will sign and send to the Graduate School. 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. Information on applying for graduation is available at www.usm.edu/graduate-school/internalportal/application-graduate-degreecertificate.php

Graduate Degree Auditors

The Graduate School degree auditors are housed in the Graduate School in McCain Library.
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 unless the grade is changed by the professor of record and approved by the Director and College Dean.

APPENDIX E: Graduate Assistantships

Graduate assistants receive a stipend through the School. It is a competitive process and GAs commit to work 20 hours per week on the Hattiesburg campus. Only students that are able to provide campus-based work will be considered for graduate assistantships and students participate in activities that will enhance their training and professional development.

A. GAs must maintain a 3.0 GPA or better each semester and must perform work assignments in a satisfactory manner in order 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. Summer funding is not always available to those who are funded by a graduate assistantship.

C. GA's general tuition is covered by the University but not course fees or other fees.

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

APPENDIX F: Scholarships

Molline Mayfield Keyes $1,800 Scholarship: The purpose of this fund is to award a scholarship to graduate students majoring in Library 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. The recipients shall be residents of the state of Mississippi. Preference shall be given to students with need.

School of Library and Information Science Annual S500 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 9 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 $1,000 Scholarship: The purpose of this fund is to provide scholarships to students in the Master of Library and Information Science program who are in good academic standing.
All library and information science students should consult the American Library Association www.ala.org and state library association for information about scholarships.

The Beta Phi Mu – Beta Psi Chapter $400-$500 Scholarship: The Beta Phi Mu Scholarship fund's purpose is to provide financial assistance to a student enrolled in the accredited Master of Library Science program at U.S.M. Guidelines and application form are posted each year to lisnews listserv.

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 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). 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. If you have questions, contact the LISSA faculty advisor: jessica.whipple@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

SLIS Alumni Association

The SLIS Alumni Association consists of graduates who support the education and professional mission of the school. While much informal networking takes place at conventions such as the Mississippi Library Association, more formal events, including the Alumni Breakfast at MLA, have become a tradition.

Beta Phi Mu
SLIS is the home of the Beta Psi Chapter of Beta Phi Mu (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 the information professions. Serials Librarian Carol Green carol.green@usm.edu is the representative for the Beta Psi Chapter at Southern Miss.

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 graduate 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. 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 help engage the discipline in discourse 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/ala//pla/pla.cfm
Association of Information Science and Technology (ASIS&T) http://www.asis.org/
Association for Library and Information Science Education (ALISE) http://www.alise.org
Society of American Archivists (SAA)   http://www.archivists.org/

APPENDIX H: 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.
5. 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 at the beginning of the semester, along with a list of anticipated tasks and activities.

Research
All graduate courses in SLIS will 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 in preparing plans for 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 formal language.

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.

   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 such online learning environments. Never underestimate the power of demonstrating a willingness to learn or your responsibility in this process.

3. Want to be super-successful? Adopt one or more of the habits for success based on research at https://getpocket.com/explore/item/want-to-be-super-successful-science-says-do-any-1-of-these-10-things?utm_source=pocket-newtab

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 mistakes are not repeated and there is improvement and refinement of writing.

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 embarking, 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

6. If you are fortunate enough to live near Cook Library (or any library!), enter and walk the shelves. Take down a book from the shelves and page through it. 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 email.

8. Collaboration is a key component of modern work, 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. Last, but not least, (and this is self-evident) we read, we write and we work with readers and writers, so being well-read is part of the ethos of librarianship. Read everything you can in the course of your day (and listen to audio books when you drive or at other convenient times). Information literacy cannot exist without readers, viewers, listeners and creators.

10. 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. 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)

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.

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 #)   have read and understand the Graduate Student Handbook 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)