

EMPORIA STATE
UNIVERSITY

■ *School of* LIBRARY &
INFORMATION MANAGEMENT

SLIM Doctoral Program Handbook

School of Library and Information Management (SLIM)

Emporia State University, Emporia KS

Approved by the Kansas Board of Regents April 22, 2011

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Doctor of Philosophy

Library and Information Management Major with defined concentrations in 1) Instructional Design Technology and 2) Information Systems

Mission Statement

The School of Library and Information Management's library and information science (LIS) doctoral program provides an environment that fosters interdisciplinary and multicultural learning experiences for traditional and nontraditional students.

Doctoral Program Goals

The goal of SLIM's doctoral program is to prepare scholars to:

- conduct significant research that contributes to the theory basis of library and information science and constructs linkages to contemporary professional problems
- teach in academic environments
- develop leaders for libraries and information organizations

Intent of Document and Related Procedures

This policy document represents the framework for doctoral-level study designed and approved by the faculty of the Emporia State University School of Library and Information Management. Using the framework contained in these policies and procedures, students will work with the doctoral program director and SLIM faculty to customize their programs to meet each student's interests, experiences, and educational needs and to fulfill the faculty's expectations and standards for quality work.

Coordination of PhD Program

Doctoral Program Director

Dr. Mirah Dow, mdow@emporia.edu

Dean of the School of
Library and Information
Management

Dr. Gwen Alexander, galexand1@emporia.edu

SLIM office:

620-341-5203; 1-800-552-4770

Admission Requirements

All new doctoral students will start their program as a cohort at the beginning of the fall semester of each even-numbered year. SLIM will accept no more than 15 students every other year into a cohort group unless exceptions are approved by the faculty and the dean. Applications to both SLIM and the ESU Graduate School must provide all application materials as required by the SLIM *Doctoral Program Handbook* to be eligible

for consideration. The first review of applicants will take place beginning November 1 of each odd-numbered year. Applicants will be notified of acceptance status no later than January 15 of the admitting even-numbered year. Late applicants who apply after November 1 may be reviewed for admission before March 1 of even-numbered years and will be notified of acceptance status before May 1. The program director may be contacted to verify that information has been received.

Graduate School Application Process

Application to the ESU Graduate School is a separate process and is managed exclusively by that office. The ESU graduate application form is available at <http://www.emporia.edu/grad/appinstr.htm>. It is essential that applicants apply and receive acceptance into the ESU Graduate School prior to be considered for acceptance by SLIM.

The *ESU Graduate School Policy Handbook* is available at <http://www.emporia.edu/grad/docs/policyhandbook.pdf>

SLIM's Admission Process

To be considered for the program, an applicant must provide SLIM with the following:

- evidence of the capacity to do graduate work demonstrated by an overall graduate school cumulative grade point average of 3.25 on a 4.0 scale *AND* a GRE score of at least 304 (total verbal reasoning and quantitative scores);
- three current letters of recommendation that address an applicant's qualifications for graduate study and research
- a sample of written work that demonstrates an applicant's scholarly writing ability;
- a 200-300 word statement outlining the applicant's career goals and research interests; and
- when appropriate, a strong performance on the TOEFL, usually evidenced by a score of 650 or above.

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. Progress of students admitted on probation will be continually reviewed by SLIM doctoral faculty. Academic probation will be released when the student has successfully completed six credit hours.

Send all PhD application materials to the Graduate School:

ESU Graduate School
Box 4003
1200 Commercial
Emporia State University
Emporia, KS 66801

Applicant Review by Doctoral Faculty

All completed SLIM applications should be sent to the Graduate School for forwarding to the doctoral program director for review by the doctoral faculty. The doctoral faculty comprises ESU faculty members with regular graduate faculty status. Subsequent to the review, the program director will issue invitations to applicants who have been selected to be interviewed for acceptance. These applicants will be interviewed by two members of the doctoral faculty or their designees to ensure that there is a match between each student's interests and the expertise and research support that SLIM can provide. The interviews may be conducted in person or via distance technology.

Successful applicants will demonstrate the following characteristics:

- intellectual curiosity and the flexibility necessary for creative research,
- fluency in oral and written communication (English language),
- the ability to see issues from various perspectives, and
- evidence of self-motivation and achievement.

The two interviewers will give their written assessment and recommendation to the doctoral faculty. The faculty will review the written assessments and recommendations, decide which applicants to recommend for admission, and provide that information to the dean for final approval. The Graduate School will notify applicants of acceptance.

Student Advisement

The doctoral program director will advise each entering student regarding the establishment of a degree plan and will monitor student progress through the completion of coursework and the qualifying exam process. During this part of the program, students are encouraged to identify professors who share their research interests and develop informal mentoring relationships with them. The doctoral program director is the formal mentor for students until a committee chair is appointed.

Student progress is reviewed by the doctoral faculty in the fall and spring semesters. In anticipation of these meetings, students will discuss their progress and issues and concerns they may have with the doctoral program director. Students are strongly encouraged to maintain regular contact with the doctoral program director.

Following the successful completion of the qualifying exam process, the student, doctoral program committee, and doctoral program director will choose a faculty member with regular faculty graduate status most suited to chair his or her dissertation. Upon acceptance, the faculty member will be formally appointed by the SLIM dean. From that time forward, the dissertation chair assumes responsibility for guiding and mentoring the student until the student completes the dissertation process.

Notification of Changes

As part of the semester enrollment process, the student is responsible for notifying the doctoral program director *and* the Graduate School of any changes in the following information:

- address, telephone numbers, or email address;

- requested change of status of dissertation committee;
- intent to apply for leave of absence for a semester or any other change of status
- degree plan; and
- selections of qualifying examinations, dissertation proposal, dissertation presentation and intention to graduate.

Language Requirement

There is no foreign language requirement; however, students must have sufficient oral and written command of the English language to successfully complete a dissertation.

Course Enrollment

Every semester students will receive enrollment information from the doctoral program director about courses to be offered by SLIM, Instructional Design Technology, and Information Systems. Following consultation with the doctoral program director, students will be enrolled.

Students who decide to enroll in other institutions for transfer credits must have prior approval from the doctoral program director in writing. These students must submit a course syllabus and the course description that is found in the institution's catalog. Prior to approval, the doctoral director will consult with the doctoral faculty. Students usually must apply for non-degree-seeking status at the other institution before being eligible to take courses there.

All students must enroll in at least one class each academic semester (fall and spring) to meet the continuous enrollment requirement of the program. Enrollment in a course or courses at other institutions that are approved by the doctoral program director constitutes enrollment in the doctoral program. When a student is not enrolled in other courses, s/he is required to enroll in and pay fees for LI 949 Continuous Enrollment (one credit hour; does not count toward doctoral program credit hour requirement).

Student Learning Outcomes and Evaluation

SLIM doctoral 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 coursework and research. In support of degree program goals (page 2), graduates of the SLIM Doctor of Philosophy degree program will be able to accomplish the following:

- conduct significant research that contributes to the theory basis of library and information science and constructs linkages to contemporary problems,
- teach in academic environments, and
- develop leaders for libraries and information organizations.

These program objectives are supported by the following student learning goals, which are evaluated by the School of Library and Information Management based on the completion of aligned course assignments:

1. articulate and apply advanced quantitative, qualitative, and mixed research methodologies that define and/or describe her/his view of the social world, and identify basic paradigms that serve as a foundation for inquiry;

2. articulate and apply advanced theories, models, and insights into information seeking and information use offered by cognitive psychology, behavioral psychology, social psychology and/or psychoanalytic theory;
3. articulate and apply advanced theories, models, and insights into the management of organizations, the people and tasks of an organization, and work, activities, and processes in an organization;
4. articulate and apply advanced theories, models, and insights into organization of information, including those that provide an understanding of knowledge organization systems, the representation and organization of information in digital forms, and effective methods of information access and retrieval;
5. articulate and apply advanced theories, models, and insights into information transfer, including theoretical constructs, concepts, research and practices of the transmission and processing of symbolic, verbal, and/or recorded messages for the creation, diffusion, and utilization of knowledge in society;
6. articulate and apply advanced theories, models, and insights into an academic discipline and/or field relevant to her/his own concentration area of scholarly and professional expertise;
7. articulate and apply advanced theories, models, and insights into higher education teaching, including curriculum development, teaching methods, the role of the faculty member in the university and in the profession, and the structure of higher educational institutions;
8. demonstrate critical, reflective and interdisciplinary thinking on fundamental issues and problems in library and information science related to foundational and concentration areas;
9. identify a significant problem or issue in library and information science and design a research proposal that outlines a rigorous and coherent plan of study using appropriate concepts, theories, and methods from a research tradition;
10. identify the historical roots, seminal works, gaps, inconsistencies and emergent issues and questions related to a significant issue in information science;
11. research, propose, and write a dissertation that investigates a significant problem or issue in information science and contributes to new knowledge in the field; and
12. design and teach a library and information management course that demonstrates mastery of the content and pedagogy.

In addition, these doctoral student learning course outcomes are evaluated by students following each course using the IDEA Diagnostic Form from the IDEA Center:

- gaining factual knowledge (IDEA item #1-5, 8-12);
- learning fundamental principles, generalizations, or theories (IDEA item #1-12);
- learning to apply course materials (IDEA item #1-12);

- developing specific skills, competencies, and points of view (IDEA item #1-12);
- acquiring skills in working with others as a member of a team (IDEA item #4);
- developing creative capacities (IDEA item #6, 8, 9, 11, 12);
- gaining a broader understanding and appreciation of intellectual/cultural activity (IDEA item #1-12);
- developing skill in oral or written expression (IDEA item #1-12);
- developing a clearer understanding and commitment to personal values (IDEA item #1-12);
- learning to analyze and critically evaluate ideas, arguments, and points of view (IDEA item #1-12); and
- acquiring an interest in learning by asking questions and seeking answers IDEA item # (1-12).

Major doctoral learning outcomes are evaluated by whether or not students pass specific assignments, courses, and qualifying exams, and whether the dissertation proposal and the dissertation are approved.

Course Instruction

SLIM blended doctoral courses consist of 25 hours of instruction online and 20 hours of face-to-face instruction for each three-credit course. Attendance at two weekend-intensive classes, held from 6—9 p.m. on Friday and 9 a.m.—noon and 1—5 p.m. on Saturday, is mandatory. Classes are held at Emporia State University-Kansas City in Overland Park, Kansas.

Curriculum

Overview

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. Students may simultaneously take courses from the three tiers.

Tier three courses provide opportunities for students to a) customize their studies to deepen their knowledge of information science via additional SLIM graduate courses, b) include concentrations in Instructional Design Technology or Information Systems, or c) develop an approved specialized course of study.

Fourth tier courses prepare students for college teaching and writing the dissertation proposal. Upon successful completion of the course requirements, qualifying examinations, and selection of the dissertation chair, students will advance to the fifth tier. The fifth tier is dedicated to proposing and writing the dissertation under the direction of the dissertation committee chair. After approval of the research proposal, students advance to Ph.D. candidacy status.

SLIM Tiers One and Two Course Schedule

Semester	Course
First Summer 2014	LI900 Orientation
First Fall Semester 2014	LI903 Research Philosophy LI891 Seminar in Information Transfer
First Spring Semester 2015	LI904 Research Strategies: Quantitative Methods and Theory LI892 Seminar in Information Psychology
Second Summer 2015 (or as scheduled)	LI904 Teaching and Learning in Organizations
Second Fall Semester 2015	LI905 Research Strategies: Qualitative Methods and Theory LI893 Seminar in Administrative Theory
Second Spring Semester 2016	LI890 Advanced Research Strategies LI894 Seminar in Organization of Information

Tier 1: Introduction to Research and Theory (13 credit hours)

LI 890 Advanced Research Strategies (3 credit hours, letter grade)

This course focuses on comparing and contrasting the philosophical foundation and research strategies of studies that use qualitative, quantitative, and mixed-method approaches to investigate problems in LIS. It focuses on evaluating methodological tools and approaches to investigating research questions and evaluating LIS research studies.

LI 900 Introductory Doctoral Seminar (1 hour, pass/fail)

An introduction to the SLIM doctoral program, to doctoral work, and to the culture of the researcher.

LI 903 Research Philosophy (3 credit hours, letter grade)

Examines various constructs of science in society. Emphasis is placed on identifying assumptions about human nature, defining a researcher's view of the social world, and identifying basic paradigms that serve as a foundation for inquiry.

LI 904 Research Strategies: Quantitative Methods and Theory (3 credit hours, letter grade) *Prerequisite: Master's level research methods course.*

This advanced course is designed for doctoral students to undertake the advanced exploration of quantitative research methodologies and statistics that the researcher might choose for various research experiences, including work on the dissertation. Rules, procedures, statistics and general research protocols are stressed as part of the

researcher's tasks. The goal is for the students to master statistical and methodological tools necessary to conduct independent scholarly research.

LI 905 Research Strategies: Qualitative Methods and Theory (3 credit hours, letter grade) *Prerequisite: Master's level research methods course.*

This course is intended to advance doctoral students' competence in qualitative research. The course will work through issues related to interpreting, utilizing, and (especially) the conduct of qualitative research. As such, the course will have for LIS students pragmatic (improve critical skill) and analytic (advance the notion of problem) yield.

Tier 2: Foundational Courses (12 credit 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.

LI 891: Seminar in Information Transfer (3 credit hours, letter grade)

An examination of the theoretical constructs, concepts, research and practices of the transmission and processing of symbolic, verbal, and/or recorded messages for the creation, diffusion, and utilization of knowledge in society.

LI 892: Seminar in Information Psychology (3 credit hours)

An exploration of theories, models, and insights into information seeking and information use offered by cognitive psychology, behavioral psychology, social psychology and psychoanalytic theory. The course is organized around a series of seminal readings in LIS; weekend activities involve lecture and discussion of central themes and articles.

LI 893: Seminar in Administrative Theory (3 credit hours)

Examines a series of theories, models, and concepts that provide insight into the management of organizations, the people and tasks of an organization, and work, activities, and processes in an organization. Students analyze the literature critically, gain competence in the topics, and engage in in-depth seminar discussions.

LI 894: Seminar in Organization of Information (3 credit hours)

A further examination of theories, models, and aspects of organization of information, including those that provide an understanding of knowledge organization systems, the representation and organization of information in digital forms, and effective methods of information access and retrieval. The course is organized around advanced readings.

The Library and Information Management courses listed above are subject to change with the approval of Emporia State University and the Kansas Board of Regents.

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. The transcript will state "Doctor of Philosophy" with a major in Library and Information Management. For students who have elected one of the two defined concentrations, the transcript will also state "concentration in Instructional Design Technology" or "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 courses in other accredited institutions of higher learning, will not have a specific concentration on the transcript; however, courses constituting a concentration will be evident in their transcripts.

Courses chosen for Tier 3 must be appropriate for the student's doctoral studies and approved by the doctoral program director 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 credit hours)

This course presents a systematic method for the planning and development of instructional programs. Students will examine the research, theory, and principles supporting contemporary methods of instructional design as well as analyze and apply instructional design principles to specific instructional design problems. In addition, the course will culminate with a final project that applies instructional design principles, including the evaluation for instruction and the evaluation of instructional programs.

IT 810: Multimedia Design (3 credit hours)

This course presents a review of the systematic design of instruction as well as an overview of the use of multimedia instructional program in education. The primary focus of the class is the application of instructional design principles to the development of a multimedia instructional program using a variety of presentation media.

IT 820: Designing/developing Web-based Instruction (3 credit hours)

This course focuses on the technology and design of websites to communicate effectively online. Examined, will be crucial features of what is needed to generate quality content for training or instruction in e-learning environments. Students will have the opportunity to design and develop a training or instructional website related to a professional area of interest.

IT 830: Contemporary Issues in Distance Education (3 credit hours)

Offers an overview of the current issues in the three broad areas of distance education, K-12, postsecondary, and business/corporate/government/military. The course addresses the trends and overall resources available for delivering education via virtual

classrooms. Accreditation, benchmarks, assessment, and limitations of distance education will be covered.

IT 850: Implementation of Corporate Learning Systems (3 credit hours)

This course will concentrate on the application of instructional design principles and tools for the corporate learning environment. This will include application of theory in settings that demand communication skills and teamwork to develop corporate learning systems. Examples include corporate training, e-learning systems, and corporate-based instructional design.

Information Systems Concentration (choice of 12 credit hours)

IS 805: Special Topics in Computer Information Systems (1-3 credit hours)

Prerequisite: permission of instructor. This course covers various special topics and experimental course offerings at the graduate level.

IS 813: Information Technology Project Management (3 credit hours)

This course will present project management techniques, potential problems, and overall decision-making associated with software development projects. Specific topics will address planning, organizing, scheduling, and controlling information technology projects, current tools and techniques, and the roles and responsibilities of project managers.

IS 823: Systems Analysis and Design (3 credit hours)

Prerequisite: IS213. This course provides a detailed analysis of the System Development Life Cycle (SDLC). Emphasis is placed on the tools and techniques that a project leader and systems analyst would use to analyze, design and document an information system with the object-oriented approach as well as traditional approach. The course will also emphasize the importance of various skills, which the systems analyst should possess, including: communication, problem solving and project management. Team oriented projects are utilized to aid in understanding how systems concepts are developed in the business world.

IS 843: Electronic Commerce (3 credit hours)

Prerequisite: Background in Information Technology. This course explores the role of information technology and communication technology in the conduct of business activities with an emphasis on the implications of business-to-business and business-to-consumer connection as a result of electronic communications, particularly, the Internet.

IS 872: Information Systems for Managerial Decision Making (3 credit hours)

Prerequisite: background in computing. A study of the management of information technology as it is practiced in organizations today. Traditional organizations are moving toward a more interconnected or networked business environment. A major focus is understanding the role and use of complex technology in the support of individual, workgroup, enterprise, inter-enterprise and international computing.

Tier 4: Teaching and independent readings (minimum of 4 credits)

LI 940 Teaching and Learning in Organizations (3 credit hours, letter grade)

This course focuses on graduate learning/teaching, curriculum development, methods, the roles of the faculty member in the university and in the profession, as well as the structure of educational institutions for adults.

LI 946 (A-Z) Independent Readings (1 credit hour; pass/no credit grade)

Independent reading is preparation for dissertation proposal writing. The supervising professor should be the student's dissertation chair. Students may enroll in LI 946 a maximum of three semesters; however, only one credit is a program requirement.

The purpose of independent reading is for the student to work with the dissertation chair to focus her/his research topic/problem and to be prepared for writing of the dissertation proposal (LI 947) the following semester.

Students and faculty who agree to engage in this course will submit a completed agreement form (LI 946 Agreement Form provided by director) to the doctoral program director prior to the beginning of the semester.

Tier 5: Proposal and Dissertation (15+ credit hours)

Upon successful completion of the qualifying examinations 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, SLIM PhD program director, and the dean of the Graduate School, the student will advance to ABD (all but dissertation) status 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, SLIM PhD program director, and the Dean of the Graduate School prior to being scheduled for public presentation. Students who wish to enroll in LI946, LI947, or LI950 in the summer may do so with permission of the professor and PhD program director.

LI947 Dissertation Proposal (3+ credit hours; pass/no credit grade)

The dissertation proposal is developed under the guidance of the committee chair/co-chairs during this course. Dissertation proposal development includes a problem statement and research questions, literature review and conceptual framework, design logic and procedures, ethical issues and IRB approval (if appropriate). A passing grade requires that the proposal is publicly presented and approved by the student's committee, SLIM Dean, and the Dean of the Graduate School. The student must pass a minimum of 3 credit hours of dissertation proposal (LI947) and be continuously enrolled (3 credit hours/semester) in the LI947 course until the proposal is publicly presented and approved.

LI 950 Dissertation (12+ credit hours; letter grade)

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 seven 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 graduate faculty, one of whom must be from outside the School of Library and Information Management and may be from a different university. 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 may also have a representative committee member from that discipline/institution. Upon successful completion of the dissertation and approval by the dissertation committee, SLIM dean, and the dean of the Graduate School, all students will present their research in a public forum according to the ESU Graduate School policy.

A grade of "IP" (incomplete) will be issued each semester until the dissertation is complete and approved.

Continuous Enrollment

Students must be enrolled in graduate courses in fall and spring semesters at ESU or other approved institutions or enrolled in LI 949 Continuous Enrollment.

LI 949 Continuous Enrollment (1 credit hour; no grade)

Students must enroll in this course number during fall and spring when the student is not working with a professor to remain in the program.

Satisfactory Completion of Course Work

Overview of course requirements

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

Tier Number	Credit hours
Tier 1	13 credit hours
Tier 2	12 credit hours
Tier 3	12 credit hours
Tier 4	Minimum of 4 credit hours
Tier 5	Minimum of 15 credit hours
Total	Minimum 56 credit hours

Student Progress

Faculty with regular graduate faculty status and director of the doctoral program will monitor student progress and report annually to the SLIM dean.

All graduate courses included in the SLIM MLS and doctoral programs' required curricula or their approved substitutions must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM's required doctoral classes, then the student will be placed on academic

probation and notified by the doctoral program director that he or she must retake that course or those courses.

When a student has been placed on academic probation, an administrative hold will be placed on the student's record to block future enrollment. The administrative hold can only be released by the director of the doctoral program or the SLIM dean. The student is required to meet with the director of the doctoral program with the goal of developing an academic improvement plan before he or she may be enrolled.

If a student has a semester GPA of less than 3.0 for two semesters or is on academic probation for two semesters, then the student's academic progress will be reviewed by the director of the doctoral program and the SLIM dean and a decision will be made regarding whether the student should be dismissed from SLIM's PhD program.

Students are encouraged to take graduate courses from other accredited institutions when those courses can enrich their studies. Students may take up to 12 credit hours of 700-and-above-level approved courses from other ESU departments or transfer up to 12 approved credit hours from accredited programs at other institutions of higher learning. The doctoral program director and the dean must approve all ESU and transfer credits. The student is responsible for completing an application for approval to take ESU courses (other than Instructional Design Technology or Information Systems concentration courses) or transfer courses from other institutions of higher learning through the doctoral director. A copy of this form will be retained by the doctoral program director to be placed in the student's file.

All students who earn a B- or higher in courses may take qualifying exams. If a student passes the qualifying exam, he/she moves to the next course and/or phase of the program.

Throughout the proposal and dissertation stage, the student's committee chair will report on progress to the doctoral program director. The director will maintain a database of the progress of each student regarding admission, qualifying exams, proposal, and dissertation activities.

A student must complete the doctoral program within seven years from the date of the student's first class on the degree plan (including transfer courses). At his/her discretion and in consideration of a student's mitigating circumstances and excellent professional promise, the SLIM dean and SLIM doctoral program director may grant a one-year extension for a total of eight years upon receipt of a written request.

Incomplete Policy

The grade of *incomplete* will be given only for personal emergencies that are verifiable and when the student has done passing work in the course. Except for the qualifying exam, dissertation proposal, and dissertation credit hours, all course work must be completed by the end of the semester following that within which the incomplete was granted (excluding summer semester). The student must contact the instructor prior to the end of the semester to request a grade of incomplete for a course. The decision to grant or deny a request for an incomplete is initially at the instructor's discretion and the instructor may also assign an earlier deadline. If granted, the instructor and the student will fill out, sign, and submit an Incomplete Grade Record Form to the SLIM dean. This

form must be approved by the SLIM dean and doctoral program director to become effective. Please note: incompletes will not be approved if the instructor of record is not a full-time professor with SLIM. In this situation, a customized solution may be offered by the SLIM dean and doctoral program director. If incompletes are not replaced with an earned grade by the end of the following semester, the grade will become an F or "no credit" and the student will be discontinued from the doctoral program.

This incomplete policy does not apply to grades for LI 947 or LI950, which will carry in-progress grades (IP) until the proposal or dissertation is completed and the grades are changed to P (pass) or the time to complete the doctoral program ends and the grades are changed to F (fail).

Leave of Absence

Following consultation with the doctoral program director, a student may request a leave of absence from the program for up to one year. The request must come in the form of a formal letter to the doctoral program director that includes appropriate reasons for the request. The doctoral program director will submit this request to the dean for review; the dean will make the final decision to grant a leave. Following the initial leave of absence, a student may request additional time by submitting a written request to the doctoral program director. The doctoral program director will forward this to the dean for approval of the extension. The approved leave of absence does not affect the seven-year limit on completing the program. Because SLIM doctoral courses are sequenced on a three-year cycle, students are warned to take a leave of absence only after completing Tiers One and Two of the program.

Withdrawal from a Doctoral Course

It is expected that all students in doctoral classes at ESU will complete the courses in which they enroll. Any student who finds that, for reasons of ill health or personal emergency, he or she cannot continue in a class should so inform the course instructor immediately. Failure to extend this courtesy and to provide documentation of the condition/emergency so that the proper paper work can be completed and submitted to the doctoral program director will result in the student receiving a grade of "F" in the course.

Program Withdrawal or Reactivation

If a student decides to withdraw from the doctoral program, she or he should notify the doctoral program director in writing. If a student has neither been registered for a class or continuing enrollment for a semester nor requested leave, she or he is considered to be inactive. To be reactivated, the student must file a written petition with the doctoral program director who will make a recommendation to the dean. The dean will make the final decision regarding reinstatement to the program.

Financial Support

With the generous support of the John and Valeta Richel family, SLIM is able to offer two categories of support to doctoral students. The categories are: a) Richel scholarships for doctoral students and b) Dissertation Research Fellowships. The amount available for the

Richel scholarships and dissertation fellowships varies each year based upon the endowment's earnings. Support for scholarly travel is also available from the Office of Graduate Studies and Research. Application instructions for all areas of support may be found on the ESU Graduate School Web site.

The Dissertation Research Fellowship is awarded to help students pay for expenses associated with their research for the dissertation. Students who have completed their coursework, their qualifying exams, and proposal presentations are eligible to apply for the Dissertation Research Fellowship, which will be awarded only once to each student.

Scholarship/Fellowship Application Process

Based on available funds, doctoral scholarship awards are considered each fall and spring semester. Scholarships are awarded to currently enrolled students based on good standing and satisfactory progress in the doctoral program (no incomplete grades).

Applicants for the Dissertation Research Fellowship must have approval of their dissertation proposal before submitting an application. Students should address applications to the doctoral program director. The funding recommendations of the Doctoral Program Committee will be made to the dean of SLIM, who will make the final allocation.

Scholarship/Fellowship Application Guidelines:

- Scholarship recipients are selected on the basis of evidence of high motivation, academic achievement, involvement in scholarly activities (including research, publication, presentations, and conference attendance), and professional promise. Academic transcripts from a student's file will be used in making award decisions.
- Dissertation Research Fellowship applications must include an essay that addresses the importance of the scholarship to the applicant, a statement of current and long-term scholarly goals, and a statement of the ways in which the applicant's research will benefit the information profession. Applications must include a letter of reference from the student's dissertation committee chair that states the reasons why the applicant should be selected to receive funding. Fellowship applicants must include a statement that specifies a budget and how the awarded money will be spent.

Support for Travel

Funds are available to partially support travel to scholarly conferences. Students who wish to apply for these funds should submit a written request to the doctoral program director to request financial assistance. Students must also apply to the Graduate Studies Office for travel funding in conjunction with requests to SLIM.

SLIM's funding decisions will be based on the nature of the project and available funds. Students who receive funding support for travel to scholarly conferences will report to the other doctoral students on the funded project via an in-person or an electronically-mediated presentation.

Qualifying Examination

The purpose of the qualifying examination is to demonstrate competence in areas of library and information science and the concentration by being able to synthesize theories and research from course work, independent study, and student readings. Passing qualifying exams indicates the student's readiness and competence to undertake dissertation-level research. Students may sit for the qualifying examination only after they have successfully completed the required course for each exam area.

Exam Procedures

Students are required to notify the course professor and/or doctoral program director in writing (using the provided required form) of her/his intentions to participate in each qualifying examination. Qualifying examinations will be offered at the end of the course (during ESU finals week) for the designated courses in the chart below. Students are required to successfully complete exams in two of the four content areas and one research exam. If the student is earning a concentration area designation on her/his transcript, s/he must also successfully complete a content area exam in the concentration area.

The qualifying exam as listed in the chart below will be a "take-home" exam offered during ESU finals week (fall or spring semester). The exam must be completed within one week on the date indicated by the doctoral program director. The exam will be sent to the student by the doctoral program director and the response should be submitted to the director. The exam will be evaluated by the course professor (first reader) and another professor (second reader) with expertise in the content area and approved by the doctoral program director. If the first and second reader cannot agree, a third reader with expertise in the exam area will be asked to read and evaluate the exam.

Student will be notified of her/his examination evaluation within 2 weeks. Students must successfully complete each exam (satisfactory or excellent grade) before moving forward in the program. In the event that a student does not pass an examination (unsatisfactory), s/he must discuss her/his progress with the course professor and the doctoral program director. The student will then be advised to take one of these four actions: 1) use the professor's comments/suggestions and immediately (within two weeks) rewrite the exam essay; 2) enroll for independent study with a professor and retake the exam within the following semester; 3) take a leave of absence from the program; or 4) permanently discontinue participation in the program.

Qualifying Exam Schedule

Semester-Tier 1 & 2	Course Rotation	Qualifying Exam Offered During ESU Finals Week
First Summer, 2014	LI900 Orientation	
First Fall Semester, 2014	LI903 Research Philosophy LI891 Seminar in Information Transfer	
First Spring Semester, 2015 Note: Must complete one exam by the end of second semester.	LI904 Research Strategies; Quantitative Methods and Theory LI892 Seminar in Information Psychology	Information Transfer Information Psychology
Second Summer (or as scheduled), 2015	LI940 Teaching and Learning in Organizations	
Second Fall Semester, 2015 Note: must completed second exam by the end of second year.	LI905 Research Strategies: Qualitative Methods and Theory LI893 Seminar in Administrative Theory	Administrative Theory Information Psychology
Second Spring Semester, 2016	LI890 Advanced Research Strategies LI894 Seminar in Organization of Information	Organization of Info Administrative Theory Information Transfer
Fall 2016	Taking Tier III	Research, Required

Concentration Area	Date of Exam
Information Systems	ESU, Finals week or as scheduled
Information Design Technology	

The doctoral program director is responsible for filing copies of the student's questions, answers, and examination results in the student's folder no later than one month after the last examination was passed.

Students are expected to use APA style (latest edition) as a format for the exam and to provide citations to the literature in the text and a list of relevant references at the end. A *SLIM Guide to Qualifying Exams* is distributed at each LI900 Orientation class, which includes evaluation criteria and grading rubrics. Exam essays are written as formal papers no longer than 20 pages, excluding title page and references.

Each exam is to be evaluated as satisfactory (pass) or excellent (pass) or unsatisfactory (not a pass). Exam evaluation results are due from the professor to the doctoral program director within two weeks of exam completion.

Occasionally, a student may wish to take additional coursework in preparation for retaking a failed qualifying exam. This is up to the student to arrange, and s/he must keep the doctoral program director informed of plans in this regard.

If a student does not act in good faith to re-take an examination and complete the cycle, the doctoral program director, in consultation with the Doctoral Program Committee, the faculty, and the dean may ask a student to leave the program.

The Dissertation

Dissertation chair and committee

The student, in conjunction with the doctoral program director, will choose a dissertation committee chair or co-chairs (one co-chair may be selected from the concentration area) after passing the qualifying examinations. The student has the responsibility to identify a preferred committee chair or co-chairs who will agree to be appointed. The committee chair or co-chairs will be officially appointed by the dean. The student and committee chair(s) will select one other SLIM faculty member and a competent member from outside SLIM whose education (PhD required), interests, and competencies strengthen the dissertation writing and defense process. If the student has a subject concentration, the third member of the committee will be from the concentration discipline. The dean of SLIM and the doctoral program director approve the membership of all dissertation committees and are responsible for officially recording the appointments. A student has the right to change the composition of the committee at any point of the process after consulting with the committee chair, the doctoral program coordinator, and the dean of SLIM.

Dissertation proposal

Students are expected to conduct significant research that contributes to the theory base of library and information science and to present proposals as well as their research results to the SLIM community in public sessions in Emporia. The student must present the dissertation proposal in a public presentation to the ESU community in Emporia. The presentation may be electronically mediated so all interested parties have an opportunity to hear, read, and see the presentation.

After a student has successfully completed the qualifying examinations and LI 946, the

next step is to enroll in LI 947 Dissertation Proposal. The dissertation committee chair will guide the development of the dissertation proposal, which will serve as a basis for the student's research. The dissertation committee chair, acting on written reactions to the proposal by other committee members, will determine when the proposal is sufficiently developed to submit it for approval by the dean of SLIM and the dean of the Graduate School. The proposal must be accepted for presentation by the dissertation committee, the dean of SLIM, the doctoral program director, and the dean of Graduate Studies before the public presentation date is set. In consultation with the student and the dean of Graduate Studies, the committee chair and the dean of SLIM will select a date for the presentation of the dissertation proposal.

The public presentation of a dissertation proposal must be announced to the ESU community at least a month in advance. There will be no dissertation proposal presentations made during the summer semester or inter-sessions. Online access to the finished dissertation proposal will be provided at the time of the announcement of the presentation. The dissertation proposal will be made available electronically with a paper copy available at SLIM.

The proposal will contain the following chapters:

- Introduction—describes the problem being addressed and the purpose of the study in order to frame research questions
- Literature Review—provides the background and the context for the research problem by describing the relevant literature on the topic
- Research Design—including the reason the specific methodology was selected
- Research Results—including interpretation of results
- Summary
- References—lists all works cited in the dissertation proposal

At the public presentation of a research proposal, the doctoral program director or the dissertation chair will introduce the student and the members of the dissertation committee. The student will then present the proposal, describing the research question, theoretical framework, literature review, research design and timeline. At the conclusion of the presentation, the dissertation chair will first invite the committee to make comments and pose questions and then extend the invitation to the rest of those attending the session. After the community's questions have been addressed, the public portion of the presentation is over. The committee will then meet in private to appraise the proposal and vote on acceptance.

When the proposal has been approved by the dissertation committee, the proposal acceptance form must be signed and dated by all members of the dissertation committee and forwarded to the SLIM dean and the dean of Graduate Studies for approval. The student must submit the original signed proposal acceptance form along with the approved proposal to the Office of Graduate Studies and Research. The student is also required to send a copy of the signed proposal acceptance form to the doctoral program director. At this point, the student will advance to degree candidacy.

A student completing a dissertation proposal must submit to the ESU Graduate School the Thesis and Dissertation Committee Declaration Form. This form is available on the ESU Graduate School website. This form signed by each member of the dissertation committee affirms that the candidate has proposed an acceptable research topic and has

the academic and professional background to address the topic. The doctoral program director will facilitate the signing of this required form at the time of the dissertation proposal approval process and submit it to the Graduate School.

Dissertation presentation

The dissertation must be prepared in compliance with the *ESU Guide to Dissertation Presentation*, which is available at <http://www.emporia.edu/grad/docs/dissert.pdf>, and the Publication Manual of the American Psychological Association (latest edition).

After the dissertation committee, the SLIM dean, the doctoral program director, and the dean of ESU Graduate Studies have accepted the student's dissertation as ready for presentation, the student is required to present the results publicly. There will be no presentations scheduled for summer semester or inter-sessions.

After the committee chair notifies the doctoral program director that the dissertation committee, the SLIM dean, and the dean of Graduate School have found the student's dissertation ready for presentation, the doctoral program director will set a date for the presentation in conjunction with the committee chair and/or co-chairs and the deans.

The dissertation must be approved before announcement of day and time for the public presentation of the dissertation to take place. The public presentation of a dissertation must be electronically announced to the ESU community at least a month in advance. Public presentation of a dissertation must be held on or before November 4 (fall semester) or April 4 (spring semester) allowing time for the student to complete the final dissertation document and get it to the graduate school on or before the graduate school's due date: November 18 (fall semester); April 18 (spring semester). There will be no dissertation presentations made during the summer semester or inter-sessions. Online access to the finished dissertation will be provided at the time of the announcement of the presentation. The dissertation will be made available electronically with a paper copy available at SLIM.

At the presentation, the dissertator and the committee members will be introduced by the dissertation chair, who also acts as facilitator for the question-and-answer period following the formal presentation and for the committee meeting that follows. During this portion of the session, the dissertator presents his or her research, including a statement of the research question, the theory and literature that frame the work, the research design, the study, the research results and interpretation, implications, and suggestions for future research.

At the conclusion of the formal presentation, the chair asks the committee to pose whatever questions the members may still have, after which time the community is invited to make comments and pose questions. Following the public portion of the session, the chair will call a closed meeting of the dissertation committee for the purpose of providing any additional remarks and suggestions and signing the title page. The dissertation is then given to the SLIM Dean and the dean of the Graduate School for signed approval.

The student is required to submit the approved finished work to the ESU Graduate School as required.

Graduation

During the final semester of dissertation work, the student is responsible for working with the SLIM office, the doctoral program director, the dissertation chair/co-chairs, and the Graduate School office to make sure that all program requirements have been met and recorded. The student may not participate in commencement ceremonies before acceptance of the dissertation by the committee, SLIM dean, and dean of the Graduate School. Students should plan to present their dissertation at least one month before the end of the semester they plan to graduate.

Changes in Policy or procedures

Policies and procedures governing the doctoral program will be revised periodically. In some cases, these changes may affect a student's plan of work. In such cases, the student may choose either to abide by the policy and/or procedures in place at the time of first enrollment or to change the student's plan in keeping with the new policy or procedures.

Doctoral Program Director

The doctoral program director is appointed by the dean to a one-year term, which may be renewed. The director fulfills the following responsibilities:

- Updates program information and collaborates with the SLIM dean to implement a marketing and recruitment strategy; collaborates with the SLIM dean and technology manager to develop appropriate doctoral program information to be posted to the SLIM Website;
- Responds to all inquiries regarding the doctoral program and tracks communication with prospective students; maintains a database of the status of each inquiry and provides statistics regarding prospective and current students upon request;
- Schedules interviews with applicants and schedules meetings of the SLIM faculty to select the incoming cohort; processes eligibility (Infopath digital form) to forward to the Graduate School;
- Collaborates with the SLIM dean to develop, schedule, and conduct the LI900 orientation class;
- Engages in intrusive advising related to student programs of study, information needs, enrollment, degree plans, and other matters related to the student's success in the doctoral program; develops a degree plan for each incoming student and updates the plan as necessary to include concentration courses; works with students to select and approve appropriate concentration courses; manages progress review;
- Manages progress review points, including admissions, course work grades, qualifying exam, proposal acceptance and dissertation approval; maintains data base (ESU W Drive) regarding progress of each student regarding admission, the qualifying exam, proposal, and dissertation activities; updates SLIM faculty on doctoral student progress once each fall and spring semester at the regularly scheduled graduate student progress review meeting.
- Communicates with doctoral students regarding news of interest to maximize student retention and with students and faculty to maintain a uniformly high level

of faculty interaction; schedules voluntary research seminars for doctoral students; encourages doctoral students to join and participate in professional associations;

- Coordinates qualifying examinations, dissertation proposal presentations, and dissertation presentations;
- Participates in selection of course instructors and course scheduling;
- Manages doctoral student files so they are accurate and complete; maintains all pertinent information related to admissions, progress review, artifacts, and associated materials;
- Serves as chair of the Doctoral Program Committee; advises the SLIM dean on selection of alumni and student members; calls one meeting per semester; collaborates with the student to select a committee for approval by the SLIM dean; provides guidelines to the dissertation chairs that outline the steps and timelines necessary to complete the dissertation within the seven-year study period. Presents requests to the SLIM dean for approval of one-year extensions;
- Contributes to the building and maintenance of a scholarly doctoral community; and works with the Graduate School and International Education regarding admittance of students, marketing, degree plans, and dissertation requirements.

Doctoral Program Committee

The Doctoral Program Committee will consist of the doctoral faculty, including representatives from the Instructional Design Technology and Information Systems Departments, and one Ph.D. alumnus. Alumni representatives are appointed for a one-year term, which may be renewed once. The doctoral program director serves as committee chair, and the dean serves as an ex-officio member.

The Doctoral Program Committee will meet as required during the academic year to carry out the following responsibilities:

- develop and recommend policies and procedures for the doctoral program,
- carry out assigned tasks as defined in the *Doctoral Program Handbook*,
- provide guidance and advice to the PhD program director,
- continuously assess the progress of the program, and
- appoint members to take minutes of meetings, distribute them to the doctoral faculty and doctoral students, and post to the SLIM meeting minutes archive.

Doctoral Student Teaching in the SLIM MLS and IRS Programs

Teaching at the graduate level is an important aspect of student development in the doctoral program at SLIM; however, teaching a course in the SLIM curriculum is viewed as a desirable outcome, not an absolute right. In order to provide this experience and at the same time to ensure that classes taught by doctoral students meet the same criteria for excellence that govern the program when courses are taught by full-time and national faculty, SLIM has instituted the following process:

Identifying doctoral students as potential MLS instructors

There are two ways in which the doctoral students-as-teachers procedures in the MLS and undergraduate programs taught by SLIM can be initiated: a student will self-

identify, or he or she may be invited to teach by the dean, doctoral program director, or the SLIM Director of Program Administration. In either case, the appointment will be submitted to the SLIM faculty for review and approval.

In the case of self-identification, a student interested in teaching should first approach a member of the doctoral faculty or the PhD program director to seek advice. Together, the faculty member or coordinator and student will look over the curriculum and decide on a best match between a student's previous professional or academic experience and current interests, particularly with regard to research, and courses that are part of SLIM's curriculum.

After a course has been identified, the doctoral program director and student will review the student's qualifications to teach a given course or courses. If the director finds a match between the course and the qualifications, the coordinator will send this information to the dean for review. Final decisions on teaching appointments are made by the SLIM dean on the basis of recommendations by the SLIM faculty. Doctoral students must have finished all coursework, including LI 940, before being offered an opportunity to teach.

Identifying doctoral students as potential IDT and IS instructors

Doctoral students who are qualified and interested in teaching in the IDT and IS departments will self-identify to the Chair of the specific department and request to be considered to teach a course. Final decisions on teaching appointments in the IDT or IS departments are made by the appropriate chairs and deans.

Getting ready to teach

It is advantageous for the doctoral student to have taken the course in question at SLIM, IDT, or IS before assuming responsibility for teaching it; if not, the student should informally audit the course. In any case, the student should review course syllabi for the past three or four iterations of the course to ensure that the objectives and student outcomes to be included in the new preparation are consistent with the goals of the specific program and the course description. The student should keep in mind the needs of adult learners, the diversity of learning styles that need to be accommodated, the Blackboard or Adobe Connect technology, and the instructional format (face-to-face, mediated, weekend intensive, etc.) in planning the course.

After it has been determined that the student is qualified to teach a specific course, it is up to the student to create a syllabus for the class that follows the SLIM articulated course objectives and student outcomes and also provides an agenda of topics for each session, anticipated activities, instructional approaches, and required and recommended readings. The student will be guided by the Director of Academic Programs and will also consult with the applicable faculty work group to coordinate the course with others in the same area. In some cases, the student will be required to follow a standard SLIM syllabus.

Evaluation of teaching

Doctoral student teaching is evaluated in the same ways and using the same processes

and instruments as are other school/department instructors. Upon the completion of the class, the dean will review the course evaluations. Should any problems have occurred or if issues of concern are raised in course evaluations, these will be reviewed with the student and resolved before the student is assigned to teach another SLIM, IDT, or IS course.

Compensation

Doctoral students who are hired to teach IRS and MLS courses at SLIM will become employees of the State of Kansas and will be paid at the prevailing part-time instructor rate, which is currently \$1600 per credit hour. Doctoral students who are hired to teach for IDT or IS will negotiate compensation or adjunct status with the specific department chair.

Appeals

There are four instances in which a student might consider an appeal:

- when a student has not been continuously enrolled in courses and has been dropped from the program;
- when a student has been dropped from the program because of a grade of "C" or below in the doctoral program;
- when a student has not completed the doctoral program within seven years of the date of the student's first course and has not been granted a one-year extension; and
- when the dean, in consultation with the doctoral program director and the Doctoral Program Committee, dismisses a student from the program for cause.

In each case, the student will follow the SLIM academic appeal policy to apply for re-admittance. Students will not be allowed to continue in the program while the appeal is being processed. Re-admittance to the doctoral program is not automatic and there is no guarantee that an appeal will be granted.