

School of Library & Information Science

2011-2012 Student Handbook

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This publication is designed to give each undergraduate student in the School of Library and Information Science an overall view of the curriculum and other requirements in the school at the time of publication. However, changes to the program might be made after publication, and students are urged to regularly check with the Undergraduate Advisor, Andy Thomas, to determine if any changes affect them. His phone number is (803) -777- 4028 or his e-mail is AThomas@sc.edu.

Introduction

The School of Library and Information Science was established in 1970 as a Master's degree-only program. The Specialist Degree in Library and Information Science was added in the subsequent years and in 2007 the first Ph.D. students were admitted to the School. The new undergraduate program for a BS in Information Science was approved in 2006 and the first students to the program were admitted in the fall of 2008.

Since its founding in 1970, the School has graduated thousands of information professionals who serve in a wide variety of information environments around the world. We are pleased that you have decided to join us in this exciting new undergraduate venture in the world of information services.

As a professional school grounded strongly in the sciences and liberal arts, the School of Library and Information Science emphasizes the value of a broad educational foundation as well as proficiency in information and communication skills. Information Science is the study of the cognitive, social, technological and organizational roles of information in all its forms and rests on three foundations: content, people, and technology. That is, the substance of the information being created, communicated, stored, and/or transformed; the people who interact with this content; and the technology used to support content creation, communication, storage, or transformation.

The program emphasizes research-based learning and incorporates opportunities for service learning, internships, and work-study in a wide range of public and private organizations and agencies. In addition to providing a strong background for continued graduate work in library and information science, law, social science, and business, the graduate will be well-suited to compete for beginning level positions as a competitive intelligence analyst, database analyst, data mining specialist, information architect, records manager, information consultant, internet researcher, knowledge management consultant, online researcher, and other careers related to organizational needs for workers who provide and use information resources and services.

The School of Library and Information Science (SLIS) is housed in Davis College on campus. Administratively, SLIS is part of the College of Mass Communications and Information Studies. (CMCIS)

Degrees offered by SLIS include: Bachelor of Science in Information Science (BSIS); Master of Library and Information Science (MLIS); Specialist Degree in Library and Information Science (SLIS); Doctor of Philosophy in Library and Information Science

(Ph.D.) The MLIS degree is accredited by the American Library Association and recognized by the National Council of Accreditation for Teacher Education (NCATE).

SLIS Student Services Office

The Student Services Office, Room 102, Davis College provides assistance and direction to all SLIS students. The Undergraduate Advisor is part of the SLIS Student Services Office. The Undergraduate Advisor 's Office is located in Davis College, Room 105; phone: (803)-777-4028; e-mail: AThomas@sc.edu. He is there to assist you with any questions or needs about the program.

For most undergraduate students, the freshman year consists of basic liberal arts and science courses, such as English, history, math/statistics, science, and other appropriate courses. Usually here, the student will first take SLIS 201 which is an introduction to the field of Information Science. Majors in Information Science will continue to take Information Science courses in their sophomore year and combine taking Information Science and non-Information Science courses until graduation. Majors and minors in Information Science should regularly consult their handbook and their advisor for changes in requirements.

The Student Services Office is regulated by the Family Educational Rights and Privacy Act (FERPA), which requires that all student information remain confidential. Requests for the release of information about a student, or their academic progress, must be made in writing or in person by the student. Because confidentiality and identity cannot be assured via telephone, grades will not be discussed via telephone at any time with anyone, including the student.

Students should also know the key people in the school:

Charles Bierbauer	Dean, CMCIS	Room 4000, Coliseum	777-4105
Samantha Hastings	Director SLIS	Room 113C, Davis College	777-3858
Sarah Keeling	Student Services Manager	Room 102, Davis College	777-0270
Andy Thomas	Undergraduate Advisor	Room 105, Davis College	777-4028
Tilda Reeder	Graduate Admissions	Room 102, Davis College	777-5067
George Shaw, Jr.	Administrative Asst.	Room 102, Davis College	777-3887

SLIS Listserv

It is important for our students to be subscribed to the Information Science listserv via USC e-mail (username@email.sc.edu) in order to receive up to date information on the school, important dates, advisement information, and more.

You will be added to the listserv by the Undergraduate Advisor. A confirmation message will be mailed to you from listserv and you will begin to receive messages as

they are sent to the list. Please keep this confirmation message because it will explain how to unsubscribe if you change your major or graduate.

General Information

The School of Library and Information Science offers a major and a minor for the degree of Bachelor of Science in Information Science.

A major in Information Science requires a total of 126-127 hours for the Bachelor of Science in Information Science. This includes

72-73 hours of general education requirements
36 hours of Information Science or elective courses
18 hours of minor courses

A minor in Information Science (for students who major in other programs) requires:

Minimum of 18 hours of SLIS courses (3 required courses and 3 elective courses)

A student must choose one University bulletin (beginning with the one in effect at the time of first entry into USC) from which to complete degree requirements. Students may not combine requirements from two or more University bulletins. SLIS will make every effort, through waivers or substitutions, to accommodate students whose original degree program includes courses no longer offered.

Undergraduate students have a maximum of 8 years, inclusive and continuous, in which to claim the rights of a specific University bulletin. Students who are out of the USC system for more than three years must claim the catalog in force at the time of return and will be subject to its curricular requirements.

All students in SLIS are responsible for knowing the degree requirements in their major field. Any exceptions to those requirements must be requested via a petition process.

The bulletin/catalog is a binding document. This handbook is intended as a helpful guide to aid students in locating and understanding information that pertains to their progression and graduation requirements; however, it does not replace the bulletin/catalog. This handbook can be revised as necessary. The final authority resides with the University bulletin.

Second Undergraduate Degree

Students from other USC colleges who expect to obtain a second baccalaureate degree from the School of Library and Information Science must file a statement of intent with the School before completing 90 semester hours, must meet regular admission and progression requirements of the School, must be assigned an Information Science

advisor, and must formally apply to and be accepted by the School no later than the next-to-the-last semester in which the student expects to receive the Information Science degree.

Academic Integrity and Professionalism

The School of Library and Information Science expects exemplary performance of all students. Attendance regulations are set for each course and penalties may be assigned if classes are missed. Students who cheat or plagiarize are subject to penalty, as stated in USC policies, which govern these areas. For further information consult the “Carolina Community—USC Student Handbook and Policy Guide” available through the Office of Student Affairs in the Russell House or at: www.sa.sc.edu/carolinacommunity/.

Study Abroad

Travel broadens and extends knowledge and perspectives. The University of South Carolina offers its students an established *Study Abroad* program. Students in the Information Science undergraduate degree program are encouraged to take part in *Study Abroad* after their freshmen year but before the last 30 hours of their senior year. *Study Abroad* courses can be incorporated into the SLIS academic program with the advisor’s approval. Planning for *Study Abroad* should begin at least 9 months to a year before the semester you plan to go abroad. For more information go to the *Study Abroad* website at <http://www.sa.sc.edu/sa> or call (803)-777-7557.

Transfer Credit

Courses that will not transfer:

- Grades below C
- Occupational type courses from technical or similar schools
- Remedial or developmental courses from any institution

Coursework Eligible for Transfer Consideration

All students who transfer into the School from other institutions (including USC regional campuses) will have their previous work evaluated by the Student Services Office under terms of general USC policies as well as policies of SLIS. Where possible, courses from other institutions will be equated to USC equivalents. If there is not an equivalent, the Student Services Office will determine appropriate placement in the curriculum if acceptable.

A student desiring to transfer to the BS in Information Science program of the School of Library and Information Science from either another college or from one of the regional campuses must have a cumulative minimum GPA of 2.50 on all work attempted. Transfer

students from other institutions must take at least half of the Information Science course work in residence at the University of South Carolina, Columbia. Required Information Science courses taken from other schools must be validated by proficiency tests. No more than 12 semester hours of required Information Science courses from other schools may be applied toward the BS degree in Information Science.

Progression

The basic University requirement is that each student makes satisfactory progress towards his/her degree. To ensure this, the School of Library and Information Science undergraduate program is separated into Lower and Upper Divisions.

Continuing Students and Good Standing: Each student must maintain a minimum cumulative Grade Point Average (GPA) of 2.50 in order to maintain good standing in the school. Grades will be reviewed at the end of each semester. Students who have less than a cumulative 2.50 GPA are not in good standing and will be placed on probation within the School. Students will be permitted to remain in the School while on probation for only one semester after which the students will be administratively removed from the school if their cumulative GPA is less than 2.50.

Lower Division

1. Lower-division students are those who have earned fewer than 60 semester hours toward the degree or who do not meet admission requirements to the upper division. Lower-division students may not enroll in upper-division SLIS courses, which includes all 400 and 500-level courses.

Upper Division

2. Admission to the upper division is based upon a minimum 2.50 cumulative GPA; completion of SLIS 201 and 202 with grades of **C** or higher; completion of 60 or more semester hours toward the degree; completion of most general education requirements (see below); selection of a particular program of study within the School; and selection and approval of a minor. All students desiring to be admitted to the upper division must formally apply with their advisor for admission some time after completion of 45 semester hours and SLIS 201 and 202 and before completion of more than 75 hours of University course work.

3. All majors within the School will be expected to pass all Information Science courses used toward the degree with a minimum grade of **C**.

4. The School of Library and Information Science adheres to the USC policy regarding re-taking courses in which a D, D+, or F grade were received. See the University Undergraduate Bulletin, "Course Grade Forgiveness;" for details.

Probation

Students who do not maintain a cumulative GPA of 2.50 are placed on academic probation by the school. If they do not improve their semester GPA to a 2.50 in the subsequent semester these student will be administratively removed from the School.

Suspension

Students who fall below a 2.00 cumulative GPA are in danger of being suspended by the University. Details about suspension are found in the USC Undergraduate Studies Bulletin.

Illness/Death in Family

In case of death of a family member or student illness of a week or more in duration, the Student Affairs Office (803-777-4172) when informed by the student within a week of such event, will write your professors to alert them. **This does not constitute an excused absence.** Some professors may request appropriate proof to waive class attendance for excused absences. Appropriate proof of illness is a signed doctor's statement on letterhead. Proof of the death of a family member is required in cases of requests for extenuating circumstance and withdrawal.

Readmission

1. Students who were enrolled as major in Information Science but miss a major semester must apply for readmission to the University and the School of Library and Information Science. Students with less than a 2.50 USC and School GPA are not eligible for readmission to the School.
2. Students suspended by the University must stay out the next full semester and summer school (see USC Undergraduate Bulletin for details). They may subsequently re-apply for reinstatement to the School only through a formal petition process. The petition process does not guarantee readmission.

Course Load

1. The normal course load in a full semester (fall or spring) is 15-18 hours. Students are strongly advised not to attempt 18 hours until they have successfully completed their freshman year. Additional hours beyond 18 will be approved only if the student has a minimum GPA of 3.0 on all work completed in the previous

- full semester. An overload form must be completed, approved by the advisor, and turned into the Student Services Office. The request will be considered after grades have been posted from the previous full semester.
2. The minimum course load to be considered a full-time student is 12 hours.
 3. In summer school terms, the maximum course load is 6-7 hours per term.

Advanced Standing

1. Students who make satisfactory scores, as determined by the USC Testing Office, on Advanced Placement (AP) tests in high school may receive credit.
2. Certain College Level Examination Program (CLEP) scores may also be accepted as credit, as determined by the USC Testing Office.
3. Students may also obtain credit by examination in areas where they have competency. This involves paying a fee and making a satisfactory score on an examination. Generally, students cannot place out of skill courses by using credit by exam. Also, students can have no prior enrollment history in the same or a similar course. Consult the Undergraduate Advisor for more information.
4. No credit is given for “life experience” and Continuing Education Units (CEU’s).

Student Advisement

There are mandatory advisement sessions during fall and spring semesters and students must meet with their advisor to obtain approval needed to pre-register for the next term. Watch for notification of advisement sessions on the SLIS undergraduate student listserv.

Students are advised for the spring term usually during October/November and for summer/fall (including transient work to be done at other institutions) term usually during March/April.

It is essential that students plan well enough in advance to allow adequate time for advisement and the approval process to take place before the next semester begins. Sometimes signed forms are required that have to be taken to several offices to be signed. Often forms must be left with the Student Services Office to allow time for consideration of the request and picked up at a later date. It is advisable to be certain there is adequate time for necessary forms to be processed.

All students must complete an advisement form prior to registering for courses and have it signed by the advisor. Students who fail to obtain approval for courses might find that those courses do not apply to their degree program as well as experience registration delays.

Advisor

Students may verify the name of their advisor by checking VIP at <http://vip.sc.edu> on the Academic tab and click “show me” Academic work for advisement only. Look for your advisors name on the left side of the page. Students will be notified of advisement in October and March via e-mail, the student listserv, and the SLIS Web site. It is important that all students remain subscribed to the SLIS undergraduate listserv.

Change of college/campus

All USC students who have changed to SLIS from another College or campus may attend orientation sessions or meet with their advisor once their records folders are complete.

Steps to Getting Advised

Step 1: Get Advised

Discuss academic plans with the SLIS Undergraduate Advisor before each upcoming semester. You must be officially advised to have the hold lifted from your registration screen. Contact information is on the SLIS website at:

<http://www.libsci.sc.edu/bsinfosci/index.html>

Step 2: Registration

1. What classes do you want to take?

Go to the Registrar’s web site (<http://registrar.sc.edu>) to see the classes being offered.

2. Clear any holds you may have on your registration. Your registration may be blocked until you have satisfied academic, financial, and disciplinary obligations to the University. Login to VIP to identify any holds on your file.

3. Appointment date and time. New students do not have appointment dates and times, but each semester following, students will need to check VIP for a registration appointment date and time. You may register any time after your appointment time on the date assigned (up until the end of drop/add week).

3. Know your PIN. Your Personal Identification Number is required to access VIP (<https://vip.sc.edu>). If you forget your PIN, you must request it to be re-set in person in the Registrar’s Office (3rd Floor, Petigru) or in writing. If you are logging in to VIP for the first time you will receive a provisional PIN at the **email address** you provided on your application for admission. You may also go to the Registrar’s Office and present a photo ID to a USC registration official to get your PIN. You will be prompted to change your PIN the first time you log in. **REMEMBER YOUR NEW PIN!**

5. Now it’s time to register!

A. Login to VIP by entering your student ID (your Social Security Number) and your PIN. Click *Login*, then select the *Academics* link on the left.

B. To add a course (register), drop a course, or otherwise change your course schedule, click on *Show Me* next to *Course Registration*. Be sure the proper semester is selected.

C. To register, choose *Add* from the drop-down menu and then type in the six-digit course schedule code (e.g. 123456). These numbers are printed in the Master Schedule for each semester and are also available on the Registrar's web site. Click on *Go*. Do NOT enter anything in the *dept./course* box.

D. When you are finished adding your classes and printing your schedule, click on *Go to Main Menu*. After you are finished with VIP, be sure to log out.

E. Students are strongly advised to register as early as possible. Classes often close quickly.

Step 3: Pay Your Fees

Registration is NOT complete until you pay your fees. Don't wait until you receive a bill to pay. You can check fees by using VIP. Click on *Financial*, then *Show Me Schedule and Bill*. You may pay using a credit card (American Express, MasterCard, Discover Card only) or electronic check on VIP or in person in Petigru, Room 206. **If you are paying your fees with financial aid, you MUST apply your aid to your bill.** If you pay via VIP (with credit, check, or financial aid) print a copy of the transaction confirmation and keep it for your records. **You should have your financial aid lined up 1-2 months prior to the start of the semester. You must always pay fees and get a confirmation code.**

Step 4: Log In to Blackboard

Blackboard (Bb) provides students with important course-related information. To find out your Bb username and to update your password, login to VIP, select *Technology*, and then *Show Me Network Username*. All communication from Bb will go to your USC email account. Most professors use Bb to communicate with you about important class information. You should check your USC account daily.

See: <http://blackboard.sc.edu>.

Other Important Notes

Dropping a Class: You should speak to your advisor, your professor, and the Financial Aid office before dropping a course. You may drop a course via VIP. Courses dropped during the 2nd through 6th week of fall and spring semesters will be recorded with a non-penalty grade of *W*. After 6 weeks most courses dropped will appear on the permanent record with a *WF*. A *WF* is treated as an *F* in the computing of grade point averages. In the summer and other shortened terms, the period for withdrawal with a grade of *W* happens almost immediately. It is your responsibility to know applicable dates.

SLIS Undergraduate Technology Fee: In addition to the fees charged to all undergraduate students attending the University of South Carolina, the School of Library and Information Science will also charge an approved \$25.00 non-refundable fee each semester to provide SLIS undergraduate students with access to computers, printers, and other necessary technology in Davis College to complete and augment student assignments.

Academic Advising Program, CAS Standards and Guidelines

The SLIS program adheres to the standards promoted by the Council for Advancement of Standards in Higher Education (CAS).

Part 1. Mission

A. The mission of the University of South Carolina School of Library and Information Science is to provide and promote education and leadership in library and information science, services, and studies through the highest levels of teaching, research, and service.

B. The mission of the Bachelor of Science in Information Science (BSIS) program at the University of South Carolina is to create an environment that enables students to acquire specialized knowledge and skills in the processes of gathering, organizing, preserving, and providing access to information. Students will examine how people and organizations communicate and use such information for decision-making, problem-solving, and knowledge creation.

The **vision** of the BSIS program is to be a leader in the field of Information Science promoting and employing diverse strategies in education, research, and outreach.

The degree rests on three foundations—people, knowledge and skills, and technology.

PEOPLE:

Student Goal 1: To enable the student to perform effectively in the information science field by demonstrating comprehension of the cultural, historical, economic, and social values of information and information tools for individuals, organizations, and the society at large. Students will be prepared to evaluate the role of information for a variety of users, in a variety of industries, in different organizational settings, and for different purposes.

1-A: Students will demonstrate an understanding of the historical influences of the role of information in society, the valuable role of information and information technology in society, and the diversity of needs and uses for information.

1-B: Students will demonstrate an understanding of the interaction between information and its users.

Program Goal 1: To effectively market the core mission of the program to prospective students and other constituencies. To be a leader in the field of information science through collaboration with key university and external partners and stakeholders.

KNOWLEDGE AND SKILLS:

Student Goal 2: To enable the student to perform effectively in the information science field by demonstrating practical skills for analyzing, processing and managing information and developing and managing the underlying information systems in our knowledge-based society. These skills include problem solving and decision-making so that they will be able to both develop and utilize information systems and information tools effectively, thus establishing their leadership in our evolving information economy.

2-A: Students will describe the techniques and principles for creating, storing, organizing, transforming, and communicating information to various information seekers.

2-B: Students will demonstrate knowledge of the foundations of information literacy.

2-C: Students will demonstrate an understanding of how to conduct and use research in the field of Information Science.

Program Goal 2: To provide students with “real world” experiences by offering and encouraging internships and other professional activities.

TECHNOLOGY:

Student Goal 3: To enable the student to perform effectively in the information science field by demonstrating an understanding of the many ways in which information can be created, stored, organized, transformed, and communicated in order to benefit individuals, organizations, and society.

3-A: Students will demonstrate practical skills of information science and the use of information systems.

3-B: Students will design, develop, and maintain a variety of existing and evolving information technologies.

Program Goal 3: To adapt and use existing technology to deliver and enhance the program.

C. The mission of the Academic Advising Program for the Bachelor of Science in Information Science (BSIS) at the University of South Carolina is to continuously assist, educate, and collaborate with BSIS students in achieving their educational and career goals.

Part 2. Resources, Goals, and Responsibilities for Academic Advising Program

A. General Information

Advisor: Andy Thomas
Office: Davis College, Room 105
Hours: Monday-Friday, 8:30-5:00
Phone: (803)-777-4028
Internet: AThomas@sc.edu

B. Advising Tools and Resources

Academic Undergraduate Bulletin (<http://bulletin.sc.edu/>)

Student Undergraduate Handbook

(<http://www.libsci.sc.edu/bsinfosci/BSinIShandbook.pdf>)

Minors Bulletin Handbook (<http://www.cas.sc.edu/ugrad/mbulletin.pdf>)

Student Rights (http://registrar.sc.edu/html/student_rights/stud_rights.stm)

Carolinian Creed (<http://www.sa.sc.edu/creed/>)

Academic Calendars (<http://registrar.sc.edu/html/calendar5yr/5YrCalendar3.stm>)

GPA Calculator (http://registrar.sc.edu/html/gpa_calc/gpa.htm) or use
(<http://www.sis.umd.edu/gpacalc/java.html>)

C. Advising Objectives*

1. Mentoring students to assist them in coming to a self-understanding of their academic and career options, their own limitations and self-acceptance (understanding their abilities, understanding their interests, and understanding their limitations), and clarifying their values and how they affect successful academic and life choices.
2. Assisting students in identifying career goals based on their interests, skills, abilities, and values and in developing an educational plan consistent with life goals and objectives.
3. Assisting students in gaining decision-making skills through the exploration of academic and career goals.

4. Providing students with accurate information about institutional policies, procedures, resources, and programs.
5. Initiating student referrals to other institutional or community support services when warranted.
6. Assisting students in evaluation or reevaluation of progress toward established goals and educational plans and facilitating and providing students with information on a wide range of services and educational opportunities that may be pertinent to their educational success.
7. Collecting and distributing relevant data about student needs, preferences, and performance for use in institutional decisions and policy.

*Adopted from the National Academic Advising Association (NACADA)

D. Student Learning and Development Domains

1. Knowledge acquisition, integration, construction, and application
2. Cognitive complexity
3. Intrapersonal development
4. Interpersonal competence
5. Humanitarianism and civic engagement
6. Practical competence

E. Advisor and Advisee Responsibilities

The Advisor's Responsibility

Students should rely on their advisors to:

- Understand and effectively communicate to you curriculum, graduation requirements, and university and college policies and procedures
- Provide you with accurate, relevant information as it becomes available
- Listen to your concerns and respect your individual values and choices
- Assist you in defining your academic, career, and personal goals, and assist you in creating an educational plan that is consistent with those goals
- Be available to answer your questions through scheduled meetings or email
- Provide you with information about educational opportunities outside of the classroom
- Assist you in the development of decision-making skills and in the evaluation of your progress toward completion of your degree
- Refer you to other campus offices when appropriate
- Help you to identify campus services that will enhance your academic success
- Help you to plan for any special programs like Study Abroad
- Assist you in responding to academic difficulties

- Maintain your confidentiality

Students must see their advisor before they register for classes each semester. The advisor will review the student's progress, assist the student in selecting courses, and help the student with any other academic issues.

In addition, students can make an appointment at any time with their advisor to talk about academic issues or difficulties. The advisor should be the first stop for students who are in academic difficulty.

The Student's Responsibility

Students should rely on themselves to:

- Explore different majors and career options. Reflect on your interests and values to pick a discipline that is a good fit for you.
- Attend advising appointments as scheduled, at least once per semester. Bring a list of questions or areas of interest to discuss.
- Become familiar with your degree program of study as well as campus policies and procedures.
- Use campus services, talk to faculty and staff members as needed and explore extracurricular activities to enhance your academic achievement.
- Use advising tools made available to you by your advisor, the SLIS undergraduate web site, and other available campus resources.
- Set short and long term goals for your success.
- Review your progress and seek ways to improve and/or stay on track toward completing your degree.
- Accept primary and increasing responsibility for making your own decisions and actions based on available information and service.

In the end, students are responsible for their own academic success. Students should know who their advisor is and how to contact the advisor when warranted. Students should understand the requirements for their degree and any university policies that may affect it.

E. Policies and Procedures for Advising

- **How do I make an appointment with Mr. Thomas?**

E-mail him or sign up (leave name and phone number on his advising sign-up sheet located outside his door. Appointments are on the half-hour. Mr. Thomas cannot take appointments over the phone during other advising appointments and you may need to leave a message on his voice mail. He will call you back as soon as possible. His phone number is (803)-777-4028 or e-mail him at AThomas@sc.edu.

- **What should I bring to the appointment?**

You should bring an updated record of academic work (audit), an idea of the courses you may want to take, and any questions you may have.

- **Where can I access my Degree Audit?**

Go to your VIP account

Go to the academics tab on the left side

Pull up academic record for advisement purposes only

Print record

G. Important Dates

Dates will be set each year for advising periods in the fall, spring, and summer semesters. Other dates include orientation sessions, pertinent student deadlines, and other special social or academic functions. The program will publish and communicate this information on an annual as well as day to day basis through such resources as the web site, e-mails, Listserv, BlackBoard, mailings, and word of mouth.

H. Demonstrating Your Achievement of Learning Outcomes

In order to measure and document your learning outcomes for academic advising, you and your advisor will develop an on-going portfolio/file of your advising work. This portfolio/file will consist of a variety of documents including your degree program of study, your semester schedules, documentation on any referrals on campus, and other pertinent documents that demonstrates your achievement of these outcomes.

Part 3. Leadership

The SLIS undergraduate advisor was selected based on educational and work experience. The advisor, along with the SLIS undergraduate committee, promotes the program, sets goals and objectives; implements practices and procedures; communicates pertinent information; and assesses and evaluates the effectiveness of the SLIS program. The SLIS advisor will be evaluated by the school on an annual basis.

Part 4. Human Resources

The SLIS will set criteria for staff selection, training, and evaluation. If additional advisor or support personnel are warranted to provide SLIS students with fast and reasonable service, then the hiring will be based on fair, inclusive hiring practices. Advisors will learn and know about an institution's programs, academic requirements, policies and procedures, majors, minors, and support services. All such employees will be evaluated on a yearly basis. The advisor(s) will be made familiar with institutional resources and

make appropriate referrals in areas that are unfamiliar to them or in which they have limited experience or knowledge. The school will provide opportunities for professional development of advisors and support staff in such areas as student development, career development, institutional policies and procedures, legal issues such as FERPA, technology and software training, institutional resources, and ADA compliance issues.

Part 5. Ethics

The SLIS advising program will practice the highest ethical standards including:

- Maintaining privacy and confidentiality
- When emergency disclosure is required, the advisor will inform the student it has taken place and provide the student with all other particulars
- The advisor will recognize and avoid all cases of personal conflict and/or interest
- The advisor will deal fairly and objectively with all persons they serve
- The ethical practices of the program will be upheld to periodic review by the school

Part 6. Legal Responsibilities

The advisor will be knowledgeable about and responsive to any laws and regulations that relate to their responsibilities. The advisor will talk to students about FERPA laws as well as other legal matters dealing with their rights as students. If any new laws or regulations are passed the advisor will be timely in letting students know about any changes or potential liabilities.

Part 7. Equity and Access

All SLIS advising services will be provided on a fair and equitable basis. If and when significant problems in student participation arise, the program will take action to remedy these problems.

Part 8. Diversity

The SLIS advising program will nurture an environment where similarities and differences among people are recognized and honored and will address the characteristics and needs of its students when implementing any policies and procedures.

Part 9. Organization and Management

The program is structured purposely and managed effectively to achieve stated goals

A) Appropriate Structure

- 1) Policies and procedures have been established and are kept together in a manual that will continue to be developed with procedural and policy matters covering all aspects of the program.
- 2) Performance Expectations and Responsibilities
 - a) Performance expectations are written and reviewed each year by the school
 - b) Advisor Responsibilities are delineated and communicated to both advisor(s) and students
- 3) The advisor's position falls beneath the school's Student Services Office and is charged with the responsibility of the school's undergraduate program.
- 4) Clearly stated service delivery expectations are addressed in the program's objectives.

B) Effective Management

- 1) The SLIS advisor will use comprehensive and accurate information to formulate decisions. He/She will be given the authority to make most decisions regarding the undergraduate program or the advisor will work closely with the Student Services Manager to formulate plans of action for other decisions which require approval.
- 2) The advisor will communicate effectively with others about internal and external program matters.
- 3) The advisor will practice conflict resolution practices with staff and students.
- 4) The advisor will be responsive to changing conditions in order to take actions for the good of the program.
- 5) The advisor will be held accountable for the success of the program based on performance expectations set by the school.
- 6) A regular review of administrative policies and procedures will be conducted by the advisor.

Part 10. Campus and External Relations

The advisor will establish and maintain relations with other relevant campus offices and external agencies through day to day contact, special meetings and trainings, and through electronic communication. The advisor will follow all university procedures and guidelines in the case of threats, emergencies, and crisis situations.

Part 11. Financial Resources

Adequate funding will be provided to the program by the school in order for it to accomplish its mission. Funding needs will be evaluated and proposed on an annual basis. Funding will be approved through the SLIS Director's Office and/or by the college.

Part 12: Technology

The SLIS program has computers and other needed technology. Data on students are securely stored on a central SLIS server and are regularly backed up. The SLIS advisor has access to these files as well as the internet in order to support the mission of the program. A computer lab is provided for SLIS students.

Part 13. Facilities and Equipment

The SLIS program has an office and other needed equipment. The data kept on students in files are secured. The SLIS advisor has access to institutional student databases and the internet in order to support the mission of the program. The advisor's space can be private.

Part 14. Assessment and Evaluation

The program will be subject to annual assessment and evaluation. Qualitative and quantitative methods will be applied to measure stated mission, goals, and student learning and development outcomes. The program will conduct student surveys to collect responses from students on program effectiveness. The results will be reviewed and any changes warranted will then be implemented to improve the quality of the program. Also, data from grades, the graduation rate, placement information, and surveys from graduates and employers will be collected, analyzed, and used to improve the program.

SLIS BSIS ADVISING PROGRAM STANDARDS	EXISTING EVIDENCE	PLANS	NEEDS
1. Current, accurate and easily accessible information on the school and its program is available to students and the general public. This information includes announcements of program goals, descriptions of curricula, admission requirements, and	Website Undergraduate bulletin (online) Printed materials Academic polices (handbook)	Review and update website and any other printed materials	Additional materials that help to articulate the purpose and the relevance of the degree program

<p>other policies and procedures.</p> <p>Student Learning and Development Outcome Domains: Knowledge acquisition, cognitive complexity, and practical competence</p>	<p>Phone and office availability</p>		
<p>2. Students are advised and construct acceptable programs of study that allow individual goals and aspirations to be met within the context of program requirements.</p> <p>Students receive continuous evaluation of their goals and have access to continued guidance and counseling.</p> <p>Student Learning and Development Outcome Domains: Practical competence and interpersonal competence</p>	<p>Program of Study</p> <p>Student file with notes, forms, and any portfolio information</p>	<p>Systematic evaluation of student progress at meeting with advisor during every semester</p>	<p>N/A</p>
<p>3. The school provides an environment that fosters student participation in the total learning experience.</p> <p>Student Learning and Development Outcome Domains: humanitarianism and civic engagement and intrapersonal development and practical competence</p>	<p>Copies of posters announcing free and open seminars and lectures</p> <p>Undergraduate student organization</p> <p>Internship opportunities</p>	<p>Set up undergraduate student organization</p>	<p>N/A</p>
<p>4. The school applies the results of evaluation of student achievement to program development. Faculty, students, and staff are involved in the evaluation process</p> <p>Student Learning and Development Outcome Domains: Interpersonal competence</p>	<p>Student surveys</p> <p>File with notes on evaluation needs and copy of action plan</p> <p>Yearly list of those involved in the evaluation process.</p>	<p>N/A</p>	<p>N/A</p>

SLIS ADVISING OUTCOMES FOR PROGRAM AND STUDENTS	ACTION	EVALUATION
<p>The student knows that a VIP account has been assigned and how to access the account.</p> <p>Student Learning and Development Outcome Domains: Knowledge acquisition, cognitive complexity, and practical competence</p>	<p>Students receive undergraduate handbook and handout at the beginning of each academic year with information about VIP account, how to access course information, how to use the degree audit system, how to access the SLIS BSIS site, and information on the drop/add procedure with important dates</p>	<p>See notes in student file about receiving handout.</p> <p>See annual evaluation about helpfulness of this document.</p>
<p>The student understands how to access the online schedule of courses.</p> <p>Student Learning and Development Outcome Domains: Knowledge acquisition, cognitive complexity, and practical competence</p>	<p>Students receive undergraduate handbook and handout at the beginning of each academic year with information about VIP account, how to access course information, how to use the degree audit system, how to access the SLIS BSIS site, and information on the drop/add procedure with important dates</p>	<p>See notes in student file about receiving handout.</p> <p>See annual evaluation about helpfulness of this document.</p>
<p>The student is aware of how to use the university degree audit system.</p> <p>Student Learning and Development Outcome Domains: Knowledge acquisition, cognitive complexity, and practical competence</p>	<p>Students receive undergraduate handbook and handout at the beginning of each academic year with information about VIP account, how to access course information, how to use the degree audit system, how to access the SLIS BSIS site, and information on the drop/add procedure with important dates</p>	<p>See notes in student file about receiving handout.</p> <p>See annual evaluation about helpfulness of this document.</p>
<p>The student will know how and where to find the SLIS BSIS website with information about the program, how to contact staff and faculty, where to get assistance from academic support services, how to access financial aid and scholarship opportunities.</p> <p>Student Learning and Development Outcome Domains: Knowledge acquisition, cognitive complexity, and practical competence</p>	<p>Students receive undergraduate handbook and handout at the beginning of each academic year with information about VIP account, how to access course information, how to use the degree audit system, how to access the SLIS BSIS site, and information on the drop/add procedure with important dates</p>	<p>See notes in student file about receiving handout.</p> <p>See annual evaluation about helpfulness of this document.</p>

<p>The student will understand the drop/add procedure and deadline.</p> <p>Student Learning and Development Outcome Domains: Knowledge acquisition, cognitive complexity, and practical competence</p>	<p>Students receive undergraduate handbook and handout at the beginning of each academic year with information about VIP account, how to access course information, how to use the degree audit system, how to access the SLIS BSIS site, and information on the drop/add procedure with important dates</p>	<p>See notes in student file about receiving handout.</p> <p>See annual evaluation about helpfulness of this document.</p>
<p>The student will understand the FERPA Privacy act and policies and grant authorization or no access to their records.</p> <p>Student Learning and Development Outcome Domains: Knowledge acquisition, cognitive complexity, and practical competence</p>	<p>At first advising session, student informed about FERPA and asked to sign paperwork if they want their parents or others to have access to their grades. If not, paperwork will be included in file with notation that they did not wish to disclose grades to anyone.</p>	<p>See student's file for FERPA paperwork.</p>
<p>The student will discuss academic and career goals with advisor and select a major/minor to fit goals.</p> <p>Student Learning and Development Outcome Domains: Practical competence and interpersonal competence</p>	<p>Advisor and student will talk about their academic and career goals at each advising session. A program of study will be prepared. Notes will be kept on this process.</p>	<p>See student's file for program of study in notes.</p> <p>See evaluation.</p>
<p>The student will select courses to fit academic and career goals.</p> <p>Student Learning and Development Outcome Domains: Practical competence and interpersonal competence</p>	<p>Student will select courses with advice from advisor to fit their academic and career goals. Program of study will track their choices.</p>	<p>See student's file for program of study in notes.</p> <p>See evaluation.</p>
<p>Students will know existing policies, procedures and other pertinent information governing undergraduate students.</p> <p>Student Learning and Development Outcome Domains: Practical competence</p>	<p>Advisor will communicate existing policies, procedures and other pertinent information governing undergraduate students to all students using various forms of communication (Student Handbook, Web Site, e-mails, blackboard, etc.)</p>	<p>See evaluation.</p>
<p>Student will be tracked based on grades, graduation rates, placement information, and survey data from graduates and employers.</p>	<p>Students will be asked to fill out a formal evaluation at the end of each academic year. The advisor will pull data on grades, graduation rates, placement information, and survey data from graduates and employers.</p>	<p>See evaluations.</p> <p>See data pulled on grades, graduation rates,</p>

<p>Student Learning and Development Outcome Domains: Interpersonal competence and practical competencies</p>		<p>placement data, and any other survey data from graduates and employers.</p>
<p>Student opportunities for service learning, internships, and work-study will be encouraged and monitored.</p> <p>Student Learning and Development Outcome Domains: humanitarianism and civil engagement and intrapersonal development and practical competencies</p>	<p>Students will be kept informed about new opportunities for service learning, internships, and work-study through e-mails and personal contacts.</p>	<p>See evaluations.</p>

Transient Courses at Other Institutions

1. Fully admitted BSIS majors in good standing (see earlier section) who wish to take courses at other institutions must obtain advance permission. A minimum grade of C is required for a course to transfer and no more than 18 hours may be taken as a transient.
2. Students must complete their last 30 hours in residence and should apply to take coursework elsewhere before they attain senior standing (90 hours earned).
3. Transient information (i.e. course descriptions and scheduled offerings) should be requested by the student from the other institution well ahead of the advisement period. Permission should be obtained during the regular advisement period.
4. Normally, Information Science courses may not be taken at non-USC institutions.
5. Transient courses will not be approved if equivalent to a course already completed at USC.
6. The University bulletin states “credit for other courses will be accepted only under the conditions that each course has been approved in advance by the head of the department or the dean of the college. However this School requires approval by your advisor, and the Director will provide the dean’s consideration.
7. Once transient permission forms have been approved and signed, the student must (a) register for the course; (b) submit an official transcript to the Office of the Registrar when the course is completed. Only official transcripts mailed by the institution to the USC Registrar will be accepted.

Office of Registrar
University of South Carolina
Columbia, SC 29208

Transcripts should NOT be handled by the student, nor should they be mailed to the School of Journalism and Mass Communications. According to national accrediting standards, if this occurs the transcript will be considered unofficial and invalid.

Records Information

Student Records

The Student Services Office maintains a records folder on each student. It contains grade reports, curriculum outline sheets, and other information relevant to the academic status of the student. Each folder is updated after each term. Students may see their own folder upon presentation of a picture ID (student ID or driver's license), which is required by the FERPA of 1974.

Grades and Transcripts

Federal law also requires that neither the Student Services Office nor a faculty member may release information about any student's grades, performance, or progression to anyone, including parents or guardians, without permission from the student (FERPA). Requests for the release of information about a student, or their academic progress, must be made in writing or in person by the student. Because confidentiality and identity cannot be assured via telephone, grades will not be discussed via telephone at any time with anyone, including the student. Students may access their own grades through VIP. Copies of grades will not be given out to anyone, including the student.

Students may request an official copy of their transcript by calling the Office of the University Registrar at (803)-777-5555, in person at the Registrar's Office at Petigru or by requesting one online (See <http://registrar.sc.edu/html/transcripts/default.stm>). Students can print out an unofficial copy via the web at VIP. Please address your requests to the Office of the University Registrar.

Change of Address

Any change of address must be reported in one of two ways:

- Access your personal information page via VIP
- Contact the Registrar's Office (803)-777-5555, (Third floor, Petigru)

Graduation: General Guidelines

1. All course requirements for the BSIS must be met.
2. A minimum USC and SLIS GPA of 2.50.
3. A grade of C or better in all SLIS courses (see the University requirements for retaking courses in which a D, D+, or F grade was received)

4. All students must formally apply for graduation during the first two weeks of the term in which they expect to complete all requirements. Applications are available in the Student Services Office and online.

Submission of the Graduation Application

Each student must formally apply for graduation during the first two weeks of the semester in which all degree requirements will be met. Problems will be identified and students will be informed of necessary corrections, if time allows. Junior year students who plan to graduate in the next year should ask the advisor to do a careful check before registering for their second to last, as well as their last term.

Students will be tentatively cleared or disapproved by the Registrar's posted deadline if complete forms are submitted before the School's deadline (usually one week prior to the date due at Registrar's Office). If a student changes his/her schedule after having been tentatively cleared, her/she must notify the advisor and be cleared again.

Students will be cleared for final approval only after final grades are available (after the commencement ceremony is over). The advisor will attempt to contact students who have barriers to graduation and help them resolve those. If no resolution is possible within the University's deadline, the application must be disapproved.

Disapproval and Reapplication

Students whose first application is disapproved may file one successive application prior to finalizing necessary coursework, if the student enrolled concurrently. All graduation requirements must successfully be completed before a third graduation application may be filed.

General Education Requirements

Bachelor of Science in Information Science (126-127 hours)

Complete course descriptions can be found in the USC Undergraduate Studies Bulletin.

General Education (72-73 Semester Hours)

English (9 hours)

ENGL 101 and 102 (grade of C or better in each)

One course from ENGL 460, 462, 463

Humanities and Fine Arts (9 hours)

SPCH 140 or 260

MART 110

LING 300

Social and Behavioral Sciences, History, Business (33 hours)

ECON 224

MKTG 350

JOUR 201

MGSC 290 (We will take CSCE 101)

ITEC 264

Two HIST courses (one must be non-U.S.)

ACCT 222

One course from AFRO, ENGL (280 and higher except 450 and 460-63), fine arts, foreign language (121 and higher), history (300 and higher), philosophy (except 110, 111, 511), religious studies, WOST 111

Two courses from ANTH, PSYC, SOCY

Natural Sciences, Numerical/Analytical Reasoning, Foreign Language (21-22 hours)

Eight hours natural science with labs chosen from the following fields: ASTR; BIOL;

CHEM; ENVR; GEOG 201, 202, 545; GEOL; MSCI; PHYS

STAT 201

MATH 122 or 141

CSCE 102-higher

Additional hours from natural science or numerical/analytical reasoning or foreign Language (4 hours)

Foreign language: Students shall demonstrate proficiency in one foreign language. This ability can be demonstrated by achieving a score of two or better on a USC foreign language test. Those failing to do so must satisfactorily complete equivalent study of foreign language at USC. Course work equivalent to university foreign language course work at or above the 121 level will apply toward the BSIS degree. If USC foreign language courses numbered 109 and 110 (or 111) are taken to meet the University's proficiency requirement, a maximum of 4 hours will apply toward the BSIS degree.

Information Science Courses: (36 hours)

Required Courses (12 hours):

All students majoring in Information Science must satisfactorily complete, with a grade of C or better, the following courses (see complete description of each course below):

SLIS 201 Introduction to Information Science (3)

SLIS 202 Introduction to Information Literacy and Technology (3)

SLIS 301 - Information Storage and Retrieval

SLIS 402 Management within Information Environments (3)

Related Required Courses (12 hours)

CSCE 204 Program Design and Development – Intro to Programming (3)
ITEC 343 Introduction to Technology Support and Training Management (3)
ITEC 348 Application for Technical Support II – Database Management (3)
ITEC 362 Web-based Support Systems –Training Systems (3)

Listing of Elective Information Science Courses: (12 hours required)

SLIS 310 Research Methods in Information Science (3)
SLIS 315 Information Policy (3)
SLIS 410 Knowledge Management (3)
SLIS 420 Communication and Information Transfer (3)
SLIS 430 User Centered Information Architecture (3)
SLIS 435 Digital Information Infrastructure (3)
SLIS 440 Competitive Intelligence (3)
SLIS 480 Emerging Topics in Information Science (3)
SLIS 494 Independent Study in Information Science (3-6)
SLIS 496 Internship in Information Science (3-6)

Additional Elective Courses or Minor (18 hours)

A student majoring in Information Science has the option of completing a specified minor sequence of prescribed courses prescribed by the unit offering the minor (see Complementary Programs below) or selecting an additional 18 hours of elective courses, as approved by the advisor.

All students in the School of Library and Information Science are normally expected to complete a minor. There are exceptions based on approved electives of study by the School of Library and Information Science. General education requirement courses do not count as electives. All elective courses must be passed with a grade of C or better. The minor is intended to develop a coherent basic preparation in a second area of study. Courses applied toward general education requirements cannot be counted toward the minor. No course may satisfy both major and minor requirements. All minor courses must be passed with a grade of C or better. For descriptions of specific minors, students should consult the department in which they wish to minor for a list of courses, noting that some departments require more than 18 hours for completion of their minor and have prerequisites that may not count towards the minor. A minor application form must be completed by the end of the junior year (having completed between 60 and 90 semester hours) year and approved by the School.

SLIS Complementary Programs

A student majoring in one of the University programs listed below may choose the prescribed minor in Information Science. Similarly, a BSIS student may take one of

the pre-designed complementary programs established with the Technology Support and Training Management (TSTM) program in the College of Hotel, Retail, and Sports Management; the Visual Arts program in the College of Arts and Sciences; or the Public Relations or Visual Communications majors in the School of Journalism and Mass Communications. At a minimum, the 18 hours of SLIS courses, as described below, satisfy the complementary program requirement.

ITEC Courses

- ITEC 345 Introduction to Networking (3)
- ITEC 352 End-User Interface Design (3)
- ITEC 444 Corporate Training and Development
- ITEC 445 Advanced Networking (3)
- ITEC 545 Telecommunications (3)
- ITEC 562 Advanced Web Support Systems (3)

Visual Communications Courses

- JOUR 364 Introduction to Visual Communications (3)
- JOUR 337 Photovisual Communications (3)
- JOUR 464 Graphics for Visual Communications (3)
- JOUR 529 Informational Graphics
- JOUR 537 Advanced Photovisual Communications. (3)
- JOUR 564 Advanced Visual Communications (3)

Public Relations Courses

- JOUR 201 Survey of Mass Communications (3)
- JOUR 303 Law and Ethics of the Mass Media (3)
- JOUR 328 Principles of Public Relations (3)
- JOUR 463 Topics (3)
- JOUR 542 Public Opinion and Propaganda (3)
- JOUR 568 Public Relations Practicum (3)

Media Arts Courses

- MART 210 Digital Media Arts Fundamentals (3)
- MART 321 Writing for Media (3)
- MART 380 Web Media Arts (3)
- MART 522 Writing for Corporate Media (3)
- MART 581 Interactive Computer Media Arts(3)
- MART 582 Interface Design for Media Arts (3)

Business Administration Courses:

- ECON 224 Principles of Economics (3)
- ACCT 222 Introduction to Accounting (3)

- Plus 4 of the following six courses:
- FINA 369 Personal Finance (3)
- MGMT 371 Principles of Management (3)
- ECON 301 Money and Banking (3)
- ECON 311 Issues in Economics (3)
- ECON 379 Government Policy Toward Business (3)

SLIS Courses

- SLIS 201 Introduction to Information Science (3)
- SLIS 202 Introduction to Information Literacy and Technology (3)
- SLIS 301 SLIS 301 Information Storage and Retrieval

Plus any 3:

- SLIS 315 Information Policy (3)
- SLIS 410 Knowledge Management (3)
- SLIS 420 Communication and Information Transfer (3)
- SLIS 430 User-Centered Information Architecture (3)
- SLIS 435 Digital Information Infrastructure (3)
- SLIS 440 Competitive Intelligence (3)
- SLIS 580 Emerging topics in Information Science (3)
- SLIS 594 Independent Study in Information Science (3)
- SLIS 596 Internship in Information Science (3-6)

SLIS Minor for Students majoring in other programs: (18 hours)

A student with a major in other University programs may choose to select a minor field of study in Information Science. A minimum of 18 hours of SLIS courses, as described below, satisfies this minor requirement:

- SLIS 201 (3)
- SLIS 202 (3)
- SLIS 301 (3)

Any 3 other SLIS courses in the 300-500 range (pre-requisites must be observed)

Listing of SLIS BS in Information Science Courses

SLIS 201 Introduction to Information Science (3). Introduction to the major concepts, principles, theories, issues and trends in the development of information science.

SLIS 202 Introduction to Information Literacy and Technology (3). Introduces students to the basic information technologies used in all types of informational organizations and the essential concepts and skills needed for information literacy. *Prerequisite: SLIS 201 or concurrent enrollment.*

SLIS 301 Information Storage and Retrieval (3) Introduction to the concepts, issues, theories, and techniques of information storage and retrieval systems.
Prerequisites: SLIS 201 or concurrent enrollment.

SLIS 310 Research Methods in Information Science (3). Overview of major types of research methods and techniques within the field of information science. Methods of data analysis, evaluation of published research, and ethical principles.
Prerequisites: SLIS 201, STAT 110 or STAT 201 or concurrent enrollment.

SLIS 315 Information Policy (3). Introduction to problems and ethical issues that arise in the development and implementation of information policies in information science.
Prerequisite: SLIS 201.

SLIS 402 Management within Information Environments (3). An overview of the history and development of theories associated with managing information environments; includes personnel management, budgetary techniques and systems management. *Prerequisite: SLIS 201 or concurrent enrollment.*

SLIS 410 Knowledge Management (3). An introduction to the background, principles, practices, and technologies of knowledge management. *Prerequisite: SLIS 301.*

SLIS 420 Communication and Information Transfer (3). An overview of the communication models, major concepts, trends, and other related issues of information transfer with a focus on information seeking and use in the digital age. *Prerequisite: SLIS 201 or permission of instructor.*

SLIS 430 User Centered Information Architecture (3). Processes and techniques for designing user-centered information systems on the Web. Examines various issues of information architecture that include needs analysis, content development, cognitive models, human-computer interaction, interface design, and usability testing.
Prerequisite: SLIS 202.

SLIS 435 Digital Information Infrastructure (3). History, concepts and current practices necessary to manage digital library collections. *Prerequisites: SLIS 301, 402.*

SLIS 440 Competitive Intelligence (3). Strategies and techniques for locating competitive intelligence information. Examination of print, electronic, public and proprietary sources. *Prerequisites: SLIS 201, 202, 301, 402.*

SLIS 480 Emerging Topics in Information Science (3). Discussion and investigation of emerging topics of current interest to the library and information science profession. *May be repeated once for credit as topics vary. Prerequisites: SLIS 201, 202, 301, 402.*

SLIS 494 Independent Study in Information Science (3). Independent study in an area of information science relevant to the student's professional goals. Independent study application must be submitted early in semester preceding enrollment. *May be repeated once for credit as topics vary. Prerequisites: SLIS 201, 202, 301, 402.*

SLIS 496 Internship in Information Science (3-6). Grading is on a pass-fail basis. Supervised field experience in library, media center, or other information agency relevant to student's professional goals. Internship application must be submitted early in semester preceding enrollment.
Prerequisites: SLIS 201, 202, 301, 402 and Permission of the School.

Program of Study (126-127 hours)

A minimum 2.5 USC and Cumulative GPA is required in order to progress and be graduated

Date: _____ Name: _____ Student ID #: _____

General Education (72-73 Hours)	Hours	Grade	Major Requirements (36 Hours)	Hours	Grade	
English (9 hours)			Major requirements must be passed with a C or better			
ENGL 101 (C or better)				Lower Level (6 Hours)		
ENGL 102 (C or better)				SLIS 201 (C or better)		
ENGL 460, 462, or 463				SLIS 202 (C or better)		
Humanities and Fine Arts (9 Hours)				Upper Level (30 Hours)		
SPCH 140 OR 260: _____				SLIS 301 (C or better)		
MART 110				SLIS 402 (C or better)		
LING 300				CSCE 204		
Social & Behavioral Sciences & History, Business, Journalism (33 Hours)				ITEC 343		
ECON 224				ITEC 348		
MKTG 350			ITEC 362			
JOUR 201			SLIS _____			
MGSC 290 (CSCE 101)			SLIS _____			
ITEC 264			SLIS _____			
Two HIST courses (one must be non-US) (6 Hours)			SLIS _____			
HIST _____			Minor or additional approved electives (18 hours): _____	Hours	Grade	
HIST _____			Minor or approved electives must be approved & on file in the Student Services Office no later than the end of the Sophomore year. Students without approved minors or electives on file might experience delays in progression and/or graduation.			
ACCT 222						
One course from AFRO; ENGL (280 and higher except 450 and 460-463), fine arts, foreign language (121 and higher), history (300 and higher), philosophy (except 110,111, 511), religious studies, WOST 111: _____						
Two Courses from ANTH, PSYC, SOCY (6 Hours)						
*****: _____						
*****: _____						
Natural Sciences, Numerical/Analytical Reasoning, Foreign Language (21-22 hours)						
Eight hours natural sciences with labs chosen from the following fields: ASTR; BIOL; CHEM; ENVR; GEOG 201, 202, 545; GEOL; MSC1; PHYS						
Lab Science:						
Lab Science:						
STAT 201						
MATH 122 or 141: _____						
CSCE 102-higher						
Additional hours from natural science or numerical/analytical reasoning or foreign language (4 Hours)*						

*Students shall demonstrate proficiency in one foreign language. This ability can be demonstrated by achieving a score of two or better on a USC foreign language test. Those failing to do so must satisfactorily complete equivalent study of foreign language at USC. Course work equivalent to university foreign language course work at or above the 121 level will apply toward the BSIS degree. If USC foreign language courses numbered 109 and 110 (or 111) are taken to meet the University's proficiency requirement, a maximum of 4 hours will apply toward the BSIS degree.
Last Updated April, 2011.

Notes

Notes