SCHOOL OF LIBRARY AND INFORMATION MANAGEMENT (SLIM)

Web: http://www.emporia.edu/slim
Phone: 620-341-5203

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SLIM Mission Statement
The School of Library and Information Management is an interdisciplinary, learning-centered program that prepares leaders for the library and information professions.

SLIM supports the mission and values of Emporia State University for teaching, research, and service, functioning as a distributed community with local, national, and global networks.

The faculty, students, and staff embrace diversity, innovation, and academic excellence in an atmosphere of free, open, and civil intellectual debate.

EMPORIA STATE UNIVERSITY has been teaching library science since 1902 and began regional MLS programs in 1987 at the request of library professionals in areas of the country without schools of library and information studies. The SLIM MLS program provides a flexible delivery method that enables the completion of a Master of Library Science degree in two years for students geographically bound by employment or family responsibilities.

SLIM currently offers MLS programs in Emporia and Overland Park, Kansas; Denver, Colorado; Salt Lake City and Orem, Utah; Portland, Oregon; and Atlanta, Georgia. Each program is offered in a unique combination of face-to-face, weekend-intensive classes combined with online learning. Although a number of fully-online courses are available, it is not possible to complete the program entirely online.

Each MLS program uses a cohort model. Students are recruited for a particular starting date at a specific location and move through the curriculum together in a six-semester cycle. Classes meet two weekends per course, on Friday evenings and all-day Saturday. Although all of SLIM's courses are delivered through a web-based course management system, SLIM faculty commute to the various program locations for face-to-face instruction in the traditional classroom format. Each MLS program location has a site director who serves as a student advisor and is available for consultation during class weekends, by telephone and e-mail, and during office hours for

individual appointments. The site director also facilitates practicums and works as an advocate in the local area for students.

The rewards for students in the SLIM Regional Education Program are the opportunities to earn the MLS and to develop a network of friends and colleagues. The rewards for SLIM come from the participation and perspective of many more students from multiple backgrounds, cultures, and ways of life than would be possible if the student body were limited only to those able to attend classes on the home campus.

THE MASTER OF LIBRARY SCIENCE CURRICULUM

The SLIM Master of Library Science program curriculum presents a dynamic mix of theory, tools and application courses, and context-sensitive electives. The curriculum reflects an essential core of knowledge for information professionals, including:

- a professional philosophy and ethic of service;
- an understanding of human behavior in terms of information seeking and social interaction;
- an understanding of the information transfer process—how information and knowledge is created, recorded, disseminated, organized, diffused, utilized, preserved, and destroyed;
- comprehension of information engineering—the theories supporting the organization of information for effective use;
- a working knowledge of management theory to enable leadership of an information agency; and
- knowledge of the global information infrastructure as it interfaces with local, regional, and national networks.

This core of knowledge constitutes the theory base of the curriculum and provides the intellectual foundation for courses in information management, which enables the practitioner to classify information, retrieve and repackage information, diagnose information needs, plan and evaluate information services, and use print and electronic information sources. The theoretical base and working knowledge of information management tools prepares the student to apply his or her learning in elective courses designed for various career paths within the field of library and information management. A capstone course provides an opportunity to synthesize the educational experience in preparation for entering the field.

Prerequisite:
LI 513 Technology Skills for Graduate Students

Required Courses and Course Credit Hours:

LI 801 Foundations of Library and Information Science 3
LI 802 Information-Seeking Behavior and User-Centered Services 3
LI 804 Organization of Information 3
LI 805 Management and Information Organizations 3
LI 810 Research in Library and Information Science.....3
LI 815 Information Technology.....3
LI 855 Collection Development and Management.....3
LI 880 Capstone Course: Assessing the MLS Experience 1

Total Required Course Credit Hours 22

Elective Course Credit Hours:.....**14**
Total of 11 hours from the SLIM MLS course catalog

Total Course Credit Hours for MLS Degree.....**36**

MASTER OF LIBRARY SCIENCE WITH A CONCENTRATION

In addition to the core courses, students may choose various courses in special topics, based on their interest and career goals. Some topics have been formalized into nine-credit-hour concentrations, and students may elect to complete a concentration as part of their MLS program. Upon successful completion of the requirements for a particular concentration, a statement is added to the student's transcript that shows the concentration completed under the degree awarded. (For example: Master of Library Science, Major: Library Science, Concentration: Librarianship for Children and Young Adults.) Only one concentration can be added to a student's transcript.

The following concentrations are currently available:

MASTER OF LIBRARY SCIENCE–CONCENTRATION IN ARCHIVE STUDIES

Required Courses and Course Credit Hours:
LI 809 Introduction to Archives 3
LI 818 Archival Arrangement and Description 3
LI 827 Preservation Strategies.....3

Total Course Credit Hours for Concentration in Archive Studies **9**

MASTER OF LIBRARY SCIENCE–CONCENTRATION IN LIBRARIANSHIP FOR CHILDREN AND YOUNG ADULTS

Required Courses and Course Credit Hours:
LI 831 Resources and Services for Children 3
LI 832 Resources and Services for Young Adults.....3
LI 829 Resources and Services for Early Learners.....2
LI 857 Designing and Implementing Programs for Children and Young Adults.....1

Total Course Credit Hours for Concentration in Librarianship for Children and Young Adults **9**

MASTER OF LIBRARY SCIENCE—CONCENTRATION IN LEADERSHIP AND ADMINISTRATION

Required Courses and Course Credit Hours:
LI 850 Leadership and Information Organizations.....3
LI 859 Project Management in Information Organizations.....3
LI 868 Advocacy and Information Organizations 3

Total Course Credit Hours for Concentration in Leadership and Administration 9

MLS PROGRAM OBJECTIVES

SLIM MLS program outcomes that are related to teaching and learning are based on what students are to know and be able to do as a result of their course work. SLIM's *MLS Handbook* and web site state specifically that graduates of the SLIM Master of Library Science degree program will be able to:

1. Articulate a philosophy of ethical and client-centered information services for the library and information professions.
2. Explain and implement the development, maintenance, and management of collections and resources to meet specific information needs.
3. Explain, use, maintain, and develop systems to organize and retrieve recorded knowledge.
4. Employ current and emerging technologies effectively for communication, and to search for, identify, repackage, and deliver information resources.
5. Retrieve, evaluate, and synthesize information resources to fulfill an information needs assessment; evaluate the usefulness of these resources to the user.
6. Evaluate, critique, and discuss new research in the field; assess library or information problems and identify an appropriate research method.
7. Demonstrate a commitment to lifelong learning by participating in professional development activities and disseminating new information to colleagues and patrons.
8. Aid in effective and appropriate change in library and information services through collaboration, communication, and collegiality.

ARCHIVE STUDIES CERTIFICATE

The Certificate in Archive Studies requires 18 credit hours of coursework, including three credit hours of practical experience via a practicum or internship. Nine of its credit hours may be applied to 36 credit hours required for the MLS degree, and the remaining nine credit hours may be taken after completion of the MLS degree. Although it is encouraged to apply for the Archive Studies Certificate program while enrolled in the MLS degree or immediately following its completion, the MLS degree or any other master's degree is not required for admission to the Archive Studies Certificate program.

Required Courses and Course Credit Hours 15
LI 809 Introduction to Archives 3
LI 818 Archival Arrangement and Description 3
LI 827 Preservation Strategies.....3
LI 873 Archives Studies Certificate Practicum 3
LI 885 Bibliographic and Research Methods in Archives.....3

Electives Course Credit Hours 3
LI 849 Records and Information Management.....3
OR
MLS elective courses totaling 3 credit hours as approved by the coordinator of SLIM's Archive Studies Certificate Program

Total Hours for Certificate **18**

DUAL DEGREE PROGRAMS

To satisfy the need for library and information management professionals with subject specializations, SLIM has developed coordinated dual master's degree programs utilizing some courses taken for one degree as electives for a second degree at Emporia State University. For information about cooperative degrees in history, music, business, and English, contact SLIM at 1-800-552-4770 (toll free) or 620-341-5203. Students interested in obtaining dual degrees should discuss their plans with advisors in the respective programs as early as possible to coordinate their schedules effectively.

SCHOOL LIBRARY MEDIA LICENSURE

SLIM and The Teachers College at Emporia State University are authorized by the Kansas State Department of Education to prepare teachers who hold a state Kansas Teaching License to become licensed School Library Media Specialists. School Library Media Licensure requires 29 hours of selected courses within the Master of Library Science curriculum. The admission requirements are the same as for the MLS degree.

Program Approved by KSDE **29**

School Library Media Licensure
Required Courses and Course Credit Hours:
Theory **9**
LI 801 Foundations of Library and Information Management.....3
LI 802 Information-Seeking Behavior and User-Centered Services.....3
LI 804 Organization of Information 3

School Library Media Licensure
Tools Courses and Course Credit Hours.....**5**
LI 855 Collection Development and Management.....3
LI 858 Information Literacy and Instructional Collaboration 2

School Library Media Licensure
Applications Courses and Course Credit Hours.....**15**
LI 831 Resources and Services for Children 3
LI 832 Resources and Services for Young Adults.....3
LI 815 Information Technology.....3
LI 851 Managing the School Library Media Center.....3
LI 876 School Library Media Elementary Practicum.....1
LI 877 School Library Media Secondary Practicum 2

THE MASTER OF LIBRARY SCIENCE WITH SCHOOL LIBRARY MEDIA LICENSURE

One of the Kansas State Department of Education's requirements to become a School Library Media Specialist, in addition to holding a Kansas State Teaching License and completing the School Library Media Licensure 29-credit-hour program, is to complete a master's degree in

library science, education, or other approved academic program. To fulfill this requirement, many School Library Media Licensure students choose to complete their Master of Library Science (MLS) degree concurrently with their School Library Media Licensure program.

To complete SLIM's MLS, students must complete the following requirements in addition to the 29 credit hours of the School Library Media Licensure program:

Required School Library Media Courses and Course Credit Hours 29

Required MLS Courses and Course Credit Hours.....7
LI 810 Research in Library and Information Science.....3
LI 855 Collection Development and Management.....3
LI 880 Capstone.....1

Total Course Credit Hours for MLS Degree with School Library Media Licensure 36

Students interested in applying for School Library Media Licensure should contact Andrew Smith, Program Coordinator for the School Library Media Licensure Program, at 1-800-552-4770 (toll free), 620-341-5203, or asmith37@emporia.edu.

DOCTOR OF PHILOSOPHY—LIBRARY AND INFORMATION MANAGEMENT

Overview:
The doctoral program enables students to conduct research that will contribute to society's understanding of the creation, diffusion, and utilization of information. The program also places special emphasis on developing effective teachers. The program draws upon the strengths of SLIM's academically diverse faculty, a unique curriculum designed for today's working scholar, and an environment of faculty-student interaction.

The SLIM doctorate does not require a traditional residency on campus; instead, students meet residency requirements by attending weekend-intensive classes that meet two times per course for a total of 10 hours each weekend. The classes are held at Emporia State University-Kansas City in Overland Park (Kansas City area), Kansas.

DOCTOR OF PHILOSOPHY CURRICULUM

The doctoral curriculum is a five-tier process. Coursework in the first tier introduces students to library and information science research and theory. In the second and third tier courses, students examine fields related to their research interests in greater depth. Student may take courses from the three tiers simultaneously. Fourth tier courses prepare students for the qualifying examination, creating research proposals and dissertations, and teaching. Upon successful completion of the qualifying exam and selection of the dissertation chair, students will advance to the fifth tier. The fifth tier is dedicated to proposing and writing the dissertation. After approval of the research proposal, students advance to Ph.D. candidacy status.

Tiers one and two course sequences are:
LI 900 – First fall semester
LI 903 – First fall semester

LI 892 – First fall semester
LI 890 – First spring semester
LI 891 – First spring semester
LI 904 – Second fall semester
LI 893 – Second fall semester
LI 905 – Second spring semester
LI 894 – Second spring semester
LI 940 – Second summer semester

Tier three courses provide opportunities for students to 1) customize their studies to deepen their knowledge of information science via additional SLIM graduate courses; 2) include concentrations in Instructional Design Technology and Information Systems; or 3) develop an approved specialized course of study. Tier four is preparation for the qualifying exam and the dissertation proposal on a student-centered schedule, which allows enrollment in directed readings for up to nine credit hours. Tier five is dedicated to developing the proposal and writing the dissertation under the guidance of the dissertation committee chair.

Tier 1: Introduction to Research and Theory (13 credit hours)
LI 890 Advanced Research Strategies 3
LI 900 Introduction to Doctoral Studies 1
LI 903 Research Philosophy 3
LI 904 Research Strategies: Quantitative Methods and Theory 3
LI 905 Research Strategies: Qualitative Methods and Theory 3

Tier 2: Foundational courses (12 hours)
The four foundational fields of the curriculum are: Information Psychology, Information Transfer, Information Organization, and Administrative Theory. Students are required to take all four foundational courses in Tier 2 to ground their doctoral research in theoretical frameworks that support contemporary professional practice.

Tier 2: Foundational Courses
LI 891 Seminar in Information Transfer.....3
LI 892 Seminar in Information Psychology.....3
LI 893 Seminar in Administrative Theory.....3
LI 894 Seminar in Organization of Information 3

Tier 3: Advanced work in concentrations (12 credit hours)

To meet qualifications for the two pre-determined concentrations, students may choose 12 credit hours from the courses offered in this section (below) for Instructional Design Technology or Information Systems. For students who do not elect to pursue one of the two defined concentrations, their diplomas will state “Doctor of Philosophy in Library and Information Management.” For students who elect to pursue one of the two defined concentrations, the diploma will also state “with a concentration in Instructional Design Technology” or “with a concentration in Information Systems,” as appropriate. Students who elect to take 12 credits of 800-level SLIM courses, 700-and-above-level ESU graduate courses from other ESU departments (except Instructional Design Technology or Information Systems), or 700-and-above-level graduate programs in other accredited institutions of higher learning, will not have a

concentration on the diploma; however, the concentration will be evident on their transcripts. Courses chosen for Tier 3 must be appropriate for the student's doctoral studies and approved by the doctoral coordinator and the SLIM dean in advance of registration. Credits and available courses for the Instructional Design Technology Concentration and Information Systems concentrations are listed below:

Instructional Design Technology (choice of 12 credit hours)

IT 800 Instructional Design 3
IT 810 Multimedia Design.....3
IT 820 Designing/developing Web-based Instruction.....3
IT 830 Contemporary Issues in Distance Education 3
IT 850 Implementation of Corporate Learning Systems 3

Information Systems Concentration (choice of 12 credit hours)

IS 805 Special Topics in Computer Information Systems.....1-3
Prerequisite: permission of instructor.
IS 813 Information Technology Project Management 3
IS 823 Systems Analysis and Design 3
Prerequisite: IS213.
IS 843 Electronic Commerce.....3
Prerequisite: Background in Information Technology.
IS 872 Information Systems for Managerial Decision Making.....3
Prerequisite: background in computing.

Tier 4: Teaching, readings, and examination (4 hours)

LI 940 Teaching and Learning in Organizations.....3
LI 946 Directed Readings.....1
Directed readings prepare students for qualifying exams and proposal/dissertation research. Students are required to take at least one credit of LI 946. Directed readings may include concentration areas of studies.

Tier 5: Proposal and Dissertation (15 hours)

Upon successful completion of the qualifying examination units and selection of the dissertation chair or co-chairs, the student will enroll in LI 947 to write the proposal under the supervision of the committee chair/co-chairs. After the proposal has been presented publicly and accepted by the student's committee, SLIM dean, and the dean of the Graduate School, the student will advance to degree candidacy and will enroll in LI 950 to write the dissertation under the supervision of the committee chair/co-chairs. The dissertation must be approved by the dissertation committee, the SLIM dean, and the Dean of the Graduate School prior to being scheduled for public presentation.

LI 947 Dissertation Proposal 3
LI 950 Dissertation 12
Students must complete at least 12 hours of dissertation credit and enroll in at least three credits each semester until the dissertation is completed or until eight years after admission to the doctoral program has expired. Dissertations are expected to contribute new knowledge to the field through high quality research. Dissertations will be supervised by a committee of at least three qualified members of the doctoral faculty, one

of whom must be from outside the School of Library and Information Management and may be from a different university. Students must submit a Thesis/Dissertation Committee Declaration Form from the Graduate School. Students who have a concentration in Instructional Design Technology or Information Systems will have a committee member from that department; students with an approved concentration from another institute of higher education will also have a representative committee member from that discipline/institution. Upon completion of the dissertation, all students will present their research during an oral examination conducted and evaluated by the dissertation committee and open to the public.

Continuous Enrollment
Students must be enrolled in graduate courses in fall and spring semesters at ESU or other approved institutions or be enrolled in LI 949 Continuous Enrollment under the direction of the coordinator or committee chair.

LI 949 Continuous Enrollment 1

Overview of Doctoral Course Requirements

The Graduate School requires that Ph.D. students complete 90 credit hours; 34 credits will be accepted from previous graduate degrees from accredited institutions.

Tier 1 13 credit hours
Tier 2 12 credit hours
Tier 3 12 credit hours
Tier 4 4 credit hours
Tier 5 15 credit hours
Total 56 credit hours

MASTER OF SCIENCE IN INFORMATICS

The MS in Informatics is a 36-credit hour graduate degree program is a collaboration between the School of Library and Information Management and the School of Business. The program is administered by the School of Library and Information Management.

Curriculum Requirements

Required Courses – 24 credit hours
LI 800 Introduction to Informatics 3
IS 813 Information Technology Project Management 3
LI 819 Information Retrieval.....3
IS 823 System Analysis and Design.....3
IS 833 Knowledge Management.....3
LI 844 Database Design.....3
LI 874 Informatics Practicum.....6

Elective Course Credit Hours as defined by individual concentration requirements – 12 credit hours

Total Hours 36

MASTER OF SCIENCE IN INFORMATICS—NURSING CONCENTRATION

Required Courses – 12 credit hours
IS 834 Nursing & Healthcare Systems Technology Integration.....3
IS 835 Nursing & Healthcare Informatics Applications.....3
LI 867 Nursing and Healthcare Informatics 3
LI 869 Evidence-based Practice in Nursing and Healthcare 3

Total Hours.....12

Course Sequence:

Semester 1 – Fall
LI 800 Introduction to Informatics` 3
IS 823 System Analysis and Design 3

Semester 2 – Spring
IS 813 Information Technology Project 3
IS 844 Database Design 3

Semester 3 – Summer
IS 833 Knowledge Management.....3
LI 819 Information Retrieval 3

Semester 4 – Fall
IS 835 Nursing & Healthcare Informatics Applications.....3
LI 869 Evidence-based Practice in Nursing and Healthcare 3

Semester 6 – Summer
LI 874 Informatics Practicum 6

ADMISSIONS

To begin your studies in the School of Library and Information Management, you must be admitted to the Graduate School at Emporia State University.

Please send all materials directly to the ESU Graduate School at:

Graduate School
Emporia State University
1200 Commercial St.
Campus Box 4003
Emporia, KS 66801-5087

Graduate School Application Process for MLS program, School Library Media Licensure, and Archive Certificate

Academic requirements are a BA or BS degree from an accredited four-year institution with an undergraduate GPA of 3.0 for full admissions. Applicants with a GPA under 3.0 may be considered for probationary admission. Applicants are expected to demonstrate competence in written and oral communication.

1. Your degree objective is MLS. The major is LIS. If you have a postgraduate degree or have taken graduate course work, you must list those institutions as well. You must apply for admission online at http://www.emporia.edu/grad/appinstr.htm.

2. Transcripts. Arrange to have an official transcript from each institution attended sent directly to the Graduate Office (see address above or on application). The grade point average that is used for admission purposes is always based on your bachelor's degree. Students are expected to have a grade point average of 3.0 overall or in the last 60 hours of course work toward the initial bachelor′s degree. We consider a post-graduate degree, or graduate courses taken, to give us a full picture of your academic record.

3. Letter of reference from two people who know you and your work (academic and/or community work) that address your intellectual capability, ability to express thoughts orally, ability to express thoughts in writing, maturity, and motivation. The letters should also include how long the writers have known you and their relationship to you (teachers, colleague, co-worker, etc.). References may be sealed or open.

4. Current resume.

5. An advising interview.

6. A written two-page statement of objectives, double spaced (details may be found on the SLIM web site http://slim.emporia.edu under Programs: Master of Library Science).

Each application will be considered by applying the admissions criteria on an individual basis. Academic requirements, for instance, may be waived in favor of applicants of unusual ability and background where rationale for that waiver can be demonstrated. However, only those applicants showing strong evidence of intellectual promise and leadership potential will be admitted.

Graduate School Application Process for Doctoral Students

It is essential that applicants apply and receive acceptance into the ESU Graduate School prior to being considered for acceptance by SLIM. Following acceptance by the ESU Graduate School, prospective students should begin the SLIM admission process.

The application form is available at http://www.emporia.edu/grad/appinstr.htm. For the doctoral program application, your degree objective is PhD and the major is LIM (Library and Information Management). You must apply for admission online at http://www.emporia.edu/grad/appinstr.htm.

Other documents to send to the Graduate School are:

- GRE scores (combined score of 340 or more on the verbal and quantitative exam portions)
- Official transcripts sent from each institution you have attended
- TOEFL score as evidence of fluency in English, when appropriate (score of 650) (international students only)

Following admission to the Graduate School, you must submit additional material to the Graduate School for consideration by the SLIM doctoral faculty:

- A sample of written work that demonstrates your scholarly writing ability (published journal article, graduate research paper, etc.)
- A 200-300 word statement outlining your career goals and research interests
- Current resume

In some cases, an applicant who does not meet the above criteria may be admitted on academic probation. Academic probation allows a student the opportunity to demonstrate his/her ability to succeed with graduate level course work.

SLIM Technology Requirements

A comfortable skill level with technology is essential for a successful completion of SLIM's MLS and Doctoral programs. Technology skills are taught throughout the curriculum. All of SLIM's face-to-face and online classes are hosted on Blackboard, a web-based electronic platform that enables students to connect to their courses wherever they are located. Blackboard provides a bulletin board for discussion, chat rooms, places to post assignments to the instructor, and places for the instructor to post documents to be read.

To make certain that each student is prepared with the relevant skills for participation in the MLS program, SLIM requires a one-credit-hour, online course, LI513 Information Technology Skills for Graduate Students. This course currently includes sections on using Blackboard, online searching, using Microsoft PowerPoint presentation software, and creating a website. For students who are technologically proficient, there is an option to request a waiver of LI513, although even the most competent students find the course valuable.

Hardware, Software & Network Requirements for SLIM Students

SLIM has specific hardware, software and network requirements for students. Requirements for taking part in SLIM classes include:

Required Software:

- **Operating System Software:**
    - **Windows:** Windows 7 (Professional, Ultimate, or Home Premium) preferred. (Windows XP is OK).
    - **Macintosh:** Mac OS X 10.6 or newer preferred (OS X 10.5 is OK)
- **Office Suite Software:**

    - Windows: Microsoft Office 2010 preferred (2007 is OK)
    - Macintosh: Microsoft Office 2011 preferred (2008 is OK)

- **Tool to read and create PDFs:** e.g., CutePDF Writer, PDFCreator, or Adobe Acrobat Professional
- **Antivirus Software:** Symantec Antivirus software is available FREE to ESU students via http://techsite.emporia.edu (click on Students > Software > Symantec Anti-Virus for Home Use; you will be prompted to log in using your ESU credentials–be sure to precede your ESU username with "**esuad**\")
- **Browser for compatibility with Blackboard:** We highly recommend Mozilla Firefox (Firefox 3.5.x or higher) for use with Blackboard on either Windows or Macintosh platforms. Other acceptable browsers are IE 8 for Windows, and Safari 4 or 5 for Mac OS. For more info, see Blackboard's detailed information on supported browsers. Google's Chrome browser is ***not supported*** at this time.

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