

Student Guide

St. Catherine University

Master of Library and
Information Science Program

2015 – 2016

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INTRODUCTION

Excellence in graduate education occurs when both students and faculty are highly motivated, perform at the highest level and are sincere in their desire to see each other succeed. The MLIS Department seeks to encourage in each student an understanding of and capacity for independent critical judgment, academic rigor, intellectual honesty and the highest standards of professional ethics and conduct. It is the joint responsibility of faculty and graduate students to work together to create relationships that foster mutual respect, demonstrate personal and professional integrity and encourage freedom of inquiry.

ST. CATHERINE UNIVERSITY

VISION:

To be a leading Catholic university distinguished by its innovative spirit and premier baccalaureate College for women.

MISSION:

St. Catherine University educates students to lead and influence. Inspired by its visionary founding in 1905 by the Sisters of St. Joseph of Carondelet, more than a century later the University serves diverse students, with a baccalaureate college for women at its heart and graduate and associate programs for women and men.

At all degree levels, St. Catherine integrates liberal arts and professional education within the Catholic tradition, emphasizing intellectual inquiry and social teaching, and challenging students to transformational leadership. Committed to excellence and opportunity, St. Catherine University develops ethical, reflective and socially responsible leaders, informed by the philosophy of the women's college and the spirit of the founders.

GRADUATE COLLEGE

St. Catherine University's graduate certificate, master's and doctoral programs prepare scholar-practitioners who lead and influence, advocate for justice, honor diverse and global perspectives, and demonstrate expertise in their area of study.

MISSION:

The Graduate College of St. Catherine University offers innovative and excellent programs that advance students' theoretical and applied knowledge of a particular field. These programs build on the liberal arts and develop the skills of critical analysis within a pedagogy that is cooperative, interactive, and integrative. Faculty aim to educate women and men to be competent, compassionate, committed life-long learners who are leaders in making the world more just. Informed by our Catholic heritage, graduate programs emphasize ethical leadership, a global perspective, and a holistic view of the person.

SCHOOL OF BUSINESS AND PROFESSIONAL STUDIES

MISSION:

The School of Business and Professional Studies prepares lifelong learners to initiate ideas and take action in a globally-connected, changing world. Bachelor's and graduate degrees, certificates and professional development programming span economics, finance, marketing, sales, management, communication, ethics and consumer science.

MLIS PROGRAM

MISSION:

The Master of Library and Information Science program at St. Catherine University educates students in the principles, practices, and ethics of library and information science, imbues them with a sense of service to diverse populations, and prepares them to be life-long learners and active leaders in a rapidly changing information society.

MLIS GUIDING PRINCIPLES:

We, the faculty of the Master of Library and Information Science Program at St. Catherine University:

- Believe that information is an invaluable resource that must be collected, organized, preserved, and disseminated so that all people-regardless of age, gender, race, color, creed, ethnicity, socio-economic status, political persuasion, or sexual orientation-have equal access to the information they seek.
- Maintain that intellectual freedom is vital to a democratic society. We uphold the right of all individuals to create and use resources representing diverse points of view, and we are prepared to defend those rights.
- Support the principles of our profession's codes of ethics and strive to instill in our students the highest standards of ethical and professional conduct.
- Are dedicated to teaching the theories, knowledge, and skills students need to be proficient practitioners capable of preserving the records of the past, managing current resources, and transforming the future through appropriate use of technology.
- Challenge students to become critical thinkers, active learners, and creative scholars who can and will draw upon interdisciplinary studies to contribute to the body of knowledge in our field.
- Actively encourage students to lead "from where they are," in preparation for leadership positions at their place of employment, in the profession, and in the global information society.
- Believe the interests of our profession, our communities, our nation, and our world are best served through faculty/student teaching, scholarship, and service.

- Use systematic and continuous review and evaluation processes to assure quality education, both curricular and pedagogic, and to allocate human, financial, physical, and technological resources appropriately.

MLIS GOALS AND OBJECTIVES:

1. Education: To empower students to become leaders in the information professions.

- a. To provide a rigorous curriculum that ensures general competencies and specializations in the fields of library and information science and encompasses ethical leadership, critical thinking, technological fluency and diverse perspectives.
- b. To recruit, retain and support a highly-qualified, diverse student body.
- c. To recruit, retain and support a talented, dedicated and diverse faculty who are excellent teachers as well as active participants in the library and information science professions.
- d. To provide a quality learning environment for students and faculty.

2. Research: To contribute knowledge to advance the discipline and improve practice.

- a. To create new knowledge.
- b. To disseminate research results.
- c. To create and nurture a productive research environment.
- d. To promote students' research.

3. Service: To use our expertise to serve, lead, and collaborate with our communities.

- a. To increase awareness of our program's identity and purpose to better serve our communities.
- b. To serve, lead, and collaborate within the department and across academic units of St. Catherine University.
- c. To serve, lead, and collaborate with academic and professional communities at the local, national, and international levels.
- d. To serve, lead, and collaborate with community partners.

4. Sustaining Environment: To ensure excellence in the Program's foundations and resources to enable it to achieve its goals and objectives.

- a. To ensure ongoing planning within the MLIS program and St. Catherine University, as well as among partner institutions and individuals.
- b. To ensure ongoing support for the program's learning and research environment.

MLIS STUDENT LEARNING OUTCOMES:

The outcomes of the MLIS degree program are to develop information literate, reflective practitioners who have the ability to:

1. Identify and analyze information needs and opportunities of individuals and organizations.
2. Demonstrate critical thinking by integrating relevant models, theories, research and practices.
3. Demonstrate management, interpersonal and organizational skills.
4. Demonstrate leadership and advocacy skills.
5. Communicate knowledge from library and information studies and related disciplines.
6. Demonstrate information technology fluency.
7. Demonstrate understanding of the selection, acquisition, licensing, organization, preservation, retrieval, and use of recorded knowledge and information resources.
8. Promote and model the professional values of ethical responsibility, intellectual freedom, and universal access to information.
9. Demonstrate awareness of diverse groups and how to serve them effectively.
10. Teach others to identify, analyze, organize, and use information.
11. Articulate a philosophy of service that demonstrates an understanding of the history, philosophy, principles, policies, and ethics of library and information science and technology.
12. Participate in ongoing professional development.

CALENDAR OF FOCUSED ASSESSMENTS

The MLIS program uses a six-year calendar of focused assessments for the 12 Student Learning Outcomes (SLOs), and Five Threads (Ethics, Diversity, Leadership, Research, Technology) that are interwoven throughout the curriculum.

Year 1 (AY 2010-2011)

Learning Outcomes: 6 and 10

Thread: Technology

Year 2 (AY 2011-2012)

Learning Outcomes: 3 and 4

Thread: Leadership

Year 3 (AY 2012-2013)

Learning Outcomes: 7 and 12

No thread assessed.

Year 4 (AY 2013-2014)

Learning Outcomes: 2 and 5

Thread: Research

Year 5 (AY 2014-2015)

Learning Outcomes: 8 and 11

Thread: Ethics

Year 6 (AY 2015-2016)

Learning Outcomes: 1 and 9
Thread: Diversity

ASSESSMENT OF LEARNING BASIC ACTIVITIES

St. Catherine University requires programs to develop and carry out an Outcomes-Based Assessment Plan (OBAP) for assessment of student learning, and for program evaluation. The following lists the main activities for collecting data about MLIS student learning:

Surveys

- Entering Student Survey (Fall, Spring)
- Exiting Student Survey (Fall, Spring)
- Alumnae Survey (Fall, administered by IRPA office)
- Current Student Survey (Spring, administered by IRPA office)
- Grad Exit Survey (Spring, administered by IRPA Office)
- Employer Survey (every three years)

Portfolios

- Required for students entering Fall 2015g
[Portfolio Guidelines and Evaluation Rubric](#)
- Required for SLMS students as part of LIS 7283/7286 Clinical Experience/Supervised Student Teaching

REPORTS

The Program's accreditation Program Presentation (Fall 2010) and summary reports on recent progress and improvements for the MLIS program are available on the page for [Accreditation](#).

MLIS PROGRAM FACULTY, ADVISORS AND STAFF

FACULTY:

Deborah S. Grealy, Associate Dean, Program Director, and Associate Professor,

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Deborah Torres, Assistant to the Associate Dean/Assistant Program Director, datorres@stkate.edu;
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MLIS OFFICE: Location: CdC 43, ground level of Coeur de Catherine (CdC)

Mailing address:

MLIS Program

St. Catherine University

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St. Paul, MN 55105

Phone: 651-690-6802

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Email: imdept@stkate.edu

Website: <https://www2.stkate.edu/mlis/home>

Blog: <http://www.stkatemlis.blogspot.com>

Facebook: <https://www.facebook.com/stkatemlis>

LinkedIn: <http://www.linkedin.com/groups?gid=5072890>

Twitter: <https://twitter.com/stkatemlis>

MLIS COMMUNICATION CHANNELS

<p>Desire2Learn (D2L) http://www.stkate.edu/academic/technology/digital.php</p>	<p>Students who are taking classes that use a course management system (such as D2L, PBworks, etc.) should consider the CMS to contain the most updated information regarding that specific class. Syllabi will be posted in the individual D2L course.</p>
<p>Email</p>	<p>St. Kate's e-mail is the official correspondence from the University administration to faculty, staff and students. The University requires faculty, staff and students to check their campus e-mail regularly. It is critical to develop the habit of checking St. Kate's email because an outside email address will not be substituted for an official University address. E-mail does not replace other means of communication. Members of the University community are also expected to check their campus mailbox, voicemail and the U.S. mail for university communications.</p>
<p>Le Guide http://minerva.stkate.edu/leguide.nsf</p>	<p>The source of student-related information for SCU, including academic policies, the University's code of conduct, parking regulations, campus maps, the University directory, student news and much more.</p>
<p>Mailboxes for MLIS Faculty</p>	<p>Faculty and Adjunct Faculty mailboxes are located in the MLIS lobby, ground floor Coeur de Catherine, across from Cdc 51.</p>
<p>Mailboxes for MLIS Students</p>	<p>Student mailboxes are located in the MLIS student lounge area. Mail is placed in the box below the mailbox number. Mailboxes may be assigned to multiple students. Please check the mail and make sure it is labeled for you. There is a list indicating student mailbox assignments posted on the pillar in the student lounge.</p>
<p>MLIS Blog: http://www.stkatemlis.blogspot.com</p>	<p>Find out about news, events, jobs and internship postings from the MLIS Program and the library community.</p>
<p>MLIS Forms</p>	<p>The following student forms are found on the internal MLIS website.</p> <ul style="list-style-type: none"> Add/Drop a Course Advising Form (used to be the course planning worksheet). Certificate of Special Studies Incomplete (link to form to fill out) Independent Study Intent to Graduate Leave of Absence/Withdrawal LIS 7993 Practicum (info to obtain registration permission)

	Permission to Take Excess Credits School Library Media Forms Student Governance Organization Professional Development Fund
MLIS Website (Pubic) https://www2.stkate.edu/mlis/home	The MLIS external website contains general program information, along with faculty contact information and background. Information helpful for current students is housed in our internal MLIS website (see below).
MLIS Website (Content available only to St. Catherine University community)	To access the internal MLIS website: Go to the MLIS page https://www2.stkate.edu/mlis/home Log in The internal site contains program info, policies, forms, and more vital information.
St. Catherine University Website www.stkate.edu	General information on St. Catherine University, including links to various Library collections and services; commencement information; the Registrar's Office; and daily announcements.

TECHNOLOGY ASSISTANCE AT ST. CATHERINE UNIVERSITY

The MLIS program has its own Instructional Technology Coordinator responsible for coordinating MLIS efforts in teaching and learning with technology. This position is separate from the St. Catherine University's Computing Center and its help desk. The help desk is the place you will go for the bulk of your questions.

Topic	Go to	Contact Info
Email troubles or questions	Helpdesk	helpdesk@stkate.edu or http://www.stkate.edu/academic/technology/help_desk.php
U: drive or P: drive	Helpdesk	helpdesk@stkate.edu or http://www.stkate.edu/academic/technology/help_desk.php
Training in Microsoft Word, PowerPoint, and Excel training	Helpdesk	helpdesk@stkate.edu or http://www.stkate.edu/academic/technology/help_desk.php
Passwords	Helpdesk	helpdesk@stkate.edu or http://www.stkate.edu/academic/technology/help_desk.php
Audiovisual Needs , including video cameras for school-related projects	Media Services	(651) 690-6696 to speak to a student assistant. Room 130 of the library (behind the circulation desk) to fill out paperwork to borrow a camera.
Multimedia production help for school-related projects	Computing, Cyndy Krey or MLIS, Nick Steffel	clkrey@stkate.edu ; (651) 690-8642 or njsteffel@stkate.edu ; (651) 690-6890
MLIS lab technology questions	MLIS, Nick Steffel	njsteffel@stkate.edu ; (651) 690-6890
MLIS lab scheduling questions	Office Mgr.	imdept@stkate.edu ; (651) 690-6802
Advanced questions about MS Word,	Helpdesk	helpdesk@stkate.edu ; http://www.stkate.edu/academic/technology/help_desk.php ;

PowerPoint, Excel		or Nick Steffel, njsteffel@stkate.edu
Training in HTML or Web software	Take a class here or at other locations in the Cities	At St. Catherine University: LIS 7530 Internet Design and Fundamentals
Training in database creation	Take a class here or at other locations in the Cities	At St. Catherine University: LIS 7510 Database Management
Help Guides on: Google Apps, KateWay, Passwords, etc	Helpdesk, McGlynn Computer and Technology Center	http://minerva.stkate.edu/internal/docroom_helpguide.nsf
Course Management System (Desire2Learn)	Cyndy Krey	clkrey@stkate.edu

HELPDESK HOURS AND CONTACT:

Email: helpdesk@stkate.edu

Phone: (651) 690-6402

Website: http://www.stkate.edu/academic/technology/help_desk.php

Help Desk phone calls, emails, and chats will be answered 24 hours a day, 7 days a week, 365 days a year.

MLIS ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Academic integrity and honesty are basic values of the St. Catherine University community. Students are expected to follow established standards of academic integrity and honesty. (LeGuide: Student Guide, Code of Conduct). All students are responsible for following *the Student Code of Conduct and Community Expectations* that is part of the *LeGuide*, the student guide for all university students. The *Code of Conduct* document provides information on the procedures to be following if there is a suspicion of violation of academic integrity.

Students can locate the *LeGuide* via the Gateway portal:

- Login to Gateway using your assigned username and password
- Click on the CAMPUS RESOURCES tab
- In the larger box on the right, look under the heading for STUDENT AFFAIRS
- Select the last link under Student Affairs: LeGuide: student policies and procedures

EXPECTATIONS OF MLIS Faculty, Staff and Students

Students and faculty alike are expected to conduct themselves in a mature, civil and professional manner; to participate in the life of the MLIS community, including special programs, governance and professional organizations; and to engage in a constant process of self-education, including staying abreast of current developments and publications in the library and information science profession. Both students and faculty realize their responsibilities as individual and professional representatives of both the university, as a whole, and the MLIS department. Students accept the primary responsibility to be knowledgeable and to remain informed of the rules and regulations governing MLIS graduate education; faculty and department staff accepts the responsibility to assist students in meeting the requirements of the degree.

Students and faculty are mutually responsible for fostering conditions in which graduate studies flourish. These include adhering to the highest standards of academic integrity, personal responsibility and interpersonal respect.

MLIS 2015-2016 ACADEMIC CALENDAR

Fall 2015 Sept 9 – Dec 22	
Deadline to apply for December 2015 graduation	May 15, 2015
Orientation Day	August 29, 2015
First day of classes	September 9, 2015
Opening Celebration	September 9, 2015
Online registration closed. All add/drops must be made through the Registrar's Office	September 15, 2015
Last day to drop a class without a "W" appearing on transcript	September 16, 2015
Last day to add a course with instructor's signature	September 22, 2015
Registration for Spring Semester 2016 Begins	November 16, 2015
Last day to withdraw from a Fall semester course	November 13, 2015
Thanksgiving Holiday Break (University Closed)	November 26-29, 2015
Deadline to apply for May 2016 graduation	November 30, 2015
Last day of classes	December 22, 2015
COMMENCEMENT	December 22, 2015*
Final grades due	January 4, 2016

*Note the Fall 2015 last day of Tuesday class is also Commencement; see syllabi for details.

Spring 2016 Feb 1 – May 20	
Deadline to apply for May 2016 graduation	November 30, 2015
Orientation Day	tbd January, 2016
First day of Spring classes	February 1, 2016
Online registration closed. All add/drops must be made through the Registrar's Office	February 5, 2016
Last day to drop a class without a "W" appearing on transcript	February 8, 2016
Last day to add a course with instructor's signature	February 12, 2016
Advanced Registration for Summer Sessions 2016	March 2, 2016
Spring Break/Easter Break	March 21-28, 2016
Last day to withdraw from a course	April 15, 2016
Registration for Fall Semester 2016 Begins	April 11, 2016
Deadline to apply for December 2016 graduation	May 15, 2016
Last day of classes	May 20, 2016
GRADUATE COMMENCEMENT	May 21, 2016
Final grades due	May 27, 2016

MLIS Class Calendar

MLIS Class Calendar 2015-2016

Please check your class syllabi for your exact class meeting dates.

Fall 2015 (September 9 - December 22, 2015)						
WEEKDAY CLASSES (15 sessions)				WEEKEND CLASSES (8 sessions F2F)		
Each class meets for three hours per week, 6:00-9:00 pm on Tuesday, Wednesday or Thursday.				Each class meets for 4-5 hours every other weekend, 5-10pm Friday; 8am-12pm or 1pm-5pm on Saturday.		
	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>		<u>Friday</u>	<u>Saturday</u>
1 September	no class	9	10	1 September	11	12
2 September	15	16	17	2 September	25	26
3 September	22	23	24	3 October	9	10
4 Sept/Oct	29	30	1	4 October	23	24
5 October	6	7	8	5 November	6	7
6 October	13	14	15	6 November	20	21
7 October	20	21	22	7 December	4	5
8 October	27	28	29	8 December	18	19
9 November	3	4	5			
10 November	10	11	12	Weekend classes this fall meet eight times a semester, F2F, for a total of 32-45 contact hours. There will be an additional hours online (to those listed above), as noted in syllabi.		
11 November	17	18	19			
12 November	*24	* no class	* no class			
13 December	1	2	3			
14 December	8	9	10			
15 December	15	16	17			
16 December	***22	**	**			
*Note: See syllabi for class dates and assignments Thanksgiving week.						
Each course meets for a total of 45 contact hours; *Commencement is on December 22, 2015.						
Spring 2016 (February 2 - May 20, 2016)						
WEEKDAY CLASSES (15 sessions)				WEEKEND CLASSES (8 sessions F2F)		
Each class meets for three hours per week, 6:00-9:00 pm on Tuesday, Wednesday or Thursday.				Each class meets for 4-5 hours every other weekend, 5-10pm Friday; 8am-12pm or 1pm-5pm on Saturday.		
	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>		<u>Friday</u>	<u>Saturday</u>
1 February	2	3	4	1 February	5	6
2 February	9	10	11	2 February	19	20
3 February	16	17	18	3 March	4	5
4 February	23	24	25	4 March	18	19
5 March	1	2	3	5 April	1	2
6 March	8	9	10	6 April	15	16
7 March	15	16	17	7 April/May	29	30
8 March	29	30	31	8 May	13	14
9 April	5	6	7			
10 April	12	13	14	Weekend classes this spring meet eight times a semester, F2F, for a total of 32-45 contact hours. There will be an additional hours online (to those listed above), as noted in syllabi.		
11 April	19	20	21			
12 April	26	27	28			
13 May	3	4	5			
14 May	10	11	12			
15 May	17	18	19			
Note: Spring Break & Easter Break is March 21-28, 2016. ***Commencement is on May 21, 2016.						

Last updated 081815

REQUIREMENTS FOR THE MASTER OF LIBRARY AND INFORMATION SCIENCE PROGRAM

The MLIS program is designed to educate entry-level librarians and information specialists and provide the educational foundations for lifelong professional development. Students may prepare for positions in public and academic libraries, schools, or specialized libraries in the public and private sectors.

The 36-credit curriculum is composed of a range of courses to prepare students for professional responsibilities in a diverse spectrum of libraries and information organizations. There is no thesis requirement (see specific degree requirements below).

The maximum load is nine credit hours per semester and six credit hours in the summer session. Courses are offered weekends and evenings on the St. Paul campus. Not all courses are offered on the weekend.

Students taking one-credit J-term courses may graduate with additional credits.

DEGREE REQUIREMENTS

The degree of Master of Library and Information Science is conferred upon candidates who have met the following requirements:

- Completion of a minimum of 36 graduate semester credits in Library and Information Science, with a minimum of 30 credits completed in St. Catherine University's MLIS program.
- Attainment of a minimum grade point average of 3.0 on a 4.0 scale.
- Satisfactory completion¹ of the core courses: LIS 7010, 7030, 7040, 7050 and one of the following: LIS 7700 or LIS 7730. In addition, students must complete an approved e-Portfolio. Students in the MLIS/SLMS track must complete a pre-student teaching interview, student teaching experience, and an approved e-Portfolio.
- Completion of the degree program within five years.
- Filing an Intent to Graduate form with the Office of the Registrar in the semester before the anticipated graduation date.
- Current resume submitted to the MLIS program office during the last semester.

Students graduating also are asked to complete the graduating student survey.

¹ With a grade of B- or better. Students who do not complete core courses LIS 7010, 7030, 7040, 7700 or 7730 (SLMS) with a grade of B- or better must retake those courses. LIS 7050 is exempt from this policy and need not be retaken.

CURRICULUM

REQUIRED CORE COURSES:

LIS 7010 Introduction to Library and Information Science

LIS 7030 Organization of Knowledge

LIS 7040 Information Access Services

LIS 7050 Research Methods for Library and Information Science

LIS 7700 Management of Libraries and Information Centers

An online e-Portfolio

ELECTIVES: 21 credits

All courses require LIS 7010 as a prerequisite, and therefore LIS 7010 is the recommended first course for all MLIS students. Students should schedule the other core courses as early in their program of study as possible.

Students are expected to complete MLIS core courses with a grade of B- or better. LIS 7010, 7030, 7040, 7700 or 7730 (SLMS), must be retaken if not completed satisfactorily to ensure academic progression. LIS 7050 is exempt from this policy and need not be retaken. A minimum cumulative GPA of 3.0 must be maintained for a student to remain in good academic standing.

REQUIREMENTS FOR THE MASTER OF LIBRARY AND INFORMATION SCIENCE PROGRAM WITH SCHOOL LIBRARY MEDIA SPECIALIST LICENSE PROGRAM

DEGREE REQUIREMENTS SLMS

To fulfill the requirements for the MLIS degree with the Minnesota School Library Media Specialist licensure, students must:

- Fulfill all the requirements for the MLIS degree.
- Complete the prescribed SLMS sequence of eleven courses plus one elective (36 semester credits). This includes a pre-student teaching interview and a clinical experience/student teaching with an MLIS digital portfolio.
- Meet the general education and professional education requirements of the State of Minnesota that include completing an edTPA (Teacher Performance Assessment) portfolio if you do not hold a Minnesota teaching license..
- File an application for licensure with the Department of Education at St. Catherine University.
- Pass the Minnesota Teacher Licensure Examinations (basic skills, pedagogy, and subject matter knowledge-media).

Upon completion of the SLMS Program, students are asked to complete the graduating student survey.

STUDENTS WITH MINNESOTA STATE EDUCATION CREDENTIALS

If students already possess Minnesota state education credentials, the following program of eleven specific LIS courses, one of which is the clinical experience/student teaching, plus one elective, and the pre-student teaching interview meets the requirements for the MLIS degree plus the Minnesota School Library Media Specialist license.

CURRICULUM

REQUIRED CORE COURSES:

LIS 7010 Introduction to Library and Information Science

LIS 7030 Organization of Knowledge

LIS 7040 Information Access Services

LIS 7050 Research Methods for Library and Information Science

LIS 7160 Leadership in Theory and Practice

LIS 7210 Library Materials for Children

LIS 7220 Library Materials for Young Adults

LIS 7240 Technology for Teaching and Learning

LIS 7250 Curriculum and School Libraries

LIS 7730 School Libraries

LIS 7283 or LIS 7286 Clinical Experience/Student Teaching

ELECTIVES: 3 credits

Note: Students who leave the School Library Media Specialist track must take LIS 7700 (Management of Libraries and Information Centers).

CLINICAL EXPERIENCE/STUDENT TEACHING IN SCHOOL LIBRARIES— REQUIRED

To put into practice the knowledge gained from course work, students complete student teaching in a variety of school library settings. Upon completion of required course work, students with a teaching license register for LIS 7283 Clinical Experience/Student Teaching. Students who do not have a teaching license must register for LIS 7286 Clinical Experience/Student Teaching.

LIS 7283 (3 credits) is for educators with a current Minnesota teaching license. This is a combination of 200 hours of clinical observations and supervised student teaching.

LIS 7286 (6 credits) is for students who do not possess Minnesota teaching credentials. This is a combination of 400 hours of clinical observations and supervised student teaching.

STUDENTS WHO DO NOT HOLD MINNESOTA TEACHING CREDENTIALS

If students do not hold Minnesota teaching credentials, they must complete the courses listed above (eleven specific LIS courses, and three elective credits) and the following education and psychology courses required to meet Minnesota state licensing requirements. These courses may be taken before or at the same time as the core MLIS courses.

REQUIRED EDUCATION and PSYCHOLOGY COURSES:

EDUC 5070 Teachers as Leaders in a Changing Society

EDUC 5490 School Health and Chemical Health

EDUC 5090 General Methods: K-12, Secondary

EDUC 7551 Literacy in the Content Areas

PSYC 1001 General Psychology

PSYC 2025 Lifespan Developmental Psychology

MINNESOTA SCHOOL LIBRARY MEDIA SPECIALIST LICENSURE WITHOUT THE MLIS DEGREE

If students hold Minnesota state teaching credentials, they must complete the required LIS courses, LIS 7283, and pass the appropriate content area Minnesota Teacher Licensure Exam. LIS 7050 is not a required course for the SLMS license.

If students do NOT hold Minnesota state teaching credentials, they must complete the education and psychology classes and the required LIS courses listed above, LIS 7286, and pass the appropriate basic skills, pedagogical, and content area Minnesota Teacher Licensure Exams.

SLMS STUDENT TEACHING TIMELINE

These forms can also be found under on the internal MLIS website. On the MLIS website, select Forms (SLMS) from the SLMS drop down menu.

1. Take required coursework.
2. Submit a Student Teaching Application form to MLIS office CdC 43 (Attention: Heidi Hammond) by December 10 of year prior to the academic year in which you intend to teach.
3. Attend pre-student teaching advising meeting in February of year prior to student teaching.
4. Complete and pass the pre-student teaching interview with preliminary portfolio in Spring prior to year of student teaching.
5. Placements: Arrange 3 student teaching sites, one in each level: Elementary School Middle School High School Contact and discuss logistics with supervising Media Specialists, including any school/district requirements for student teaching at the site.
6. Turn in the Student Teaching Request form to the SLMS Coordinator (hkhammond@stkate.edu) for each placement. Include a cover letter and resume.
7. Take MTLE (basic skills, pedagogy, content area) if you've not already done so before you complete student teaching. Select St. Catherine University as a recipient of your test scores. Turn in a copy of your test scores to the MLIS Office.
8. Register for LIS 7283 (for students who hold a MN teaching license) or 7286 (for students who do not hold a teaching license).
9. Complete your student teaching hours and portfolio requirement for LIS 7283 or 7286.
10. Submit all of your licensure materials to the MLIS Office.

MLIS ACADEMIC POLICIES AND PROCEDURES

ACADEMIC PROGRESS

Students are expected to make appropriate academic progress leading to the successful completion of their degrees. All are expected to maintain a minimum grade point average (GPA) of 3.0 (B) throughout the program.

If the GPA falls below 3.0 upon taking nine semester credits, students are issued a letter of academic warning and placed on academic probation. If placed on probation, they must achieve a 3.0 cumulative GPA by the end of the term when the total credits taken equal or exceed 18. Any grade below a C+ is considered unacceptable.

Students not achieving the minimum GPA after taking 18 credits may be dismissed from the program. St. Catherine University's MLIS program reserves the right to deny registration to any student who is not progressing satisfactorily toward a degree.

Students must receive a grade of B- or better in core courses: LIS 7010, 7030, 7040, 7700 or 7730 (for SLMS) must retake that course. For LIS 7050 students may pass with a grade of C+, but those who earn a C or lower must retake LIS 7050 the following semester.

CHILD POLICY

As a courtesy to faculty and other students, children are not permitted to attend classes or meetings (program, student groups, etc.) unless specifically invited. If it is necessary that they accompany you to an office visit with an advisor, please check with the faculty member before bringing them. The Access and Success unit (4th floor, Coeur de Catherine) facilitates child care services for members of the SCU community.

GRADES AND GRADE POINT AVERAGE (GPA)

As stated above, students must maintain a grade point average of 3.0 or higher to stay in the MLIS Program.

GRADING SCALE

GRADE	NUMERIC EQUIVALENT/DEFINITION
A	Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that surpasses course expectations.
A-	Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations all tasks as defined in the course syllabus in a superior manner.
B+	Student performance demonstrates strong comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.
B	Student performance demonstrates acceptable comprehension of the course materials and meets course expectations on all tasks as defined in the course syllabus..
B-	Student performance demonstrates incomplete, substandard understanding of course materials, or

	absence of required work; indicates danger of falling below acceptable grading standard.
C+	Student performance is unacceptable; demonstrates unsatisfactory understanding of course materials and does not meet course expectations on all tasks as defined in the course syllabus.
C	Student performance is unacceptable; demonstrates unsatisfactory, incomplete and inadequate understanding of course materials and does not meet course expectations as defined in the course syllabus.
C-*	Poor work.
WF	Failing grade. Due to not attending class.
F	Failing grade.

*Note that there is no "D" on the grading scales and it should not be assigned as a final grade.

GRADUATION AND COMMENCEMENT INFORMATION

Students should begin considering the graduation process at least one semester ahead of the semester they would like to graduate.

The deadline for graduating in May is the preceding **November 30** and the deadline to graduate in December is the preceding **May 15**.

GRADUATION CHECKLIST

✓	E-mail imdept@stkate.edu with "MLIS Intent to Graduate" in the subject line of your email. Include your name (as you would like it to appear in the Commencement brochure), student ID and date of graduation (i.e. May 2015) in the body of the email.
✓	Fill out the <i>Declaration of Intent to Graduate form</i>. . Deadlines for the Declaration of Intent to Graduate form are May 15 for fall Semester graduation (December Commencement) and November 30 for winter Semester graduation (May Commencement)
✓	Send an updated resume to the MLIS office. It should include a current address, place of employment, non-St. Kate email address, and phone number.
✓	Complete the Exiting Student Survey. You will be sent the survey closer to commencement from the Assistant Program Director.
✓	Check your SCU student account. You will be billed a graduation fee as a part of the entire graduation process. A statement will be mailed to you later in the semester.
✓	Drop off your business card. It will be displayed with other alumni business cards in the MLIS Student Lounge to showcase where our graduates are employed, and will assist the MLIS Program in tracking and reporting placement data to the American Library Association.

If you have any questions, feel free to contact the MLIS Office at (651) 690-6802 or (email imdept@stkate.edu). The Student Center and Activities department is responsible for details surrounding graduation day such as tickets, and scheduling. Find details on the University Commencement webpage (<http://minerva.stkate.edu/commencement.nsf>) as the Commencement date gets closer. The Bookstore will contact graduating students about caps and gowns.

IF FINISHING COURSEWORK IN SUMMER:

Regarding finishing coursework in the summer, the University has three dates when degree completions are posted on transcripts: December, May and August. St. Catherine University has two commencement ceremonies to recognize degree completions, one in December and one in May.

If you take **four credits or less** during the summer session to complete your MLIS degree, you are invited to walk in St. Catherine University **May** ceremony. Your diploma and transcript from St. Catherine University will be dated August. **Apply for graduation by the preceding November 30.** Indicate in your email to the MLIS Program that you are a summer graduate. Complete the checklist above.

If you take **more than four credits** during the summer session to complete your MLIS degree, you are invited to walk in the St. Catherine University **December** ceremony. Your diploma and transcript from St. Catherine University will be dated August. **Apply for graduation by the preceding May 15.** Indicate in your email to the MLIS Program that you are a summer graduate. Complete the checklist above.

INCOMPLETES

A grade of incomplete is given only when unusual circumstances deem it appropriate. Ordinarily, such circumstances would involve matters that are not wholly within your control, such as an illness.

Students wishing to receive an incomplete grade must complete a "Petition for Incomplete Grade" form (available online from Office of Registrar) no later than the last day of the term in which course requirements are due. Students must be making satisfactory progress in the course and must have completed 75% of the course at the time the petition is filed.

Incompletes are awarded at the instructor's discretion. If granted, the normal deadline for completion of the work is no more than eight weeks after the last day of classes in the session or sub-session in which the course is offered. The instructor may establish a due date after the normal deadline if you request it and special circumstances warrant it.

The instructor will submit an alternate grade that will automatically be recorded if a student does not complete the requirements for the course by the deadline. If a student completes the course requirements in the time allotted, the instructor must submit the final grade by the deadline. Extensions to the due date, which the student and the instructor agree on, must be approved by the appropriate academic dean.

No more than six hours of incomplete grades may be accumulated at one time. Students whose incomplete grades exceed this level will be restricted from further registration until incomplete course work is completed.

LEAVE OF ABSENCE (LOA)/VOLUNTARY WITHDRAWAL (V/W) FORM

The Leave of Absence and Voluntary Withdrawal form can be found on the MLIS internal website. The Leave of Absence form should be filled out and returned to the MLIS office if a student does not register for courses or if a student drops all of their courses during a semester. Students have up to one semester to be on a leave of absence.

If a student needs to leave the program she/he can submit the same LOA form but choose the voluntary withdrawal checkbox and indicate that the student is withdrawing from the program permanently.

REGISTRATION, DROPPING AND ADDING COURSES

Students register online. Courses can be dropped and added online or by using the Add/Drop form which should then be submitted to the Registrar. If a student is dropping all of their courses for a semester, they will need to fill out a Leave of Absence form and NOT the Add/Drop form.

Participation in summer term is not required for MLIS students. Students should fill out an Add/Drop form even when dropping all summer courses.

SYLLABI

Faculty are asked to provide their syllabi two weeks before the term in D2L. Students should check for the syllabi, especially to review any assignments due on the first day of class. Students are expected to print a copy of their course syllabi and bring it to the first day of class. After the syllabi have been posted, students should regularly check for course updates.

Log into Kateway and click the Desire 2 Learn (D2L) button at the top. Select the course and choose Content to find the syllabus.

CAMPUS CONTACTS

All phone numbers begin with (651) 690 – XXXX.

CdC =Coeur de Catherine Building

Admissions and Financial Aid

Financial Aid	Catherine Flowers	6607	214 Derham
Graduate Admissions Counselor	Kristina Sande	6507	228 Derham
Registrar	Front Desk	6531	229B Derham
Student Accounts	St. Paul Campus	6503	229 Derham

Campus Services and Resources

Access and Success	For Student Parents	6894	493 CdC
Bookstore	Books, Course Packets, Supplies	6729	2nd Floor CdC
Butler Fitness Center	Sports, Fitness	8777	Butler Center
Career Development	For Resume, Cover Letter, Interview Practice, etc.	8890	460 CdC
Counseling Center (St. Paul)	Available to Students Free of Charge	6805	214 Derham
Counseling Center (Minneapolis)	Available to Students Free of Charge	7830	359 Mpls Education
Dining Services	Cafeteria	6903	1st Floor CdC
Computing Help Desk	See page 9-10	6402	Library
Department of Public Safety	Parking Permits, Security	8888	Security Lower Level
Library	Reference, Reserves	6652	1st Floor CdC
Media Services (Saint Paul)	Audio-Visual Equipment.	6658	Library
O'Neill Center	Language, Writing and Disability Help	6563	21 CdC
Residence Life	Graduate Student Housing Options	6617	450 CdC
Student Center Information Desk	Lost and Found, ID Cards	6800	2nd Floor CdC
Student Center and Activities	Student Activities	6210	270 CdC
Switchboard	Directory Information	6000	Ground Level Derham

IMPORTANT CAMPUS-WIDE RESOURCES

BOOKSTORE

Textbooks, course packs and classroom supplies are located here. The campus bookstore is located on the second floor of Coeur de Catherine. Their phone number is 651-690-6729.

BUTLER SPORTS AND FITNESS CENTER

Your ID card gives you access to the Aimee and Patrick Butler Center for Sports and Fitness. The fitness center houses exercise equipment, a weight room, a swimming pool, racquetball courts and activities such as track running and walking. Sports equipment can be checked out at the front desk. You can also participate in league sports such as basketball, soccer and volleyball. If you have any questions, call the Butler Center at 651-690-8777.

CAMPUS MINISTRY

Spiritual counseling and mentoring, worship, ministry and volunteer activities. Their phone number is 651-690-6724.

CHANGE IN CONTACT INFORMATION

To change your contact information for the University, login to Gateway and access your Student Tab. In the *Forms* section, choose *Change your record* drop down box and select the *Change your address or phone number option*. Also send your new contact information to the MLIS program at <imdept@skate.edu>.

It is important for students to have their most updated contact information in Gateway and sent to the MLIS Office.

Contact the Registrar's Office directly for information on **changing your name** on your records at 651-690-6531 or <registrar@stkate.edu>. Also send these changes to the MLIS Office at <imdept@stkate.edu>.

COUNSELING CENTER

The counseling center is a confidential service staffed by licensed psychologists. Services include short-term counseling, consultation and referrals to community resources. Students come to the center with a wide range of concerns, including increasing self-esteem and assertiveness, improving skills in stress and anger management and understanding relationships with family and friends. The center also sponsors personal development and skills training workshops throughout the year. The University offers these services without charge to all students. A self-help library of books and tapes is available in the center for student use. The counseling center is open from September 1 to June 1. The phone number is 651-690-6805.

EVENING/WEEKEND/ONLINE

Selected student services are available on weekends officially designated by the Registrar. Evening availability of services is limited; Online resources and supports are built into course management materials.

FOOD ON CAMPUS

The Dining Hall is located on the first floor of Coeur de Catherine. It offers formal meals for breakfast, lunch or dinner and several a la carte choices. Snacks and beverages are available in the Bookstore located on the second floor of Coeur de Catherine; groceries are available at Market Place also located on the second floor of Coeur de Catherine. In Mendel Hall, Room 103 there is a lounge that contains an array of vending machines. There are also vending machines on the third floor of Coeur de Catherine. Dining Hall hours are adjusted during breaks and summer.

The MLIS Student Governance Organization has purchased a refrigerator for all MLIS students to use. The refrigerator is located in the MLIS student lounge. MLIS Students who use the refrigerator are responsible for its upkeep and cleaning.

LIBRARY

Your ID card allows you to check out books in the St. Catherine University Library located on the first floor of Coeur de Catherine. The Library also provides access to the collections of other libraries through its membership in the Cooperating Libraries in Consortium (CLIC) and to the collections of libraries statewide through the MINITEX and OCLC interlibrary loan systems. Electronic journal and newspaper indexes, online full text journals, videotapes, recordings, slides and filmstrips also are available. See a reference librarian for more information or call (651) 690-6652. The St. Kate's Library is accessible via the Internet (<http://www.stkate.edu/library/>) and through KateWay.

O'NEILL CENTER

The O'Neill Center for Academic Development is an excellent resource for students who might need assistance in writing, reading or mathematics. The professional and student staff offer programs, services and facilities designed to promote academic achievement through the Writing/Reading Center, the Math Center and the Resources for Disabilities Center. The O'Neill Center is located on the lower level of Coeur de Catherine. The phone number is (651) 690-6563. Website: <http://minerva.stkate.edu/offices/academic/oneill.nsf>

PARKING

Parking permits are required on campus until 5pm. They can be purchased via the Security Office.

SECURITY

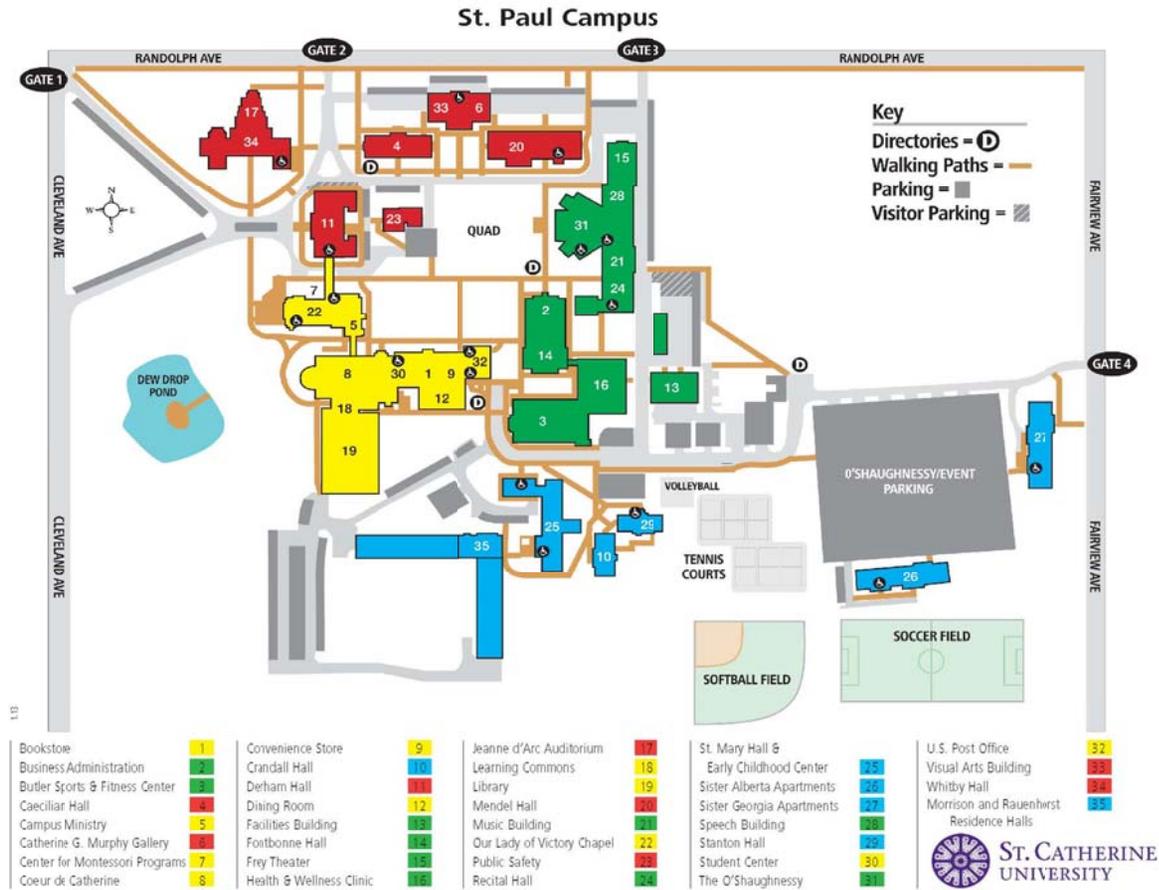
Parking permits, 24-hour escort service, campus security and law enforcement. The phone number is 651-690-8888.

SEVERE WEATHER ALERTS

There is a chance that during extreme weather conditions classes will be canceled. The news of canceled classes will generally be announced on WCCO radio (AM 830) and Channel 5 (KSTP). To inquire about the cancellation of classes call St. Catherine University's emergency weather information line at (651) 690-8666. Also, check the St. Kate's homepage on the website (www.stkate.edu) as closing information will be posted there.

ST. PAUL CAMPUS MAP

URL for a PDF map: <http://www.stkate.edu/pages/aboutstkates/locations.php>



MLIS CLASSROOMS AND OFFICES MAP

MLIS Classrooms and Offices

Coeur de Catherine, Lower Level
St. Catherine University, St. Paul Campus

Deborah Grealy, Associate Dean/Program Director	45
Heidi Hammond, Assistant Professor	42
David Lesniaski, Associate Professor	47
Sook Lin, Associate Professor	46
Anthony Molaro, Assistant Professor	49
Laura Morlock, Office Manager	43
Sarah Park Dahlen, Assistant Professor	51
Sheri Ross, Assistant Professor	41
Nick Steffel, Instructional Technology Coordinator	53
Deborah Torres, Assistant to the Associate Dean/ Assistant Program Director	52
Kyunghye Yoon, Assistant Professor	50
Joyce Yukawa, Associate Professor	48

