

School of Library & Information Studies

The University of Alabama



Student Handbook

2009-2011

School of Library and Information Studies

513 Gorgas Library

Box 870252

Tuscaloosa, AL 35487-0252

Voice: 205-348-4610

Fax: 205-348-3746

info@slis.ua.edu

This SLIS Student Handbook can be found on the [SLIS Website](http://www.slis.ua.edu) as a Web document with active hyperlinks to many resources. Please visit www.slis.ua.edu and select the Current Students tab for a link to the handbook.

Student handbook compiled by Freddy Hudson and Jennifer Land, summer 2009

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Welcome, Students!

Located on the top floor of Amelia Gayle Gorgas Library, the University's main library, SLIS is small enough to allow students and faculty to know one another and expansive enough to provide students with depth and breadth in their studies and internship experiences. SLIS is a part of the [College of Communication and Information Sciences](#) and has strong facilities and a substantial infrastructure supporting its diverse programs.

Through the [Master of Library and Information Studies program](#), SLIS prepares the next generation of library and information professionals. Students gain proficiency with information organization and services and also utilize and develop the exciting new array of information literacy and technology tools. More importantly, this new generation of professionals acquires the ability to manage both information and technology, along with enacting this skill in leadership roles. In short, our MLIS graduates continue the tradition of exceptional service for which the profession is known.

Two-thirds of SLIS students attend face-to-face classes, and one-third study online. Face-to-face courses are offered on the Tuscaloosa campus and at the [UA Gadsden Center](#) in northeast Alabama. One core course each semester is also offered in Birmingham, Alabama, on the Samford University campus. The MLIS program may also be taken by distance education (DE). All DE classes are



administered online using Web-based Wimba technology that supports Voice over Internet Protocol (VoIP). DE students need make only one visit to the Tuscaloosa campus. Completing the MLIS by distance education is especially beneficial to those not living near the University or those unable to attend class during the day.

In addition to the MLIS, SLIS also offers the [Master of Fine Arts \(MFA\) in Book Arts](#) program, which graduates book artists proficient in the technical, intellectual, and artistic facets of creating hand-made books. The program allows students to develop and hone technical knowledge of all facets of bookmaking, both historical and contemporary, an understanding of the historical evolution of the book, and the skills to express their creative and artistic vision.

About SLIS

The SLIS award-winning faculty includes more than 20 full-time and adjunct professors. In addition to their excellent instruction, the faculty provides dedicated leadership and scholarship through numerous publications, presentations, and conference participation. Moreover, SLIS provides its many students with graduate assistantships and ranks



in the top ten among accredited library school programs in its income from endowments.

Classes are offered year-round on campus, online, and in Birmingham and Gadsden. Students in the MLIS program are required to complete at least 36 hours, 18 of which are required courses. Students in the MFA program are required to complete at least 60 hours, with emphasis on printing and publishing, bookbinding, papermaking, and the history of the book. To see specific degree requirements, including required courses, see the [SLIS Courses](#) section.

New students are accepted to the MLIS program each semester, and 8 new students are accepted to the MFA program each fall. Students who complete the MLIS program earn a valuable credential that will equip them for a career in librarianship. Students in the MFA program develop a thorough understanding of the craft of bookmaking by examining printing, typography, bookbinding, boxmaking, papermaking, and the history of the book, among other topics.

Classrooms, faculty offices, and SLIS common spaces are located on the fifth floor of Gorgas Library. The SLIS Commons provides computers and wireless network access for student use and features comfortable couches and chairs. The SLIS Study also

offers computers for student use in addition to numerous informative library publications and a collection of children's and young adult literature. The Jewell Sandoval Lounge is another area where students gather for socializing. All three student community areas allow students to mingle between classes and develop close-knit relationships.

Accreditations

The University of Alabama is accredited by the [Southern Association of Colleges and Schools](#) (SACS), a regional accrediting agency serving the southeastern United States and Latin America.

The Master of Library and Information Studies program is accredited by the [American Library Association](#) (ALA) and is one of sixty-two accredited programs in the United States and Canada. It is the only ALA-accredited program in the state of Alabama.

The Master of Fine Arts in Book Arts program is accredited by the [National Association of Schools of Art and Design](#) (NASAD), the national accrediting agency for art and design and related disciplines.

The [College of Communication and Information Sciences](#) is accredited by the [Accrediting Council on Education in Journalism and Mass Communication](#) (ACEJMC), and the [College of Education](#), with which media specialist certification is associated, is accredited by the [National Council for Accreditation of Teacher Education](#) (NCATE).

History

The history of the School of Library and Information Studies begins in 1929 when the University instituted an academic program in school librarianship within the College of Education. In the 1960s, leaders of the Alabama Library Association sought to establish in Tuscaloosa a general purpose graduate school of library service. An Alabama senate Joint Resolution in



1969 authorized the Board of Trustees of The University of Alabama to establish the Graduate School of Library Service. Students were first accepted in 1970. The School's founding dean, James D. Ramer, was appointed in 1971 to develop the curriculum, recruit faculty and students, and plan for the School's quarters. In 1974, the Graduate School of Library Service received full accreditation of its Master of Library Service (MLS) degree program from the American Library Association.

In the intervening years, the School has pursued a mission to provide students with skills and knowledge required to meet the information needs of a diverse population. It has also grown substantially. In 1985, the School began to offer the Master of Fine Arts (MFA) in The Book Arts degree – with specializations in printing and binding. Since that time the MFA program

in The Book Arts has established itself as an international leader in the field.

In 1988, faculty member Philip M. Turner was selected to serve as the School's second Dean. The PhD program was first offered by the School in 1988, and, one year later, the School was renamed the School of Library and Information Studies, reflecting the increasing academic and professional emphasis on emerging technologies. Early in 1997, SLIS programs were merged into the renamed College of Communication and Information Sciences. At this point, Dr. Joan Atkinson became Director of the School. Elizabeth Aversa was named director in 2003. In 2005, the School launched a fully online, real-time synchronous distance education MLIS program, and the first class of forty-three students was admitted, representing Alabama and 14 other states.



Today, the School of Library and Information Studies continues its tradition of preparing the next generation of professionals to manage the information organization and technology challenges of the future. SLIS graduates are leaders in librarianship who continue the profession's historic dedication to service.

SLIS Mission and Goals

Mission - The mission of the School of Library and Information Studies is to advance the theory, art, and practice of professions specializing in the use of information and the creation of information in recorded form.

Goals - The six priority goals for SLIS are:

- To provide relevant and challenging programs of study in library and information science and the book arts that enable students to meet educational, professional, and personal goals.
- To extend and diversify the School's program options, its outreach efforts, collaborative and cooperative activities, and recruitment of faculty, staff and students.
- To increase the School's productivity in research, scholarship, and creative activity.
- To improve the School's visibility in Alabama, the region, and the nation.
- To enhance the School's resource base through advancement, externally funded grants and contracts, and other entrepreneurial activities
- To appropriately deploy human, financial, and physical resources to enhance the academic programs for students, the work environment for faculty and staff, and the life of the School for all members of the SLIS community

The priority goals provide a context for program goals. Upon completing the SLIS Master of Library

and Information Studies program, all students should:

1. Be able to anticipate trends and to effect positive change in the profession and the profession's role in society.
2. Demonstrate an understanding of the principal contemporary issues associated with librarianship, information science, access to information, and the role of information in society.
3. Demonstrate an understanding of the necessity for a variety of services to meet the library and information needs of diverse populations.
4. Be able to develop library and information programs and activities consistent with the heritage, principles, responsibilities, trends, and standards of the library profession.
5. Be able to describe the differences in terms of mission, service, and requirements of the major types of libraries, archives, and information agencies.
6. Demonstrate an understanding of the theories and methods for organizing and classifying information and be able to apply those theories and methods.
7. Be able to describe the characteristics, strengths, and weaknesses of the principal tools used by libraries and information centers, and demonstrate the ability to use a variety of those tools.
8. Be able to analyze information queries and match them with locally held, and remotely accessible, information sources.
9. Be able to describe how and why electronic technologies are used to support and improve library and information center activities.

10. Be able to describe the principal traditional and contemporary technologies employed by libraries and information centers and identify the basic principles underlying those technologies.
11. Be able to describe the principal theories and techniques of supervision, management, and leadership.
12. Demonstrate an understanding of interpersonal interaction and organizational culture and the ability to choose actions and responses appropriate to specific situations. Be able to communicate cogently, clearly, and persuasively.
13. Demonstrate an understanding of the political and cultural environment in which librarians, libraries, and information centers function. Be able to describe the major national, regional, and local programs currently affecting libraries, including cooperative endeavors, legislative

programs, funding agency programs, and the like.

The priority goals also provide a context for program goals of the MFA in the Book Arts. The program goals support two overarching goals.

To provide students with an education that inculcates craft skills required for proficiency in the book arts, and that develops a sound foundation for the aesthetics and methodology of these arts:

1. Provide each student with fundamental technical skills in each of the crafts comprised by the book arts
2. Ready each student to apply these skills and techniques in the marketplace
3. Provide advanced technical skills in each student's area of professional specialization
4. Create in each student a desire to acquire and upgrade skills beyond the formal program





5. Provide and reinforce in each student an appreciation for the aesthetics of the crafts
6. Facilitate the choice by the end of the first semester of an initial professional specialization in either printing or binding
7. Maintain a faculty whose members are recognized leaders in their fields

To enhance the professional status of artisans engaged in the book arts:

1. Acquaint students with the heritage, responsibilities, trends, and standards of the profession
2. Instill in students a concept of the interrelationship of the book arts
3. Enlist faculty to assist the book arts community by helping to establish standards, by supporting professional organizations, by offering continuing educational opportunities, and by serving as consultants and lecturers
4. Encourage faculty to publish and exhibit original works whenever appropriate
5. Encourage faculty to conduct research and disseminate findings to practitioners and teachers in the book arts community

Degree Programs

SLIS offers two master's degree programs:

- The Master of Library and Information Studies (MLIS)
- The Master of Fine Arts (MFA) in the Book Arts

MLIS

Librarianship is a rewarding career centered in information- and technology-rich environments. The profession makes a difference in people's lives by offering resources and programs that expand horizons and empower new possibilities. Librarians team with colleagues to reach out to the community by providing materials and services that both inform and entertain.

The MLIS program equips librarians to serve people through a variety of meaningful careers. Graduates serve as librarians, archivists, information specialists, and web designers, to name a few possibilities. Librarians are at the center of knowledge, where people of diverse backgrounds, ages, and beliefs come together seeking information.

MFA in the Book Arts

The program leading to the Master of Fine Arts (MFA) degree in the book arts is a 2.5–3 year course of study with specializations in hand bookbinding, letterpress printing, and the whole book. The emphasis is on developing craft skills based on historical principles and techniques, as well as on artistic expression.

The general goal for the MFA program is to develop professional artisans who are technically proficient in the book arts and cognizant of the historical background in which these various crafts evolved and of the professional environment in which our graduates will work.

Other Offerings

Students enrolled in the MLIS program have access to academic and vocational offerings beyond the classroom. Additionally, SLIS contributes to an interdisciplinary PhD program and an undergraduate minor offered through the College of Communication and Information Sciences.

Internships

The SLIS internship program provides students with a way to develop skills under the supervision of an active information professional. The internship experience is a collaborative undertaking by the student, faculty advisor, internship coordinator, and host supervisor. While the student bears the primary responsibility for a successful internship, all parties should actively participate in designing, monitoring, and evaluating the experience.

At least one semester prior to an internship, the student and advisor should discuss the type of work environment that might be most appropriate and beneficial. Then the advisor and the SLIS internship coordinator will work together to find the best available internship opportunity. Internships are voluntary and subject to availability. The internship coordinator places students on a first-come, first-served basis.

General internships (LS 570) and school media internships (LS 572) are 2 or 3 hour courses. Two-hour internships require 100 work hours, and 3-hour internships require 150 work hours. Every attempt to place students based on their career objectives and interests will be taken. The internship program provides hands-on experience in a setting similar to the student's desired post-graduation environment. The internship coordinator negotiates all arrangements: the student does not approach a professional in the field for this purpose. If a student



wishes to intern in a particular institution or locality, he or she should notify the internship coordinator as soon as possible. The potential host site has the right to accept or reject any applicant.

The intern works under the guidance and observation of a host supervisor who holds an MLIS from an ALA-accredited institution. Both the host supervisor and internship coordinator evaluate interns based on:

1. Completing assigned tasks
2. Interacting with staff and clientele
3. Exhibiting initiative
4. Understanding the organization's mission and operation
5. Integrating librarianship practice and theory
6. Clarifying career goals

Additionally, interns will keep a journal on the following:

1. Hours worked
2. Description of the work performed
3. Reflections on the experience

Interns also submit a short report upon completion of the internship. The internship coordinator makes

a final assessment based on the host supervisor's evaluation, the student's journal and paper, and discussion with the student. The internship is evaluated as pass/fail.

Types of Internships

There are many kinds of information environments in which SLIS students may have internships. Some are:

- School media centers
- Public libraries
- Academic libraries
- Archival information centers
- Medical libraries
- Public service agencies
- Publishing houses

- Special collections
- Special libraries
- Federal libraries
- Technical information centers
- Legal libraries
- Museum libraries
- Mass communication information centers

... and many more!

Distance Education

The School of Library and Information Studies and the [College of Continuing Studies](#) have designed a curriculum delivery mode for working students entering the information studies profession. Courses are delivered via web-based technology that creates a virtual-learning campus. Students attend live, real-



time lectures, ask questions, communicate with classmates, and have discussions with instructors. Students also share applications, view and display presentations, and collaborate on projects and presentations with instructors and fellow students. It is a truly interactive classroom.

Students who study by distance are members of a national online cohort or a regional blended cohort. The former admits 40 new students each fall; the latter admits 40 new students each spring. Members of the national online cohort need make only one visit to the Tuscaloosa campus, which is for the mandatory SLIS orientation. Members of the regional blended cohort attend a one-day orientation at the UA Gadsden Center and must take at least 3 classes at the UA Gadsden Center. DE students generally enroll in two online courses each semester and complete the program in 6 semesters. The deadline to apply for the national online cohort is April 15th, and the deadline for the regional blended cohort is November 15th.

Students who study at a distance must meet certain hardware and environmental requirements. They must have access to a personal computer with high-speed broadband Internet connectivity, a headset/microphone and soundcard with microphone input/headphone output via either standard 1/8" plugs or USB. Students also need a reliably quiet and private location where they can spend three or more hours per week online without interruption.

School Media Certification

In Alabama, library media certification is at the Class A or Master's level only. There is no undergraduate library media certification. A candidate for the MLIS degree who seeks an Alabama Class A Library-Media Certificate must first have fulfilled the requirements for a teaching certificate at the baccalaureate level. Two years of successful teaching must also have

been completed prior to receiving Class A certification as a library-media specialist. Certification may also be granted by the Alabama State Department of Education to a person who holds an MLIS degree, completes two years of successful teaching as a school library media specialist, and is recommended by the principal or superintendent who supervised the two years of work.

To earn the Class A certification, students must also complete the approved program of studies at SLIS and earn a satisfactory score on a comprehensive examination administered by SLIS.

Undergraduate Minor in Information Sciences

The [SLIS information sciences minor](#) examines the information technologies and theories fundamental to the creation, dissemination, access, organization, analysis, and use of information. It prepares students to take an active part in the implementation and development of information handling systems that can serve human activities in a variety of environments.

New information technologies are not simply tools to be applied but processes to be developed. The information sciences minor develops students' ability to think critically about the significance and potential applications of information technologies. Students are introduced to a variety of information technologies that may be employed in diverse contexts, including commerce, scholarship, culture, and the conduct of individuals' daily lives. The minor also provides immediate practical advantage by enhancing students' ability to locate, analyze, assess, and use information, information resources, and currently available information technologies.

The minor is designed to complement a variety of majors and to give students the skills and abilities needed to excel in the current information-intensive

environment. It is especially useful for those students who wish to contribute to the development of new innovative information systems and services that are sensitive to the human contexts in which they operate. The program introduces students to the contemporary and traditional technologies employed to capture, record, organize, retrieve, disseminate, synthesize, and analyze information. It also encourages them to examine critically the processes associated with communication and creation of new information and knowledge.

PhD

The [Office for Graduate Studies](#) administers the doctoral degree offered by the College of Communication and Information Sciences. PhD students elect to specialize their studies in one of the following areas:

1. Mass Communication
2. Information Studies
3. Cultural, Critical, and Rhetorical Studies

The PhD program is designed to accomplish the following goals:

- Prepare communication scholars for positions of leadership in education, public service, the media, and other communication-related fields
- Add to a student's usable body of knowledge in a chosen area of specialization within the field of communication



- Develop each student's research, teaching, and professional capabilities
- Promote scholarly achievement and advancement of knowledge in the field, through basic and applied research

Students must complete 48 to 60 hours of course work, of which 12 hours may be transferred from the master's program. In addition, 24 hours of dissertation research are required. A GPA of 3.0 must be maintained throughout the program.

Admission Procedures and Requirements

Admission to the MLIS program is selective, as not all qualified applicants are admitted.

The following is a list of Graduate School requirements for a completed application packet:

- Application form
- Statement of Purpose
- Transcripts from all prior academic work
- Admissions test score (MAT)
- Application fee
- Three letters of recommendation, submitted directly to SLIS at Box 870252, Tuscaloosa, AL 35487-0252

Additional items are required for international applicants. Please carefully follow application instructions found at the [Graduate School website](#).

Students applying for the MFA program must also submit a portfolio of their work and, if possible, be interviewed by the Book Arts faculty.

The deadline for submission of all application materials for the on-campus program is **at least 6 weeks prior to the registration date** for the term for which admission is sought. The application deadline

for the national online cohort is **April 15th**. The application deadline for the regional blended cohort is **November 15th**.

Students are admitted with either regular or conditional admission. Regular admission is for applicants with a GPA of at least 3.0 overall or for the last 60 hours of a degree program and with a GRE combined score of at least 1000 or MAT percentile of at least 50th. Conditional admission is for applicants who do not meet these requirements but have a GPA of at least 2.7 overall and a GRE or MAT score acceptable to the School and the Graduate School. A student admitted conditionally attains regular status by making an average of "B" or better for the first 12 semester hours of graduate-level work completed and by satisfying any other conditions specified by the School at the time of admission. If a conditional student does not attain a "B" or better average during this time, he or she will be dismissed from the program.

Note that all students studying by distance must attend a 4-day for-credit orientation on campus before classes begin. The orientation is held in the fall and is the only on-campus requirement for the degree.

Current tuition rates are [posted online](#) and are subject to change without notice. Students interested in applying for departmental financial assistance should visit SLIS Financial Assistance or Page of this handbook.



Please feel free to contact Beth Riggs, Manager of Student & Alumni Services, at briggs@slis.ua.edu with questions as you make decisions about graduate study.

Transferring Credits & Taking Classes Outside SLIS

Graduate credit may be transferred from another university or may be elected from the offerings of other departments. No more than 9 hours of credit can be applied toward the MLIS for graduate courses taken outside SLIS, directed research courses, and internships. These hours may be combined as follows:

- Six hours of approved credit for graduate work taken outside SLIS and 3 hours of credit for a directed research course or internship; or
- Six hours of credit for any combination of directed research courses and internships and 3 hours of approved credit for graduate work taken outside SLIS.

Financial Issues

Costs of Attendance

Tuition and other fees are determined by the University of Alabama Board of Trustees and are subject to change. Contact the Office of Finance for more details, at 313 Rose Administration Bldg., Box 870136, Tuscaloosa, AL 35487-0136 or at (205) 348-7917, or visit <http://cost.ua.edu>.

Financial Aid

Loans

To apply for a student loan, a student must be enrolled and complete the FAFSA form. Loans

include Federal Direct Stafford Loans, Federal Perkins Loans, and UA institutional loans. Processing



time varies from one loan program to another. Students can learn more about loans by visiting <http://financialaid.ua.edu/loans/index.html> or by visiting the [Office of Student Financial Aid](#).

Scholarships

Alabama Public Library Service Scholarships

Scholarships of up to \$250 per credit hour for employees of Alabama public libraries who are pursuing graduate library and information studies degrees on a part-time basis. Contact: Scholarship Committee, Alabama Public Library Service, 6030 Monticello Drive, Montgomery, AL 36130; 1-800-723-8459 and ask for Jim Smith. Application deadline: May 1.

Alabama Library Association Scholarships

Awarded to promising Alabama students who wish to pursue graduate degrees accredited by the American Library Association or by the National Council for Accreditation of Teacher Education. Contact: Alabama Library Association Scholarship and Loan Fund, 1-877-563-5146 or 334-263-1272, fax 334-265-1281, or mdginc@bellsouth.net. Application deadline: June 1.

Martha Jule Blackshear Scholarship

Awarded annually to a student in SLIS who is planning a career in public or school librarianship and providing evidence of this commitment through prior work experience.

Marie Drolet Bristol Endowed Scholarship

Awarded annually to one or more SLIS students, based on scholastic potential and financial need.

Corr Scholarship

Awarded to students currently enrolled in SLIS and pursuing specializations in school or youth services. Awarded on Honors Day.

Barbara Doughty Scholarship

Awarded to a student in SLIS on the basis of scholastic potential.

Mary Elizabeth Webster Edwards Scholarship

Awarded annually to students in SLIS on the basis of scholastic potential and need.

Bethel Fite Endowed Scholarships for Part-Time Students in SLIS

Awarded on Honors Day to a part-time student pursuing an MLIS degree.

Cherie D. Feenker Law Librarianship Scholarship

Awarded annually to a student planning a career in law libraries.

Pauline M. Foster Endowed Scholarship

Awarded annually to a student from Alabama specializing in school librarianship.

Mary Lou Jones Griffin Scholarship

Awarded to a student in SLIS on the basis of scholastic potential and need.

Mildred and Karl Harrison Endowed Scholarship in SLIS

Awarded annually to a student in SLIS based on scholastic potential and financial need.

Elizabeth Melton Lee Endowed Scholarship

Awarded to a student in SLIS on the basis of scholastic potential and financial need.

Library School Association Endowed Graduate School Scholarship

Awarded annually to a student in SLIS based on scholastic potential and financial need.

Mary Sue McGarity Endowed Scholarship

Awarded to a student in SLIS on the basis of scholastic potential and need.

MLIS Faculty Scholar Endowed Award

Awarded on Honors Day to an outstanding SLIS student in recognition of academic excellence, outstanding service, and professional promise.

SLIS Minority Quasi-Endowed Scholarship

Awarded annually to students in SLIS who are members of a minority group.

James D. Ramer Endowed Outstanding Doctoral Dissertation Award in SLIS

\$1,000 awarded to a doctoral student in SLIS based on the quality of his or her dissertation. Awarded on Honors Day.

**James D. Ramer Scholarship**

Awarded to students in SLIS to help defray the cost of summer school study.

Fannie Schmitt Scholarship

Awarded annually to students in SLIS on the basis of scholastic potential and financial need.

Jewell Sandoval Endowed Student Support Fund in SLIS

Established by the Library School Association for students in SLIS to support student research and special projects.

Bernice Stacy Endowed Scholarship

Awarded annually to a student in SLIS on the basis of scholastic potential and financial need.

Annabel and Nell K. Stephens Memorial Endowed Scholarship

Awarded to a SLIS student on the basis of career potential and financial need. Preference is given to a student pursuing a career in public librarianship in Alabama.

Elton B. Stephens Scholarship

Awarded annually on the basis of academic achievement and merit to a doctoral student in SLIS.

George R. Stewart Endowed Scholarship

Awarded annually to a student in SLIS based on scholastic potential and financial need.

Ruth Waldrop Part-Time Student Endowed Scholarship in SLIS

Established by the Library School Association. Awarded to graduate students pursuing degrees in SLIS on a part-time basis.

Annie Ford Wheeler Endowed Scholarship

Awarded annually to a student in SLIS based on scholastic potential and financial need.

H.W. Wilson Endowed Scholarship

Awarded annually to a student in SLIS based on scholastic potential and financial need.

Windgate Scholarship

Awarded annually to a student in the MFA in the Book Arts program based on scholastic potential.

Kenda Wise Endowed Scholarship in SLIS

Awarded annually based on scholastic potential and financial need.

Powers-Meriam Wyman Endowed Scholarship

Awarded annually to a student in SLIS based on scholastic potential.

SLIS Assistantships

The School of Library and Information Studies provides a limited number of Graduate Teaching Assistantships (GTAs) to qualified full-time students. Assistantships are an effective means of getting

hands-on training in librarianship. All students assigned as GTAs receive a .25 F.T.E. stipend for the academic year, approximately August 16 to May 15, plus 50% of tuition expenses (for the academic year only). 10 hours of service per week are required. Recipients are chosen on the basis of their academic record, entrance test score, letters of recommendation, and appropriateness of available assignments. Approximately 25 assistantships are awarded each year. Assistantships are awarded for positions in bibliographic instruction, book arts, special collections, and faculty assistance, to name a few.

The SLIS Assistantship form is available [here](#).

Graduate Council Fellowships

The Graduate School awards not less than 30 fellowships each year with a substantial stipend per academic year. All tuition is waived. No service to the University is required, but recipients must carry a normal load of 12 graduate hours during each semester. Based on departmental nomination, the fellowships are awarded three times each academic year: the first week in February, the first week in March, and in mid-April. Competition for these fellowships is very keen. Students who have less than a 3.5 undergraduate GPA or a test score of less than 1400 (GRE) or 90th percentile (MAT) have almost no chance of receiving a Graduate Council Fellowship.

National Alumni Association Fellowships

The NAA Fellowship consists of a substantial stipend plus full tuition to a SLIS student each year who is nominated by the department each spring. The source of this fellowship is the National Alumni Association's Collegiate License Tag Endowed Graduate Education Fund. The award is based on academic and professional record and potential to make an outstanding contribution during their careers to the lives of the people of Alabama.

Faculty

Elizabeth Aversa, PhD

Professor and Director

eaversa@slis.ua.edu 348-4610

Dan Albertson, PhD

Assistant Professor

dalbertson@slis.ua.edu 348-1517

Laurie Bonnici, PhD

Assistant Professor

lbonnici@slis.ua.edu 348-8824

Sybil Bullock

Adjunct Professor & Internship Coordinator

shbullock@charter.net 348-4519

J. Gordon Coleman, PhD

Associate Professor & School Media Coordinator

gcoleman@slis.ua.edu 348-1523

Margaret Dalton, PhD

Professor & Bristol Professor

mdalton@slis.ua.edu 348-1524

Anne Edwards

Associate Professor

aedwards@ua.edu 348-1522

Anna Embree

Associate Professor

annaembree@bookarts.ua.edu 348-2398

Steven MacCall, PhD

Associate Professor &

Distance Education Coordinator

smaccall@bama.ua.edu 348-6727

Steve Miller

Professor & MFA Program Coordinator

stevemiller@bookarts.ua.edu 348-1525

Jamie Campbell Naidoo, PhD

Assistant Professor & Foster Professor

jcnaidoo@slis.ua.edu 348-1518

Charles Osburn, PhD

Professor & Dean Emeritus

cosburn@bama.ua.edu 348-1519

Danny Wallace, PhD

Professor & EBSCO Chair

dwallace@slis.ua.edu 348-4576

Jeff Weddle, PhD

Assistant Professor

jweddle@slis.ua.edu 348-4990

Adjunct Faculty

Joan Atkinson, PhD

jatkinso@slis.ua.edu 348-4610

Marcia Barrett

mbarrett@ua.edu 348-6390

Craig Beard

cbeard@uab.edu 934-6364

Sybil Bullock

shbullock@charter.net 348-4519

John Burgess 348-4610

Beth Wheeler Dean 348-4610

Naomi Gold, PhD

ngold3@slis.ua.edu 348-4610





Jeffrey D. Graveline

jgraveli@uab.edu..... 934-6364

Buzz Haughton

bhaughton@bama.ua.edu..... 348-1522

Teresa Kiser

tkiser@publiclibrary.cc..... 237-8501 ext. 17

Jessica Lacher-Feldman

jlfeldma@ua.edu 348-0506

Heather Mays

hmays@shelbyed.k12.al.us 348-4610

John Paul Myrick 348-4610

Susan Nelson

snelson@slis.ua.edu 348-4610

Nancy Pack, PhD

npack@tuscaloosa-library.org..... 348-4610

Patty Pilkerton 348-4610

Mary Beth Rowland

mrowland@bama.ua.edu 348-4610

Annabel Stephens, PhD

astephen@bama.ua.edu 348-4610

Jean Thomason..... 348-4610

Jinx Watson, PhD 348-4610

Steven Yates

yates011steven@gmail.com 348-4610

Staff

Cassie Martin

Office Associate

cmartin10@slis.ua.edu348-4610

Cherry Pendley

Administrative Specialist

cquinn@slis.ua.edu348-5015

Reggie Perkins

Manager, Area Computing

rperkins@slis.ua.edu.....348-6072

Beth Riggs

Manager, Student & Alumni Services

briggs@slis.ua.edu348-1527

SLIS Courses

SLIS courses fall into three general categories, designated by their letter designation: LS, BA, and CIS. Courses designated LS are master's-level library and information studies courses; those with course numbers preceded by BA are book arts courses; and those designated CIS are 600-level courses. IS courses are intended for undergraduates.

LS Courses

LS 500. Organization of Information: Three hours. Required course introducing the principles of organizing bibliographies, library catalogs, and collections. Examines the content of bibliographic records in printed and machine-readable form, choice and form of access points, authority control, verbal and classified systems of subject access, and the impact of new technologies. An introduction to OCLC searching is included. The course objective is to enable the student to understand and use catalogs and bibliographies. Students interested in becoming catalogers should follow LS 500 with LS 506 Cataloging and Classification.

LS 501. Introduction to Library and Information Studies: Three hours. Required course designed to provide the student with a broad background in library and information studies, this course must be taken during the first 12 hours of a student's program. Through a variety of instructional methods, this course examines three interrelated themes: the nature of the library and information profession; issues of intellectual freedom and access to information; and the impact of technology upon society and the profession.

LS 502. Research Methods: Three hours. Required course introducing research design and statistical techniques used in library, media, and information science. At the conclusion of the course, the student

should be able to comprehend and utilize research reports in these fields and to design and carry out basic research projects.

LS 503. Systems Analysis: Three hours. Investigation of the concepts of systems analysis; investigation and use of the techniques of systems analysis; and study of applications of systems analysis in library and information systems.

LS 504. Media Production and Utilization: Three hours. Instructional modules that introduce the student to basic skills in the preparation and utilization of educational media.

LS 505. Collection Development: Three hours. Explores principles and issues involved in developing library collections. Aspects such as community analysis, policy development, selection and acquisitions, resource sharing, evaluation, weeding, and preservation are examined.

LS 506. Cataloging and Classification: Three hours. Prerequisite: LS 500. Explores problems of descriptive cataloging of print and non-print materials; subject access using Library of Congress subject headings, LC classification, and Dewey decimal classification; OCLC searching, record modification, and inputting; and contemporary issues in bibliographic control.

LS 507. Information Sources and Services: Three hours. Required course introducing printed and digital reference sources and reference services.

LS 508. Administration and Management: Three hours. Designed to introduce students to the theory and practice of modern management by studying the management aspects of authority, communications, decision making, delegation, leadership, personnel, planning, budgeting, and motivation. Use is made of case studies and simulations.



LS 509. Distance Learning - Library and Information

Studies: One hour. An intensive course that provides an orientation to distance learning in the School of Library and Information Studies. Technical issues related to distance learning, resource issues such as access to library and electronic collections, and socialization to librarianship are addressed. Particular emphasis is on the online MLIS program in which the student has enrolled.

LS 510. Information Resources—Humanities: Three hours. Prerequisite or corequisite: LS 507. Surveys and evaluates the major informational and bibliographical resources in literature, mythology, religion, philosophy, history, and the visual and performing arts.

LS 511. Information Resources—Social Sciences: Three hours. Prerequisite or corequisite: LS 507. Surveys scholarly communication and the use of information in the social sciences. The use of reference sources in psychology, sociology, economics, anthropology, and political science is taught.

LS 512. Information Resources--Sciences: Three hours. Prerequisite or corequisite: LS 507. Surveys scientific and technical communication, the bibliographic structure of science and technology, and information services for scientists and technologists. In-depth study of the major information sources in biology, chemistry, physics, mathematics, engineering, and geology is included.

LS 513. Information Resources--Government Publications: Three hours. Prerequisite or corequisite: LS 507. Explores the nature, use, and organization of local, state, federal, and international documents.

LS 514. Sources of Business Information: Three hours. Prerequisite or corequisite: LS 507. Surveys and evaluates the major informational and bibliographical resources in business librarianship.

LS 515. Advanced Information Sources and Services: Three hours. Prerequisite: LS 507. Emphasizes bibliographic reference sources and the development of problem-solving techniques and examines problems in the administration of reference services and policy issues.

LS 521. Materials and Services for Children: Three hours. Explores materials (print and non-print) and programs appropriate for children ages 3 to 12.

LS 522. Materials and Services for Young Adults: Three hours. Explores materials (print and non-print) and programs appropriate for teenagers.

LS 523. Materials and Services for Adults: Three hours. Examines services, programming, and popular materials provided to adult users of public libraries.

LS 527. Library User Instruction: Three hours. This course is intended to provide students with an introduction to the concepts, theories, and practice of library user instruction through reading, discussion, class speakers, and practice. The focus of the course will be on instruction for adult users in public and academic library settings.

LS 530. Public Libraries: Three hours. Examination of public library development, purpose, governance, and services and exploration of issues and concepts involved in managing public libraries.

LS 531. Academic Libraries: Three hours. Study of the role of library service in higher education.

LS 532. School Media Centers: Three hours. Develops a philosophical and functional background of the school-media program as an integral part of the teaching-learning process.

LS 533. Special Libraries and Information Centers: Three hours. Philosophy, environment, and unique aspects of the services, operation, and management of special libraries and information centers are covered. Provides considerable opportunity for study of topics of interest to individual students.

LS 534. Medical Librarianship: Three hours. Prerequisite or corequisite: LS 507 or permission of the instructor. Introduction to medical librarianship and the environment in which it operates. Orientation to the health care field, operation and administration of health sciences libraries, and basic information sources and services for the health sciences is included.

LS 535. Records Management: Three hours. Introduces the fundamentals of information and records management. Content includes (a) inventory, scheduling, and auditing records; (b) active and inactive information maintenance; (c) organizing and administering a records center; and (d) applications for information systems — computer, microform, paper.

LS 536. Archives: Three hours. Survey of archival resources and special collections, with attention to their organization, administration, and service problems.

LS 537. Music Librarianship: Three hours. Introduces the concepts of music librarianship: collection development and management, and sources for music research.

LS 538. Law Libraries and Legal Resources: Introduces the concepts of law library management and the techniques and materials of legal research.

LS 542. Instructional Design and Development: Three hours. Prerequisite: LS 504 or permission of the instructor. Comprises a series of modules that cover the basic skills required to undertake instructional development. Materials needed to plan and prepare instruction, as well as exercises designed to upgrade interpersonal skills, are included. Designed for library-media specialists, supervisors, administrators, and others who assist teachers in the development of instruction.

LS 554. Conservation and Collection Management: Three hours. Provides an introduction to the forensic examination of manuscripts and books as artifacts, and acquaints students with their materials and structures, manufacturing technology, and historical development as media. Emphasis is on papers, leathers, synthetics, binding structure, and methods of conservation treatment, with particular attention to conservation concerns in developing collection-management and disaster-prevention policies.

LS 560. Information Technology: Three hours. Required course. Topics in information technology; applications of automation to library procedures; planning for and implementing an automated library system; and the library of the future.

LS 561. Fundamentals of the Information Sciences: Three hours. This course introduces basic theories,



concepts, issues, and tools of the information sciences: bibliometrics, citation analysis, indexing, abstracting, thesauri, use and user studies, automated and expert systems, and cognitive studies. The evolution and structure of the profession, and properties and theories of information, are covered. The course also examines societal aspects of technology: community information systems, networks, equity, power and control issues, economics, and policy issues.

LS 563. Indexing and Abstracting: Three hours. An advanced course in health information focusing on the cognitive modeling of decision making and on vocabularies and 3rd party systems integration for hospital and ambulatory care environments (prerequisite: LS 534 or permission of instructor).

LS 564. Health Informatics: Three hours. The course explores applications of economics principles to information and knowledge systems. It examines information as an economic good; methods for valuing information; characteristics and trends of the information economy; pricing of information products and services; and techniques for performing and evaluating cost-benefit analyses of information systems. Relationships between information economics, federal and state information policies, and social equity are explored.

LS 565. Economics of Information: Three hours. The course explores applications of economics principles to information and knowledge systems. It examines information as an economic good; methods for valuing information; characteristics and trends of the information economy; pricing of information products and services; and techniques for performing and evaluating cost-benefit analyses of information systems. Relationships between information economics, federal and state information policies, and social equity are explored.

LS 566. Metadata: Three hours. An advanced course in the organization of information focusing on record creation in various metadata contexts, including images, video, educational objects and the Semantic Web (prerequisite: LS 500)

LS 568. Managing Network Information Resources: Three hours. Introduces aspects of creating and maintaining a web presence for an organization. It provides an introduction to the technical and conceptual skills needed to comprehend the phenomenon of the World Wide Web; understand its potential; create and maintain a web presence of modest scope and complexity; create and manage knowledge resources; and undertake further training in the technologies employed to create and maintain Web resources and Intranets.

LS 570. Internship in Library and Information Studies: Three hours. Prerequisites: Consent of the instructor.

LS 572. Internship in School Media Centers: Three hours. Prerequisites: LS 532 and consent of the instructor.

LS 580. Diversity in Libraries: Three hours. Explores diverse cultural groups and the ways that all types of libraries can effectively serve the informational and recreational needs of these populations.

LS 590. Issues in Librarianship: Three hours. The course explores societal problems and professional developments that have, or are likely to have, an impact on the practice of librarianship.

LS 593. Problems in Library and Information Studies: Three hours. Students pursue specialized study in a variety of subjects in library and information studies.

LS 594. Introduction to Philanthropy and Institutional Advancement: Three hours. Prerequisite: Advanced Graduate Status (completed

12 hours). The course is designed to provide a broad overview of the field of philanthropy and institutional advancement. It is especially suited for those who may assume administrative positions in a wide variety of non-profit services or cultural agencies.

LS 598. Directed Research in Library and Information Studies: One to six hours. Prerequisites: LS 502 and consent of the instructor. Pass/fail. The course provides the opportunity for an intensive investigation of a special aspect of library and information studies, under the supervision of an appropriate faculty member.

BA Courses

BA 520. Printing I. Elements of Printing: Three hours. Craft skills used in fine letterpress printing are introduced in a studio environment. Through a number of printing/publishing experiments and projects, students gain an understanding of the nature and interaction of printing types with inks and papers; learn fundamental terminology; and gain familiarity with the equipment. The emphasis is on setting type, letterpress printing, and basic typographic design.

BA 521. Printing II. Printing and Typography: Three hours. Prerequisites: BA 520. Explores contemporary attitudes and innovations in fine printing and fine press publishing through individual printing/publishing projects, as well as a collaborative project. The focus is on typographic design, editorial decision-making, color and image integration, and press work.

BA 522. Printing III. Parallel Editions and Printing: Three or Six* hours. Prerequisites: BA 521. Students initiate and produce an edition of a relatively extensive book and/or participate in production of a Parallel Editions volume. Emphasis is on production, with manuscript selection and editing being critical

aspects. Photopolymer platemaking processes are introduced in a desktop publishing environment adapted to historic tools and mediums. Such subjects as marketing and distribution of limited edition books are covered.

BA 523. Printing IV. Printing and Publishing: Three or Six* hours. Prerequisites: BA 522. Refinement of typographical sensibility coupled with advanced book production experience, culminating in a limited edition handmade volume. Direct experience with bookbinders, artists, illustrators, book distributors, and myriad post-production considerations for the fine press printer/publisher.

*required for those students with a concentration in printing/publishing

BA 530. Binding I. Elements of Binding: Three hours. Drawing upon both the historic and contemporary western bookbinding tradition, this course is an initiation into fundamental binding forms, techniques, materials, and design. A series of cloth and paper bindings will be designed and made. While design and innovation will be stressed, the primary focus of the course will be upon learning technical skills.

BA 531. Binding II. An Exploration of the Paper and Cloth Bound Book: Three hours. Prerequisites: BA 530. Students will continue to hone their fundamental binding skills and acquire new ones while also experimenting with the possibilities that the paper and cloth case binding form offers, both one-of-a-kind and as multiples. The examination and use of non-traditional materials and of innovative binding design is encouraged.

BA 532. Binding III. Leather Binding: Three or Six* hours. Prerequisites: BA 531. A concentrated study of the use of leather as a binding cover material. Various binding styles and structures appropriate to

leather treatment are studied. Familiarity with the preparation and application of leather in bookbinding is achieved through a series of assigned projects culminating in a final project. Though not the primary focus of the course, binding design and innovation will be studied and explored.

BA 533. Binding IV. Binding Exploration: Three or Six* hours. Prerequisites: BA 532. An exploration of bound books as expressive forms. Students will further refine their leather working and binding skills while developing their own binding styles. Emphasis will be placed upon personal binding interpretation of printed texts using traditional and non-traditional techniques and materials.

*required for those students with a concentration in bookbinding.

BA 534. Boxmaking: Three hours. Prerequisites: BA 530. Traditional and experimental forms of boxes and other protective enclosures for books. The use of paper, cloth, and leather as well as other non-traditional materials will be explored.

BA 535. Edition Binding/Parallel Editions: Three hours. Prerequisites: BA 531. Exploration, design, and creation of appropriate enclosures for books that amplify and enhance the typographic content of the fine limited edition.

Papermaking

BA 541. Hand Papermaking: Three hours. Provides hands-on experience in the fundamentals of making traditional western style handmade papers using a variety of fibers. The objective is to produce reference samples of various kinds of sheets, as well as edition sheets of papers for book or art-making purposes.

BA 543. Eastern and Alternative Fiber Papermaking: Three hours. Introduction to the mysteries of Eastern-style papers handmade from natural fibers. We will also produce papers from plant fibers native or naturalized to the American landscape. The objective will be to make papers suitable for printing or bookbinding purposes, as well as substrate for artistic mediums.

Additional courses

BA 592. Graduate Symposium: Three hours. Prerequisites: Fourth semester standing. Discusses professional standards, professional presentation and portfolio building, creative project research, exhibition design, management of a small business, marketing, and other topics. Six meetings during the course of the semester with the Book Arts Faculty and guest lecturers.

Guidelines for the Creative Project

BA 593. Workshops in the Book Arts: One to Twelve hours. Workshops covering all subjects in the book arts, held both on and off campus.

BA 594. Practicum in Teaching in the Book Arts: Three or Six hours. Prerequisites: Second-year standing. Practical experience teaching introductory courses in printing, binding, and other appropriate book arts.

BA 595. Independent Project: One to Six hours. Provides an opportunity for the student to pursue an independent project in the book arts.



BA 596. Directed Research in the Book Arts: One to Six hours. Provides an opportunity for an intensive investigation of both historical and technical studies of a book arts craft.

BA 597. Internship: One to Six hours. Prerequisites: Second-year standing and permission of the faculty. A direct learning experience in a studio of a professional book artist.

BA 599. Creative Project Production, Thesis and Exhibition: Nine to Twelve hours. The capping experience of the MFA in the Book Arts Program is the **Creative Project**, Thesis, and Exhibition. Working with a faculty advisor, and in formal meetings with the Book Arts Faculty, the candidate develops a project whose major purposes are to demonstrate a deep understanding of the craft and the aesthetic, historical, and critical contexts of the book, to establish technical expertise and to work independently. The thesis paper provides the student a formal means in which to articulate their work as well as the scope and merits of the creative project. The exhibit, which is publically presented in the Book Arts Gallery, provides the student with an opportunity to showcase both artistic and technical skills and contextualize the body of work produced during the course of the program. A public defense with a slide presentation is also required. Work on the **Creative Project** commences and comes to a guided conclusion during this course.

CIS Courses

CIS 618. Advanced Topics in Library Management: Three hours. Prerequisite: LS 508 or consent of the instructor. A thorough study of all aspects of the organization and administration of libraries and information centers.

CIS 619. Seminar in Education for Librarianship: Three hours. A study of the major issues in library



education. Among the topics considered are theories of education, the university environment, special characteristics of education for the professions, library school faculty, students, and curricula.

CIS 620. Advanced Materials and Programming for Youth: Three hours. Prerequisites: LS 521 and LS 522. The course explores the psychological and sociological implications of the development of programs and services for children and young adults.

CIS 642. Advanced Instructional Design: Three hours. Prerequisite: LS 542. A thorough study of the human and environmental factors that impinge upon the instructional design consultation process. Selected steps in the instructional design process are emphasized.

CIS 651. History of Libraries: Three hours. Covers the history of the institutions that preserve and disseminate the records of intellectual progress.

CIS 653. Descriptive Bibliography: Three hours. Examines the intellectual objectives served by descriptive bibliographies and introduces the methods and problems of bibliographical description of printed books of the hand- and machine-press periods. Emphasis is on the examination and historical analysis of books as physical objects. Primarily for students interested in the history of books, special collections, rare book cataloging, and humanities reference work.

CIS 654. History of the Book: Print Culture and Society:

Three hours. Examines the book as a cultural artifact and explores the impact of print culture on communication and knowledge/information production in Europe and the United States. Topics include orality and literacy, reading, authorship, copyright, markets and distribution, and the future of books in a digital age.

CIS 655. History of the Book: Book as Artifact:

Three hours. Examines the book as a physical artifact, as the material embodiment of text. Topics include the transitions between hand production and mechanical production, methods of bookmaking, printers and publishers, the alphabetic code, paratext, letterforms and typography, paper, page formats and layouts, illustrations, bindings, and other semiotic systems and bibliographic signifiers, as well as the purpose of the book with special emphasis on the relationships between meaning and physical form and the complex conventions of the book.

CIS 656. Electronic and Contemporary Publishing:

Three hours. Focuses on both scholarly and commercial networked digital publishing in the context of the information cycle from the vantages of contemporary publishing and communication. The course is concerned with the numerous and varied problems/opportunities of electronic publishing and the accompanying paradigm shifts.

CIS 659. Special Topics in the History of the Book:

Three hours. Studies in specialized topics.

CIS 660. Database Analysis and Design:

Three hours. In-depth coverage of database design techniques. Topics include requirement specifications, data models, schemas, and implementation considerations.

CIS 661. Digital Libraries:

Three hours. Prerequisites: LS 560 or currently taking. Prepares students to develop digital libraries, exploring the issues associated with creating, operating, and maintaining

digital libraries; analyzing electronic library programs in the U.S. and assessing their impact on education, scholarship and research.

CIS 662. Knowledge Management:

Three hours. Prerequisites: LS 560 or currently taking. Covers theories and practices of knowledge management, analyzing how knowledge is created, shared and synthesized; conditions that inhibit or enhance information sharing, including competitive intelligence; and technological tools and systems, including case studies.

CIS 666. Information Policy:

Three hours. Explores key federal information policies and related legislative/regulatory activities. Focuses on relationships between public policy evolution and the spread of information technologies, emphasizing social, economic, and equity impacts and mitigating circumstances.

CIS 690. Practicum in Teaching Library and Information Studies:

Three hours. Designed to give doctoral students interested in a teaching career extensive teaching experience under the direct supervision of one or more faculty members. The goal is to have the responsibilities for a course. Cannot be applied to the minimum 48-hour course requirement.

IS Courses

IS 100 Information I: Fundamentals of Information Literacy (same as MC 103).

Three hours. How to find and use information in systems designed and managed by others: asking questions; access; selection; evaluation; synthesis; and design of research projects.

IS 200 Information II: Designing Information Structures.

Three hours. How to design, build, and manage information structures for particular situations: assessing needs; structuring information

to meet users' needs; design of storage, retrieval, and dissemination systems; and analysis of information behavior.

IS 201 Technology I: The Technologies for Building Information Systems. Three hours. A study of the important technical characteristics of and the issues raised by the many different types of technologies that together form and support information and communication systems, including computing, local and wide area telecommunication networks, the Internet and Intranets, and storage, retrieval, distribution, and interface technologies.

IS 202 Society I: History and Effects of the Information Society. Three hours. Ways in which the new information technologies are transforming society and issues raised by the information environment's rapid changes.

IS 301 Technology II: Information Applications and Systems. Three hours. Applications of information and communication technologies and their interdependence and interactions in networks and systems, including a study of the information systems employed by various commercial and professional enterprises; and the development, implementation, and maintenance of interactive databases and Web sites.

IS 401 Technology III: Designing, Implementing, and Managing Information Systems. Three hours. Studies how information systems are designed and implemented, how the information handling requirements of given situations may be assessed and matched with the characteristics of information systems, integrity and security of data networks, and activities affected by information handling systems.

IS 402 Society II: Information in the 21st Century. Three hours. The most successful economic, political, social, and cultural experiments in today's electronic environment – found in communities, businesses, and governance of all kinds – suggest what will become the trends of the global information economy of the 21st century.

IS 480 Capstone: Managing Information and Knowledge. Three hours. Designing, building, and managing an information and communication system for a specific set of needs; brings together what students have learned about information structures, technologies, and social systems.

IS 471 Internship. Three hours. Supervised practical experience in an information agency.

IS 472 Internship. Three hours. Supervised practical experience in an information agency.

IS 473 Internship. Three hours. Supervised practical experience in an information agency.

IS 474 Internship. Three hours. Supervised practical experience in an information agency.

IS 475 Internship. Three hours. Supervised practical experience in an information agency.





Degree Requirements

MLIS

The MLIS degree program requires a minimum of 36 semester hours of credit. Students must complete all work with a grade average of "B" or better. A thesis is not required.

All MLIS students must complete, the following 18 hours of required courses:

- LS 500 Organization of Information
- LS 501 Introduction to Library and Information Studies
- LS 502 Research Methods
- LS 507 Information Sources and Services
- LS 560 Information Technologies

All MLIS students must take one of the following courses to fulfill the management component:

- LS 508 Administration and Management
- LS 530 Public Libraries
- LS 531 Academic Libraries
- LS 532 School Media Centers
- LS 533 Special Libraries and Information Centers

The remaining hours are to be filled with electives.

MFA

The Book Arts degree is a 60-credit-hour course of study comprising four basic areas: printing/publishing, bookbinding, papermaking, and the history of the book. This includes at least 36 hours in the book arts studio; at least 6 hours in the history of the book and 3 hours in an historical/theoretical non-studio course appropriate to the goals of the individual student; and 15 hours of electives within or outside the Book Arts Program.

All MFA students must complete the following:

- BA 520 Printing I. Elements of Printing
- BA 521 Printing II. Printing and Typography
- BA 530. Binding I. Elements of Binding
- BA 531 Binding II. An Exploration of the Paper and Cloth Bound Book
- CIS 655 History of the Book: Book as Artifact
- CIS 654 History of the Book: Print Culture and Society
- BA 592 Graduate Symposium
- BA 599 Creative Project Production, Thesis and Exhibition

Students with a concentration in Printing/Publishing must also complete:

- BA 522 Printing III. Printing and Publishing
- BA 523 Printing IV. Printing and Publishing

Students with a concentration in Bookbinding must also complete:

- BA 532 Binding III. Leather Binding
- BA 533 Binding IV. Binding Exploration

Students with a concentration in the whole book must

also complete a minimum of 12 hours of advanced course work in printing/publishing and binding.

School Media Class A Certification

The school media certification tract requires students take the same 18 hours of required courses as other MLIS students. In addition, the following course of study should also be followed:

- LS 504 Media Production and Utilization
- LS 521 Materials and Services for Children
- LS 522 Materials and Services for Young Adults
- LS 532 School Media Centers
- LS 542 Instructional Design and Development
- LS 572 Internship in School Media Centers (requires a minimum of 300 clock hours)

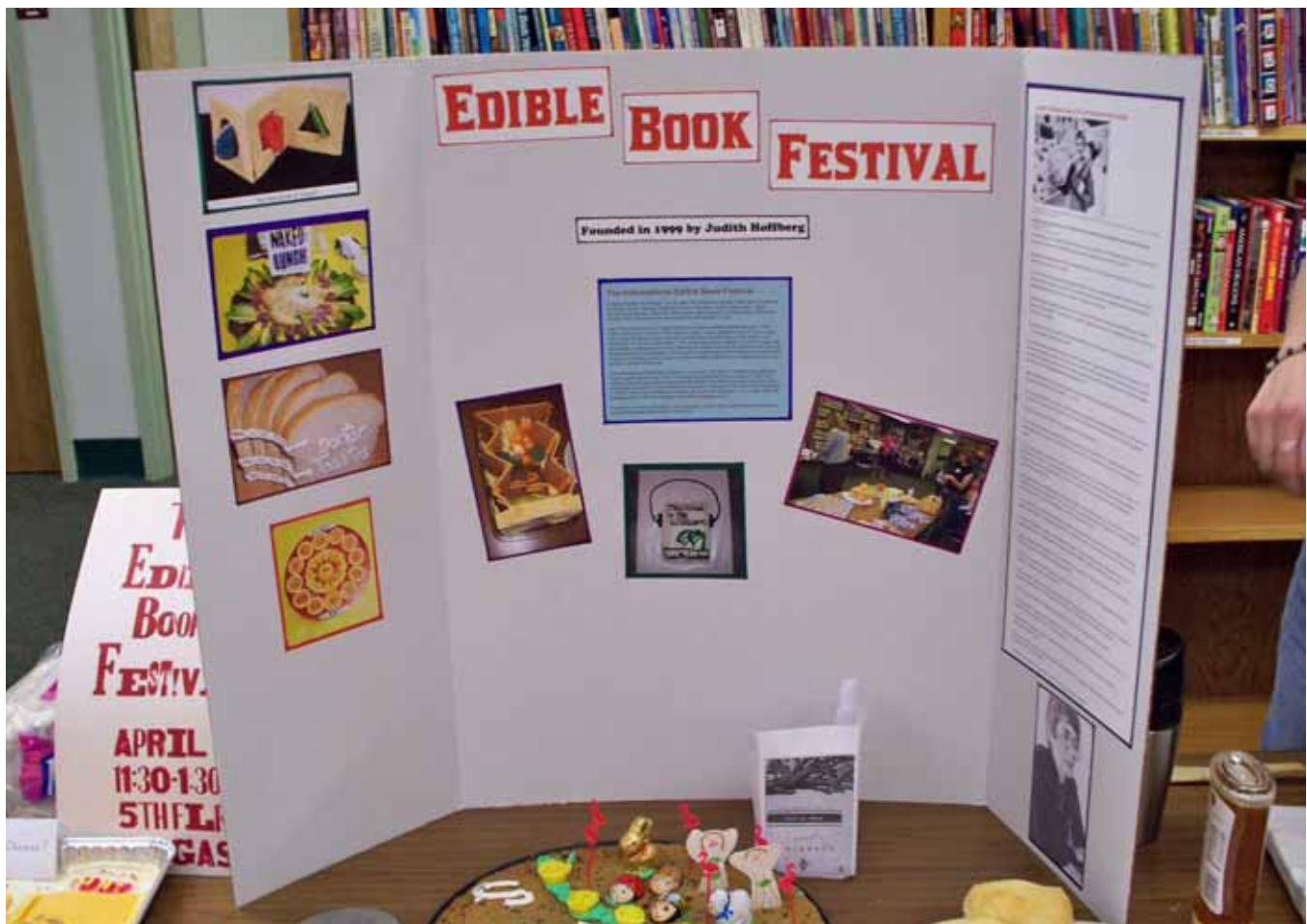
In addition, three semester hours are to be earned in courses that meet the foundation of professional studies requirement. Students who have not already completed a survey course in special education must also take SPE 500 Introduction to Exceptional Children and Youth.

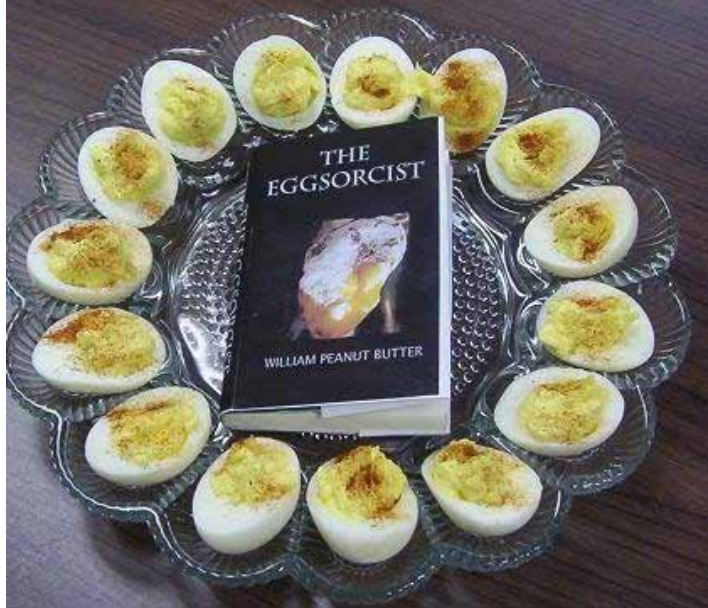
Course Load

The maximum course load for a graduate student is 15 hours for Fall and Spring and 12 hours for Summer; the normal course load is 12 hours. Full-time enrollment is 9-15 hours. The maximum hours for an Interim term is 3 hours.

Advising

Upon admission each student is assigned a faculty advisor to help address concerns and questions





related to course work, internships, careers, and other related matters.

Academic Standards

Students must complete all work with a grade average of "B" or better. A thesis is not required.

A graduate student must have a cumulative grade point average of 3.0 or better on all graduate work undertaken at The University of Alabama in order to be in good academic standing.

A student conditionally admitted to the Graduate School who has a cumulative grade point average of 3.0 or better after undertaking 12 semester hours of course work at The University of Alabama and satisfies any other admit conditions specified by the department or The Graduate School will have earned good academic standing. Failure to do so will result in **Academic Suspension** (dismissal) from the Graduate School. If the 12 hours are completed in a term in which the total hours exceeds 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment.

A graduate student with good academic standing whose GPA drops below 3.0 at any time after earning 12 semester hours will have earned

Academic Warning. Students who have earned Academic Warning or are in non-degree status may not hold graduate assistantships. Academic Warning must be removed by raising the overall grade point average to 3.0 or better during the 12 hours of graduate work immediately following the period in which the warning was earned. Failure to do so will result in **Academic Suspension** (dismissal) from the Graduate School.

Grade Point Average (GPA)

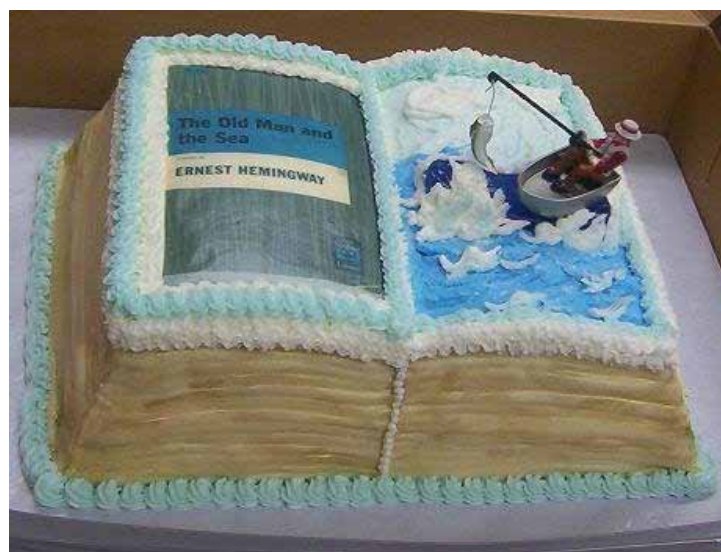
Each student must have a cumulative average grade of 3.0 or better for all graduate courses undertaken at The University of Alabama. Grades below "C" are counted in computing scholastic averages, but they do not carry credit toward a degree.

Seventy-five Percent Rule

At least 75 percent of the hours taken must have been completed with grades of "A" or "B" at The University of Alabama. In applying this 75 percent rule, a maximum of 6 hours of thesis research may be counted, if appropriate.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit **may** be accepted for a master's degree



program, but only if the student receives approval from the department and Graduate School and all other conditions noted in section 4.9 of the Graduate Catalog are met. No 400-level credit (except the 6 hours accepted toward the master's degree) may be accepted for doctoral degree programs.



the one from which the person was suspended can initiate consideration for readmission by completing an application for admission in the Graduate School and communicating with the academic unit of the new program. The graduate faculty of the new academic unit will consider the request for readmission upon receipt

Pass/Fail Courses

A maximum of **20 percent** of the student's required course credit may be taken on a pass/fail basis; 80 percent must be graded.

"I" (incomplete) or "N" (no grade submitted)

"I" and "N" grades are calculated in the student's overall grade point average as an "F." They must be removed within four weeks during the next term of enrollment if the student's overall grade point average drops below a 3.0 as a result of the "I" or "N" grade(s).

Conditionally admitted students who fail to bring their overall GPA back up to a 3.0 or better by removing the "I" or "N" within the four weeks will earn **Academic Suspension** (dismissal) from the Graduate School. Graduate students with good academic standing who fail to bring their overall GPA back up to 3.0 or better by removing the "I" or "N" grades(s) within the four weeks will earn **Academic Warning**. Academic Warning must be removed by raising the overall grade point average to 3.0 or better during the 12 hours of graduate work immediately following the period in which the warning was earned. Failure to do so will result in **Academic Suspension** (dismissal) from the Graduate School.

Readmission

A person seeking readmission to the Graduate School to pursue a program of study **different from**

of the new application, will identify in a written request to the dean of the Graduate School the **compelling reasons** for readmission to the Graduate School, and will state the conditions required of the student upon readmission if readmission is granted by the dean of the Graduate School. If readmission is granted, specific conditions of the readmission will be stipulated in the readmission letter to the student.

Reinstatement

A person seeking reinstatement to the **same** degree program after being suspended from the Graduate School can initiate consideration for reinstatement by communicating with the academic department or program from which the person was dismissed. The graduate faculty of the academic unit will consider the request for reinstatement and, if the faculty request reinstatement, they will identify in a written request to the dean of the Graduate School the **compelling reasons** for reinstatement and the conditions required of the student if reinstatement is granted by the dean of the Graduate School.

Ways to Maximize the SLIS Experience

There are many ways to ensure that your experience in SLIS is successful and rewarding. Here are just a few suggestions:

1. Get to know your fellow students
2. Get to know the SLIS faculty and staff

3. Become involved in organizations
4. Attend conferences
5. Try publishing or poster presentations
6. Participate in service learning projects
7. Attend SLIS socials and events

Organizations

Joining an organization is an effective means of acquiring leadership skills, networking with others, gaining library-related experiences, and learning about the profession. National organizations require membership dues, but they are inexpensive. Becoming a member of a national organization is highly encouraged. Students are also encouraged to participate in SLIS organizations as well. Elections for SLIS organizations occur in the Fall semester.

Organizations that students may join include, but are not limited to:

National

1. [American Library Association](#) (ALA)
2. [Special Libraries Association](#) (SLA)
3. [Public Libraries Association](#) (PLA)
4. [American Society for Information Science and Technology](#) (ASIST)
5. [Society of American Archivists](#) (SAA)

SLIS

1. **Student Advisory Committee** (SAC) – faculty advisor is Dr. Jamie C. Naidoo
2. **Student American Library Association** (SALA) – faculty advisor is Dr. Jeff Weddle
3. **Special Libraries Association** (SLA) – faculty advisor is Professor Sybil Bullock

4. [Library School Association](#) (LSA)
5. Beta Kappa Chapter of [Beta Phi Mu](#)

More about the SLIS Organizations

The Student Advisory Committee (SAC) is composed of students elected each Fall by the SLIS student body to serve a one-year term. Members are composed of students from both LIS and Book Arts, including two distance education students and one doctoral student. SAC is registered with the University as a student organization and operates under a constitution. The purpose of SAC is to represent the interests of the SLIS students and convey them to the SLIS Director, faculty, staff, and alumni; to organize or coordinate events, trips, or changes in SLIS which will help the widest possible portion of the SLIS students; and to conduct fundraising activities and events which promote the entire SLIS. In addition, SAC members serve as peer counselors. Should you have a question or concern about the program, you may talk to a SAC member and he or she will be glad to give you advice and help you the best way possible.

SALA is the SLIS student chapter of the American Library Association. It sponsors numerous events throughout the year, including service projects and prestigious speakers.

LSA supports professional and social interaction among alumni of SLIS. It also advances the development of SLIS and the profession. It also



promotes communication between alumni and SLIS. Every fall semester, it hosts Alumni Day, which brings together SLIS alumni. It also has several social gatherings throughout the year in different Alabama locations. LSA has an alumni newsletter, Renewals (<http://www.slis.ua.edu/renewals/>), with information about what has been happening in the program and what alumni are doing. To learn more about the Library School Association, please visit its [website](#).

SLIS-L

SLIS-L is the Listserv for the program. It is a vital communications tool for posting class information, job announcements, and events, along with serving as a forum for library and information studies news and topics. For instructions in how to subscribe to the SLIS Listserv, [click here](#).

SLIS-S

SLIS-S is the Listserv for current students. Students are automatically enrolled on the Listserv when they are admitted to SLIS and automatically unenrolled when they graduate. Its purpose to serve as a channel for the SLIS Administration to communicate with SLIS students. Student postings to SLIS-S are not encouraged, unless to clarify issues relevant to postings from the SLIS Administration. General SLIS topics, unrelated to SLIS administrative business, should not be posted to SLIS-S, but instead be posted to SLIS-L.

Mailboxes

All SLIS students are assigned a mailbox just outside of the SLIS office. This mailbox is used to return course work and to deliver correspondence. All SLIS students should be in the habit of checking their mailboxes regularly.

All SLIS faculty mailboxes are located in the “Fish Bowl,” just outside of the SLIS office. These are



useful for corresponding with faculty members and submitting course work, as permitted.

SLIS Laptops

Laptops are available for class work. They are located in Room 544. Students must sign in and out for the laptops. There is no time limit for how long they may be kept, but they absolutely must not leave the SLIS premises.

University Life

Campus Map

To see a map of the campus, click on [Campus Map](#).

ACT Card and Bama Cash

The [ACT Card](#) is your student identification card. You may open a Bama Cash account on the card, which can be used to make purchases at participating locations. To do so, go Online, call 205-348-2288 or 1-800-474-2288, or visit the Action Card Office in the Student Services Center across from The Ferg. To learn more, please visit

- [Action Card](#)
- [Locations that accept Bama Cash](#)

Parking on Campus

Parking tags may be [purchased online](#) or at Transportation Services. The time window for

registration for a parking permit coincides with the registration window for classes. Once a student's registration window is open to register for a parking permit, it will remain open until the Transportation Services website closes. If you do not register for a permit online, you may register at the Transportation Services office beginning August 1st.

To purchase a parking permit online or learn more about parking on campus, go to [Parking Services](#), a division of University of Alabama Transportation Services.

Transportation Services is located at 103 Student Services Center, across from The Ferg. It is open from 7:45 AM to 4:30 PM.

Maps for parking on campus can be found [here](#).

Campus Transportation

The University offers Crimson Ride buses to transport students and visitors around campus. This service includes a shuttle to the Birmingham International Airport. If you need transportation within the campus area after hours, call 348-RIDE.

- [Crimson Ride](#)
- [Crimson Ride Routes](#)
- [Crimson Ride Stops](#)



Textbooks, Apparel, and Supplies

The University of Alabama Supply Store ([SUPE Store](#)) has textbooks, clothing and other school products. It is located in The Ferg, with a smaller location in Tutwiler Hall.

Course Reserves

Physical books placed on reserve can be checked out at the circulation desk on the second floor of Gorgas Library. To access class documents put on electronic reserve by your instructor, go [here](#).

University-Wide Student Organizations

The following links take you to information about student organizations at the University.

- [University of Alabama Student Organizations](#)
- [Graduate Student Services Programs](#)
- [Graduate Student Association](#)
- [Community Service Center](#)

Sports

For information about sports at the University, please visit University of Alabama Athletics at [RollTide.com](#).

- [Ticket information](#)
- [Football game day](#) — parking, tailgating, etc.

Entertainment

1. [Crimson Arts](#)
2. [The Crimson White](#)
3. [Creative Campus](#)
4. [UA Department of Theatre & Dance](#)
5. [Paul W. Bryant Museum](#)



Health

The Student Health Center is located at 750 5th Ave. E on University Blvd., close to Arby's. The following web pages describe the pharmacy, insurance, and other helpful health information.

- [Student Health Center](#)
- [information about maintaining mental health](#)
- [Student Counseling Center](#)
- [Disability Services](#)

On-Campus Employment

For information about available jobs while a student at the University of Alabama, visit [UA Job Openings and Posting](#).

Living in Tuscaloosa

News Sources

- [Tuscaloosa News](#)
- [Alabama Live](#)

Housing

To find places to live in Tuscaloosa, the following sites are helpful.

- [University Residence](#)
- Tuscaloosa Apartment Guide
- Tuscaloosa Apartment Finder

Child Care

Below are links that list child care options in the Tuscaloosa area.

- Yellow Pages
- ChildCare Smiles
- DexKnows

Restaurants

The following publications list Tuscaloosa restaurants by type, area, and other categories.

- Tuscaloosa Restaurants
- The Planet Weekly

Also, peruse the following suggestions from fellow SLISers, broken down by category:

Barbecue:

- Dreamland
- Archibald's
- Full Moon
- Pottery Grill

Hamburgers:

- Mugshots
- Five Guys
- Hooligans

Great Restaurants to Take Out-of-Town Guests:

- Chuck's Fish
- Cypress Inn
- Dreamland
- Waysider
- Iguana Grill



- Epiphany Café
- DePalma's
- Kozy's
- Surin

Fabulous Places When You're In a Hurry:

- Taco Casa
- 15th Street Diner
- City Cafe
- Hooligans
- Crimson Cafe
- Newk's

Craving Something Ethnic?

Italian:

- DePalma's
- Café Venice

Mexican:

- El Rincon
- Los Tarrascos
- Margaritas
- Iguana Grill
- La Fiesta Brava
- Pepito's

Pizza:

- Café Venice
- Broadway
- Mellow Mushroom
- Tut's

Asian:

- Swen

- Surin
- Hokkaido
- Lai Lai
- Ruan Thai

Sushi:

- Bento
- Toyko
- Kobe
- Surin

Indian:

- Sitar

Need Food Fast, But Don't Want Fast Food?

- Jimmy John's
- Crimson Cafe
- Newk's
- Subs-n-You

The Strip

Many of the above-mentioned restaurants are located on University Boulevard, just off campus, in an area referred to as "the Strip." Shops, bars, and restaurants dot this three-block area, and there is always something going on after hours!

Things to Do

- UA's Theater and Dance events
- Anything sponsored by Alabama Public Radio
- Lake Lurleen State Park
- Go to Moundville
- Take a walk by the Black Warrior River
- Visit the Alabama Natural History Museum
- Westervelt-Warner Museum of American Art

- See a movie at the Bama Theatre
- Take a ride on the Bama Belle
- Tour the historic Battle-Friedman House and Gardens
- See the Paul W. Bryant Museum



Outdoor Recreation

There are many opportunities for recreation around Tuscaloosa. Besides the UA [Student Recreation Center](#) and (and its [Outdoor Recreation](#) department) students may also enjoy the following:

- [Tuscaloosa Park and Recreation Authority](#)
- [Druid City Bicycle Club](#)
- [Tuscaloosa Canoe and Kayak Club](#)

Places to Worship

- St. Francis of Assisi Catholic Church
- University Church of Christ
- First Baptist of Tuscaloosa
- Calvary Baptist on Bryant Drive
- The Church at Tuscaloosa
- Christ Episcopal Church
- University Lutheran Church
- St. Mark United Methodist Church
- Trinity United Methodist Church
- First Presbyterian Church
- University Presbyterian Church

More churches, with contact information, are below.

Baptist Campus Ministries
401 University Blvd. 35401
345-3983
<http://www.uabcm.com>

Contacts: Nathan Young, Kim Andrews
nate@bama.ua.edu
kimandrews@bama.ua.edu
bcm@bama.ua.edu

Canterbury Chapel Episcopal
812 5th Avenue 35401
345-9590
Contact: Jon Chalmers
jon.chalmers@comcast.net

Chi Alpha Campus Ministries
506 13th Ave 35401
886-7105
Contacts: Craig Woodham, Blane Young
ckwoodham@yahoo.com
blaneyoung@gmail.com

Disciples Student Ministry (First Christian Church)
627 Bryant Drive 35401
758-2968
758-5871
<http://tuscaloosafcc.org>
Contact: Scott Thayer
Scott_Thayer1@excite.com

Hillel Foundation (B'nai B'rith)
900 Anna Ave 35401
758-3280
hillel@bama.ua.edu
Contact: Joseph Grinenko

Muslim Students Association
1416 Paul Bryant Drive 35401
758-3382
<http://bama.ua.edu/~msa/>

Reformed University Fellowship
3619 13th Street E, 35404
433-667-3044
Contact: Ryan Moore
rmoore@ruf.org

St. Francis Catholic Church
 811 5th Ave 35401
 752-5672
 Contacts: Susan Nelms, Gerald Holloway
 susan.nelms@stfrancisuofa.com
 frgerald@msn.com

Westminster Fellowship (PCUSA)
 1127 8th Street 35401
 752-8797
 Contact: James Goodlet
 jgoodlet@fpctusc.org

Other Services

Banks

- Alabama Credit Union
- Bank of Tuscaloosa
- Bryant Bank
- Compass Bank
- Regions Bank
- Wachovia Bank

Places with Free Wireless

- Panera Bread - Midtown Village
- Wendy's - 15th Street
- Starbucks in the Ferg
- Soap N Suds - 10th Avenue
- Capture Cafe - downtown
- Crimson Cafe - University Blvd, on the Strip
- Strip Teas and Coffee - on the Strip

Laundry

- Soap N Suds - 10th Avenue
- Cleansing Tide
- 1-Stop Laundry - Bryant Drive

Dry Cleaning

- Jerry's
- Pollard Drive-In Cleaners

University Christian Ministry (University Church of Christ)
 1200 Julia Tutwiler Drive 35401
 553-3001 x-16
 Contact: Duane Dixon
 duane@universitycofc.org
<http://www.ucmcampus.com>

University Lutheran Church
 911 5th Ave 35401
 657-3386
 uniluchap@bellsouth.net

Wesley Foundation (United Methodist Church)
 505 9th Street 35401
 758-3502
 Contacts: Ken Smith, Michelle Hunter
 kesmith@dbtech.net
 michelle@trinityumc.net



Frequently Asked Questions (FAQs)

Can I waive the Admissions Test (GRE/MAT) requirement? I already have a graduate degree.

All students must submit an admissions test score that is no more than 5 years old. This requirement cannot be waived. Students may elect either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). For the GRE, the general test (verbal, quantitative and writing) will meet the requirement.

Is there a way that I can track the progress of my application?

You can check the status of your application online by using these instructions.

How much does the program cost?

Current tuition rates are posted online at <http://cost.ua.edu>, and are subject to change without notice. Note that there are different rates for Graduate Resident, Graduate Non-Resident, Gadsden students, and Distance Learners.

Does SLIS award scholarships and assistantships?

Yes. For information about departmental financial assistance as well as an application form, please visit the SLIS Financial Aid Information page of the SLIS website.

Can I complete the MLIS degree face-to-face with no online classes?

Yes. Most of the students at SLIS attend classes face-to-face as either full time or part time students. All courses are available at the Tuscaloosa campus where full-time students attend class. For the convenience of our commuting students, one



required course is offered in Birmingham each fall and spring term (on the Samford University campus), and at least one elective is offered each term at The University of Alabama's Gadsden Center. Students who attend class face-to-face may enroll in online electives, space permitting.

Can I complete the MLIS degree 100% online?

Yes. There are two options now for online study, both of which are designed to accommodate working adult students who wish to study part-time. Students in the fall national cohort study completely online. Students in the spring regional cohort will complete 75% of their course work online. Approximately one-third of SLIS students study online.

Forty students are admitted each fall term for the national online cohort. After the mandatory 4-day on-campus orientation, students may earn the 36 credit-hour degree entirely online. Students in the fall national cohort enroll in courses in real time via Voice over Internet Protocol (VoIP) and web-based Wimba software. Students in the cohort schedule two courses per semester, attending classes in the evenings from 6 to 8:45 PM central time. At this rate, the 36 credit hour program can be completed in 6 semesters, or two calendar years. The deadline for submission of all application materials for the national online cohort is April 15th.

An additional 40 students are admitted each spring

term for the regional blended cohort. Members of the regional cohort must commit to completing one required course online for each of 6 consecutive terms using the Wimba software and real-time VoIP described above. In addition, students in this cohort must schedule at least 3 of their electives face-to-face at The University of Alabama's Gadsden Center. Courses at Gadsden are usually offered in weekend format (one course requires 4 weekend sessions scheduled Friday from 6 to 9 PM and Saturday from 9 AM to 5 PM). The deadline for submission of all application materials for the regional online cohort is November 15th.

What are the requirements for studying online?

Requirements for online MLIS cohort members include access to a personal computer, high-speed broadband Internet access (either DSL or broadband cable), access to email, a headset with microphone, and a quiet place to "attend class" uninterrupted with the freedom to speak and listen for about 3 hours (per class) each week. You may use either a PC or a Mac with 1 GB RAM, processor capable of running MS Windows Vista or MAC OSX.5.10 or higher. The software that supports course delivery is web-based so you will not have to download software to your computer.

Can I take a course on campus this term and then switch to the online program?

Students may not begin on campus and then switch to the online program. However, online students may switch to on-campus study.

What are the minimum requirements for admission to Graduate School?

Admission decisions are made by the Graduate School based on a composite of qualitative and quantitative information, including the applicant's

statement of purpose and letters of recommendation, the academic standing of the programs in which the applicant has studied, relevant professional activities and achievements, admissions test scores, previous grades, and the recommendation of the faculty in the area to which the applicant is seeking admission. Each application is considered in the context of other applications to the same area, with due consideration given to the availability of space in the program, the need to maintain a pool of students of superior potential, and the diversity goals of the program. A department may set higher admission standards for doctoral students. Not every student whose credentials meet stated quantitative standards is admitted.

What is regular admission?

An applicant whose credentials meet both of the following minimum requirements may be considered for regular admission:

GPA requirement: The applicant must have an undergraduate grade point average, based on a 4.0 system, of 3.0 overall, 3.0 for the last 60 semester hours in a degree program, or 3.0 for a completed graduate degree program.

AND

Entrance exam score requirement: The applicant must have a 1000 on the GRE general test, or a score at the 50th percentile on the MAT. Admission test scores must be less than five years old.

What does conditional admission mean?

The following information is taken from the online [Graduate School Catalog](#): An applicant may be considered for conditional admission if he or she meets either the GPA requirement for regular admission (GPA of 3.0) or the entrance examination score requirement for regular admission.

A graduate student removes the condition by earning an average of "B" or better in the first 12 semester hours of graduate-level work completed and by satisfying any other conditions specified by the department or the Graduate School at the time of admission. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment. Failure to remove the condition within the first 12 hours of graduate work will result in the student's being dropped from the program. A student who satisfies the condition will assume automatically the status of a regularly admitted graduate student.

Please note: Conditionally admitted students are not eligible for financial assistance.

How do I pay my tuition?

Tuition is payable online. Log in to MyBama and select the Student tab. In the upper left corner, find Banner Self Services. Select Student Services, then select Student Receivables to find payment options.

How can I find contact information for faculty or staff at SLIS?

Please look at the [SLIS People](#) section or visit the [SLIS website](#) to see the faculty and staff directories.

When is orientation?

Information about orientation will be included with your acceptance letter. Please contact the SLIS office for specific date/time/location information. Orientation for new on-campus students is held on the day before classes begin. Orientation for new online students precedes the on-campus orientation. For the fall national online cohort, orientation will last four days, and students who complete orientation will earn one credit hour. For the spring regional cohort, orientation is one day.

Orientation for online students is mandatory; there are no exceptions.

Can I defer my acceptance to the MLIS program?

Yes, you may defer your start date for up to one year. However, if you have been accepted to an online cohort, you will have to compete again the following year for a seat in the cohort.

I don't know where to go for my class. Does MyBama tell the class location?

Yes, MyBama does list the class location. When you use the MyBama look up classes feature, look at the location column, which is the next-to-last column to the right. Some classes will be listed as online. If you are registering for an online class for the first time, please contact the office for additional information.

I want to get my books now, before classes start. How can I know what textbook to buy?

Each professor will announce the class text book(s) in their syllabus. You may purchase books from the University Book Store (the SupeStore) or from any vendor you choose. Occasionally a text will be announced in advance on SLIS-L, the School's Listserv.

How can I subscribe to the School's Listserv?

To subscribe to SLIS-L, simply send an email to listserv@bama.ua.edu with blank subject. In the body



of the email write: SUBSCRIBE SLIS-L FIRSTNAME LASTNAME. To read more about the Listserv please visit the SLIS website page Setting Up SLIS-L.

How can I un-subscribe from SLIS-L?

To unsubscribe to SLIS-L, send an email to listserv@bama.ua.edu with blank subject. In the body of the email write: UNSUBSCRIBE SLIS-L.

I have graduated but I still need another class.

Can I take classes at SLIS?

Yes, you can take additional courses by applying as a non-degree-seeking (NDS) student. Complete the online one-page application form. No supporting documentation is required and as a SLIS alum, you do not need to pay the application fee. Please be sure to indicate that you are a SLIS graduate seeking additional course work.

Can I take a class even though my application is not complete? I don't have time to finish my application for the next term but I am in a hurry to get started.

You may apply as a non-degree-seeking (NDS) student if you are planning to study face-to-face. Complete the online one-page application form. No supporting documentation is required and you may take up to 12 credit hours with NDS status. However, you will not qualify for financial assistance, and if a class fills to capacity, you may be bumped from the

class roll to make space for a degree-seeking student.

What is the deadline to apply for scholarships/ assistantships? How can I apply?



The application deadline for SLIS financial assistance is March 20th for fall and summer terms, and October 20th for spring term. Please **complete the form** and submit it to the SLIS office by the deadline. You may drop it off, fax it (205-348-3746), or email it (briggs@slis.ua.edu).

What is a Graduate Council Fellowship?

A Graduate Council Fellowship is the most prestigious and competitive graduate fellowship at UA. Recipients for the fellowship are nominated by any graduate department and selected by the Financial Aid Committee, a sub-committee of the Graduate Council. The fellowships provide an award for tuition and fees, an annual stipend and single health care coverage.

Would earning this degree allow me to work in any library? Could I work in a school library, or just a public library?

SLIS offers the only masters program in library science in Alabama that is accredited by the American Library Association. Students who complete this program go on to work as information professionals in a wide variety of careers including academic, school media, public and special libraries, archives, digital libraries and special collections, and more.

Where can I register to take the Praxis?

Students who are interested in school media certification must complete a proscribed course of study, complete the SLIS comprehensive exam, and schedule a Praxis II Library Media Exam. Information about the Praxis is available online. Please confer with your faculty advisor about the Praxis.

How do I schedule the comprehensive exam?

ONLY STUDENTS WHO ARE SEEKING SCHOOL MEDIA CERTIFICATION must complete a comprehensive exam upon completion of their course work. Please

contact the SLIS office to schedule the comprehensive exam. The test period is 3 hours. SLIS provides a computer and a quiet location for your test. You may bring water and a snack.

How many classes can I take each term? Do I need to take a minimum number of credit hours each semester?

- MLIS students must complete degree requirements within 6 years (18 consecutive semesters).
- Full-time students register for 9 to 15 credit hours per term.
- Part-time students may take one or more courses per term.
- Online students generally take their required courses as a cohort.
- Online students who wish to study full time must

register for the courses assigned to their cohort and may add electives in addition.

- Please review your financial assistance requirements – some funding sources require that graduate students enroll in 6 credit hours for eligibility.

How can I register for classes in MyBama?

Use the add or drop courses screen, enter the CRN number of the course for which you wish to register, and submit changes at the bottom of the web page.

I received my admission letter – now what do I do?

Students are strongly encouraged to speak with their faculty advisor regarding course selection. Students are advised to schedule core courses first whenever possible. Face-to-face students are not permitted to register for online required courses, but may register for online electives.

THE UNIVERSITY OF ALABAMA
myBama

Introducing the easy way to stay connected on campus.



Welcome to myBama, your source for University of Alabama services and information, all in one convenient place! You can use myBama for e-mail, class registration, financial aid, paying tuition, grading, calendar, and bookmarks. Best of all, you can tailor myBama to suit you.



Faculty, Staff, Students

user name:

password:

Forgot your password?

Need an account?

[myBama FAQs](#)

[Make this my homepage](#)

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Information and services, including guest payments

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[Disclaimer](#) | [Privacy Statement](#) | Contact: help.desk@ua.edu

How do I add a class?

1. Log in to MyBama,
2. Select the student tab
3. Locate the links in the Registration Tools section at the left center of page
4. Use the look-up classes link to review your options and select courses
5. Be sure to write down the CRN number of the course you want to take
6. Register by entering the CRN number for the course in the add or drop courses screen – then submit changes at the bottom of the page

How do I arrange for a directed study?

First, pick up a form Request for Directed Research or Independent Study from the SLIS office. Next, talk with your advisor about your plans for a directed study (LS 598 or CIS 698) and then approach the faculty member you want to work with to determine the deliverables and timeline. Your advisor and the faculty coordinator must sign the form and return it to the office so that a permit can be issued. When you register, be sure to specify the number of hours to be earned...the default number is 1.

Can I transfer credit from another masters program to the MLIS?

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student

failed to achieve a "B" average on all graduate work attempted.

A student initiates in the Office of the Graduate School the request for evaluation of graduate credit obtained at another institution. It is also the student's responsibility to assure that an official transcript of the credit concerned is received by the Graduate School well in advance of the final semester and typically before or at the time of advancement to candidacy.

All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded.

The transfer-of-credit process includes the following steps:

1. Talk with your advisor about the transfer and submit the SLIS Course Transfer form to your advisor for signature. (Request this form in the SLIS office.)
2. Complete the Request [for Transfer of Graduate Credit form](#) and submit it to the Graduate School.
3. The Graduate School will send a form to the SLIS office, which must be signed by your advisor and the director and returned to the Graduate School

I plan to graduate next semester. What do I need to do now?

All students should submit an [Application for Admission to Candidacy for the Masters Degree](#) when they have completed 12 hours of course work. In the first week of the final semester of study, students must submit an [Application for Degree](#) to the Graduate School. Watch your student

receivables account for a final fee of \$41. If you plan to participate in commencement, purchase your cap and gown and hood (lemon yellow for MLIS; brown for MFA in the Book Arts).

How do I obtain a copy of my transcript?

You can print an unofficial copy of your transcript from MyBama. If you need an official copy, visit the registrar's webpage for transcripts.

Does my assistantship cover any of my health insurance?

SLIS students who are awarded an assistantship need only pay half of the insurance rate. Please visit the student health center's website for information on insurance.

I'm having a severe medical crisis. How can I medically withdraw for this term?

Please send an email from your Bama email account to the registrar (registrar@ua.edu) to indicate that you wish to withdraw from the university for medical reasons. You must include your CWID. Then, contact Dr. Maxwell (205) 348-6262 at the Student Health Center. He will need the following:

1. A letter from your doctor that recommends medical withdrawal. It should include the effective date for withdrawal (FAX 348-0630)
2. A letter of approval from Dr. Aversa, Director of SLIS.

Who can I talk to for more information?

For further information, contact us at info@slis.ua.edu or call Beth Riggs, Manager of Student and Alumni Services, at (205) 348-1527.



