

SCHOOL OF INFORMATION
UNIVERSITY OF MICHIGAN

University of Michigan
School of Information

Master's Student Handbook

2008-09

Contents

Welcome to the School of Information!	1
Rackham School of Graduate Studies	2
Academics	2
Master of Science in Information	2
SI Faculty and Mission Statement	2
Academic Calendar and Registration Deadlines.	2
Academic Planning Tools	2
Academic Advising and Web Registration	2
You're on Michigan Time!	2
New Student Advising	3
Web Registration/Wolverine Access.	3
Preregistration Advising	3
Skills Enrichment Program	4
Academic Procedures	4
Drop/Add.	4
Change of Specialization	4
Adding a Second Specialization.	4
Cognate Credits	4
Course Wait Lists	5
Disenrolling/Withdrawal.	5
Override Process	5
Transfer of Credit	5
Academic Policies	6
Understanding Plagiarism	6
Academic and Professional Integrity Policy Statement	6
The Roles and Responsibilities of Graduate Students	6
The Role of the Graduate Faculty and Others in the University Community	7
Grades and Grading Policy	9
Letter Grades and Points	9
Satisfactory (S) and Unsatisfactory (U) Grades.	9
Grade of Incomplete (I)	10
Student Rights and Student Records Policy.	10
Grievance Policy	10
School of Information Grievance Policy and Procedures	10
Additional University Policy Statements	11
Statement of Student Rights and Responsibilities	11
Sexual Harassment Policy.	12
Practical Engagement Program (PEP)	12
Internships/Field Experiences.	12
SI Career Services	12
iTrack	12
Campus Interviews	13
Student-Alumni Network.	13
Conference Placement Services	13
U-M Career Center and Business School Career Services.	13
Financing Your Education	13
Financial Aid Advising and Funding Resources.	13
Sources of Funding from SI.	13
School of Information Scholarships	13
School of Information Opportunity Awards.	14
University Library Associates	14
Graduate Student Research Assistantships	14
Part-Time Employment	14
Sources of Funding at the U-M	14
U-M Office of Financial Aid.	14
Rackham Graduate Studies Fellowships Office.	14
Graduate Student Instructors	14
Center for the Education of Women	15
International Institute	15
Sources of Funding Outside U-M	15
Professional Organizations	15
American Library Association Scholarships	15
Library & Information Technology Association Scholarships.	15
Special Libraries Association Scholarships	15
Employment Opportunities for Students During Their Stay at SI.	15
SI Career Services	15
U-M Library Human Resources	15
Work-Study Jobs	15
U-M Job Postings	16
Tuition	16
Residency	16
Awards and Honors	16
Margaret Mann Award	16
Edmon Low Award	16
Graduation Procedures	16

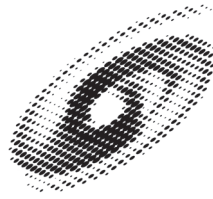
MSI Program Requirements	16	SI Academic and Social Events.	21
Potential Road Blocks to Graduating and How to Resolve Them	16	SI Student Organizations	21
The Graduation Process	17	U-M Student Organizations.	23
Communications.	18	SI Alumni Relations and Alumni Society.	23
E-Mail	18	University Library Resources.	23
SI Web Site.	18	Information-Related Collection at the Graduate Library.	24
U-M Online Directory.	18	MIRLYN	24
SI Newsletter	18	Samplng of University Services.	24
This Week at SI.	18	Office of Student Conflict Resolution.	24
Computing and Technology	19	Office of Services for Students with Disabilities.	24
Networks	19	Counseling and Psychological Services	24
SI Computing.	19	University Health Service	25
DIAD Computing Lab	19	Contact Information for Key Campus Offices	25
Software.	19	Helpful URLs	26
Access and Use of Licensed Software at SI	19		
U-M Computing Facilities	20		
ITCS Courses and Workshops	20		
The Duderstadt Center	20		
Printing/Scanning/Copying/Faxing	20		
Poster Printing	20		
Student Facilities and Resources	20		
Mailboxes	20		
Student Lounge	20		
Lockers	20		
Meeting Rooms	21		
Shapiro Library Group Meeting Rooms	21		
Mcard.	21		
Campus and City Buses	21		

About This Handbook...

This MSI handbook is available online at si.umich.edu/academics/masters-handbook.pdf. Occasionally there may be updates to the online version during the academic year. The online version should be considered the most recent version.

A list of the relevant URLs for Web sites mentioned in this handbook is included at the end of this publication.

In addition, as referenced in this document, some resources are available to SI students through the SI intranet (found via the secure “intranet” button at the top of the SI home page, or directly at si.umich.edu/intranet). Your U-M uniqlname and password are used to log in.



SCHOOL OF INFORMATION
UNIVERSITY OF MICHIGAN

Welcome to the School of Information!

Dear Master's Students:

This handbook is a helpful guide for new and continuing master's students and should be viewed as an SI-specific companion piece to the *Rackham Student Handbook*, available on the Rackham Web site. As an enrolled student at SI, you are responsible for knowing and understanding the content of both these manuals.

As the Associate Dean for Academic Affairs at the School, I oversee the Academic and Career Services (ACS) team, who will assist you with a number of academic and student life matters. These individuals are:

- Marsha Antal, Admissions and Student Services Coordinator (mwhitish@umich.edu)
- Laura Elgas, Assistant Director, Master's Admissions and Student Affairs (lauramb@umich.edu)
- Eric Herbert, Student Services Assistant (eherb@umich.edu)
- Kelly Kowatch, Career Counselor (kkowatch@umich.edu)
- Joanna Kroll, Senior Associate Director of Career Services and Practical Engagement (jckroll@umich.edu)
- Judy Lawson, Director of Admissions and Student Affairs (jmlawson@umich.edu)
- Shamille Orr, Career Services Assistant (shamille@umich.edu)
- Sue Schuon, Assistant Director, Doctoral Program (sues@umich.edu)
- Veronica Vergoth, Master's Recruitment Coordinator and Admissions Advisor (vvergoth@umich.edu)
- Xiao-wen Zou, Senior Academic and Financial Aid Advisor (zxwen@umich.edu)

The programs and services we provide include:

- New student orientation programs
- Class scheduling
- Assisting with class registration and overrides
- Advising on funding sources and strategies
- Academic advising
- Skills Enrichment Program
- Consultation on problems or concerns
- Interpretation of Rackham and SI policies
- Collaborating and consulting with SI student groups
- Practical Engagement Program
- SI Alternative Spring Break Program
- Comprehensive career services
- Graduation audits and ceremonies
- Recruiting and admissions for master's and doctoral programs

The ACS staff is available to assist you from 8 a.m.-5 p.m. Monday-Friday, or by appointment after regular hours, if necessary. Contact us by E-mail or by at (734) 763-6035. Students are welcome to send me comments, questions, and concerns regarding the master's program. I hope that you have a productive and fulfilling academic year, and I look forward to meeting you.

Sincerely,

Jeff MacKie-Mason
Associate Dean for Academic Affairs
Arthur W. Burks Collegiate Professor of Information and Computer Science
Professor of Economics
jmm@umich.edu
304A West Hall

Rackham School of Graduate Studies

Graduate students within the School of Information are also students within the Rackham School of Graduate Studies. If you have questions about Rackham policies or procedures, you may contact SI Academic and Career Services, or, contact Rackham directly at (734) 764-4415 or visit the Rackham Web site.

Academics

Master of Science in Information

The curriculum of the School of Information is evolving to meet your needs. Rather than reproduce details of the program here, we ask that you refer to the appropriate section of the Web site for information about the master's program course offerings, requirements, course schedules, and other important information. The following general information is included for your convenience. As always, please refer to the SI Web site throughout your stay at the School for important updates which may occur.

SI Faculty and Mission Statement

The most up-to-date information about faculty is maintained in our online directory, which includes a complete listing of faculty, adjunct lecturers, and/or visiting faculty. Areas of research interests are also listed. The School of Information Mission Statement is also available online.

Academic Calendar and Registration Deadlines

The University maintains current and future academic calendars on the Office of the Registrar Web site as well as a listing of important registration deadlines. For example, you must register before the first day of the term to avoid a late registration fee. After the third week of the term, you must obtain the instructor's approval to drop or add a class.

Academic Planning Tools

SI Tracking and Planning Sheets (TAPS) are worksheets that can help you plan your coursework to fulfill degree and specialization requirements. TAPS are available from the SI Web site and list required courses and course options for each specialization and for the MSI degree overall, indicating the term each course is expected to be offered and the number of credits. Be sure to view both your specialization TAP sheet and the accompanying page which is the MSI Core Requirements and Degree Summary TAP sheet. Note that all students must complete 48 credits and core degree requirements and must achieve at least a B average (5.0/9.0) to graduate.

In addition, a new, online degree audit tool is available for students through Wolverine Access. This tool provides general guidance for you to track your progress toward degree and specialization requirements. The online degree audit is based on the actual coursework you complete, so it should reflect your transcript yet will organize what you have taken to indicate your progress toward requirements. Note that some aspects of the online degree audit must be entered manually by SI student services staff, such as a course waiver you have received or faculty approval for your external cognate. Thus your online degree audit may not be completely accurate until these items have been entered into the system. To view your online degree audit, use the following navigation:

Wolverine Access -> Student Business -> Log In -> Degree Progress/Graduation -> My Academic Requirements

Please remember that this online audit is NOT official. It is intended as a general guide to your academic progress. The School of Information and the Rackham School of Graduate Studies will still complete an official graduation audit when you apply for graduation. However, if you see any problems with your online degree audit or if you have any questions, please contact an SI student services staff member. You should check your unofficial transcript and online degree audit regularly, and you should meet with faculty and staff advisors regularly as well.

Academic Advising and Web Registration

Academic advising for MSI students is provided by both faculty and staff. It is very important that you take responsibility for your academic planning. Be sure to meet regularly with advisors. The primary staff advisor for MSI students is Xia-wen Zou. For an appointment with her, send an E-mail to zxwen@umich.edu. For more information about academic advising at SI, visit si.umich.edu/stulife/advising.htm.

You're on Michigan Time!

If someone says a class or event starts "on Michigan time," he or she means the actual start time is 10 minutes past the stated time. This allows you some travel time to get from one location to another. Thus, a 9 a.m. class actually begins at 9:10.

Faculty advising provides students with a great opportunity for one-on-one mentoring. It is an excellent opportunity for the faculty to get to know you outside class, and helps them assist you with your academic plans. Advising allows you to stay in touch with the activities, projects, and research of the faculty, which give you insights into project and research opportunities at SI. Developing a strong advisory relationship can enhance your educational experience. Your advisor may also be able to serve as a reference for scholarships or employment. **You can seek advising at any time from the faculty members(s) of your choice by visiting faculty office hours or sending an E-mail to request an appointment.** SI does not make formal advisor assignments and you can change advisors at any time.

New Student Advising

During new student orientation, you will be scheduled to meet with a faculty advisor for a small group advising session. **This is not a permanent advising assignment.** We do our best initially to match you with a faculty advisor who has a mutual interest. This is usually determined from what you indicated on your Rackham application or within your statement of purpose. You may seek advising from the faculty members of your choosing at any time and can change advisors at your discretion. An overview of the advising/registration process will also be discussed at orientation. For biographical and professional information on each SI faculty advisor, please refer to the faculty listing within the School's Web site.

K-12 School Media: Students entering the K-12 School Media program **MUST** receive advising **EACH TERM** from Professor Karen Markey, the program's faculty coordinator. As opposed to SI's other programs which are quite flexible, the K-12 School Media program is highly structured in order to meet State of Michigan requirements, and academic planning and advising are extremely important.

Master's Thesis Option Program (MTO): SI recognizes both the value of practical engagement and the value of research-oriented activities and offers a small number of master's students the opportunity to spend part of their second year at SI writing a master's thesis. If selected, you will work closely with a faculty advisor. The program is ideal for students whose future interests include a doctoral program or a research-oriented career. For details, ask your advisor or write to MTOP@umich.edu.

Web Registration/Wolverine Access

U-M students register and process changes online using Wolverine Access. New students register for classes the month before their first term begins or during orientation after being advised on their course selections. The SI course catalog and class schedule are available on the SI Web site.

Before you use online course registration, you will need your U-M unickname and Kerberos password and a listing of all the courses you are electing, complete with their section numbers.

You may retrieve a copy of your course selections via Wolverine Access. You may also update your contact information, access your unofficial transcript, and check your student account. Instructions are available from the Wolverine Access Web site.

Preregistration Advising

In subsequent terms, you receive your Web registration appointments by E-mail and through Wolverine Access alerts. The appointment indicates the time after which registration is open to you. An E-mail message will go out approximately two weeks before early registration telling you how and when you should expect to receive your registration appointment. One week before early registration, appointments are mailed electronically to all eligible students from the registrar. You must have paid all U-M fees for each term to be eligible to register.

At SI, we offer a structured period of advising each fall and winter semester which provides additional access to faculty for help with course selections and academic planning.

Preregistration advising for winter term takes place in November and for the fall term in March. Instructions on when and how to begin signing up with a faculty advisor are distributed via E-mail two to three weeks before preregistration advising begins.

One week prior to preregistration advising, you will receive an E-mail regarding sign up procedures. You can seek advising from the faculty member of your choice. All students who are pursuing and/or interested in the K-12 School Media program must sign up for advising from Professor Karen Markey each semester. Due to the highly structured nature of this program, and the need to meet numerous requirements of the State of Michigan, regular advising is critical for K-12 School Media students.

If you need to cancel your appointment, you should contact the faculty advisor or the SI Academic and Career Services Office as soon as possible. You should bring an unofficial transcript with you to your appointment, and you should have some idea of what courses you would like to select.

For the most current course listings for each term, please refer to the School's Web site or Wolverine Access. The initial copy of each term's schedule is distributed electronically prior to preregistration advising, and paper copies are available in the SI Academic and Career Services Office. Updates are posted electronically and on the Web site. Course syllabi (as provided by faculty) are linked from the SI online course catalog.

Cognate courses elected outside SI may have to be added after the designated preregistration advising period (please see the drop/add procedure, page 4) since you would need permission from the other department in most cases. This will not stop you from registering for your SI courses immediately.

Special Note for SI Scholarship/Fellowship Recipients: If you are currently receiving a scholarship or fellowship from our School, you are required to be registered full time (nine or more credit hours in the fall/winter; four or more credit hours in the spring/summer). If you receive aid and choose not to register for a term, you must notify Senior Academic and Financial Aid Advisor Xiao-wen Zou (zxwen@umich.edu) immediately for your scholarship to be applied to the next term in which you are registered. Check the period covered by the award as noted in the "Conditions of Award" statement which you signed at the time the scholarship/fellowship offer was made:

- SI tuition scholarships — See "Conditions of Award" statement.
- GSRA — Awarded on a term by term basis.
- University Library Associates — SI provides four terms of tuition. Contact the U-M Library for terms of stipend/benefits.
- Other awards — See "Conditions of Award" statement.

Skills Enrichment Program

The Academic and Career Services Office offers a number of sessions at the beginning of fall and winter terms intended to help you gain new skills or brush up on old ones. Staff advisors can guide you to campus resources for additional workshops and to a number of Web sites that provide free, online tutorials. These tutorials allow you to work at your own pace and choose the areas in which you want to concentrate your efforts. For workshop offerings, see the SI Skills Enrichment Program Web site, the online SI Events calendar, or watch for the "This Week at SI" E-mails.

Academic Procedures

Drop/Add

You can add or drop courses online through Wolverine Access up to three weeks after each term begins without incurring monetary penalties or a "W" on your transcript. After the third week, you need to obtain a drop/add form from the SI Academic and Career Services Office, have it completed and signed by the instructor of the course and your faculty advisor, and hand deliver it to the Registrar's Office in the LS&A Building on Central Campus or in the Pierpont Commons on North Campus.

Change of Specialization

You are encouraged to wait until after your first semester of enrollment to formally change specializations. You **MUST** request a change of specialization no later than the semester before the one in which you plan to graduate, or graduation may be delayed. To request a specialization change, send an E-mail to Eric Herbert, student services assistant, at eherb@umich.edu, and include your name, U-M ID number, current specialization, new specialization requested, and your expected semester of graduation.

Adding a Second Specialization

You have the option of completing two specializations within the 48-credit MSI degree. As this requires careful planning, you must first meet with Senior Academic and Financial Aid Advisor Xiao-wen Zou (zxwen@umich.edu).

Cognate Credits

You are strongly encouraged to take electives outside your specialization/primary area of interest as part of your SI coursework. Three external cognate credits are required as part of the 48-credit MSI degree, and Rackham and SI require that you receive a minimum grade of B- for external cognate credits to count toward your degree. The maximum external cognate credits allowed is six, unless you receive approval for additional external cognate credits from Associate Dean for Academic Affairs Jeff MacKie-Mason. External cognate credits must be approved by an SI faculty advisor. These courses may be taken in other U-M departments or transferred in from another university (refer to section on transfer credits). All approvals of transfer credits are made by the associate dean for academic affairs and Rackham.

For U-M cognate courses, you must verify that it is a graduate-level course approved by Rackham. To do so, see if the course is listed within Rackham's Online Bulletin of Programs and Course Offerings. For the 2008-09 academic year, courses that are cross-listed with another U-M department may also count as external cognate credit if approved by a faculty advisor. The policy for cross-listed courses as cognates will be reviewed by the SI curriculum committee this year; therefore, it is subject to change for future academic years.

You register for these courses on Wolverine Access. For many U-M schools, most notably Law and Business Administration, if you are not one of their students, you can register only by permission of the instructor. This permission is processed by the department offering the course. In any case, it is a good idea to check with the instructor to get a better idea of what the course is about.

You **MUST** be sure that your advisor sends an E-mail approving your external cognate credits to Senior Academic and Financial Aid Advisor Xiao-Wen Zou at zxwen@umich.edu. This will facilitate the audit of your student record just prior to graduation and help you avoid last-minute surprises or delays.

Course Wait Lists

If an SI course is closed, add yourself to the online wait list. We do not manage wait lists for other departments and schools within the University. You should contact the department offering the course for information. You will be notified by E-mail if a spot opens in the SI course for which you are wait-listed. If you do not obtain a seat in the class by the start of the term, please attend the first class and then follow the override process (see below). Students graduating in May are given priority on the winter wait lists; students graduating in August are given priority on the spring and/or summer wait lists; December graduates will be given priority on the fall wait lists. Be sure to let the faculty member know if you are about to graduate, or if other issues, such as part-time status, might affect your need to take a course that particular term.

Disenrolling/Withdrawal

To withdraw from all classes/credits for a given term, you must complete a withdrawal form and have the approval of your academic unit. It is strongly recommended that you do this before the drop/add deadline of the designated term to avoid a "W" on your transcript and monetary penalties. Please meet with Xiao-wen Zou, senior academic and financial aid advisor, or Judy Lawson, director of admissions and student affairs, to discuss your situation.

If you decide to take a term off and have not used online course registration, you do not need to submit any paperwork, but should notify the SI Academic and Career Services Office of your intentions. Students not enrolling within a year (12 months) will have to apply for readmission to SI and Rackham.

Override Process

An override must be completed to add a class that has reached its initial enrollment capacity or if the class is designated as requiring an override. You can E-mail the course instructor with your override request and ask the instructor to forward his or her approval to si.override@umich.edu. Overrides for SI 681: "Internship/Field Experience & Seminar in Practical Engagement" and SI 690: "Internship/Field Experience" are processed by Shamille Orr, career services assistant, (shamille@umich.edu). Other overrides are processed by Marsha Antal or Eric Herbert at si.override@umich.edu. Provide the following information on your override form or in your E-mail request: student number (your U-M identification number from your Mcard), your name, term (fall, winter, or spring/summer), catalog number (*e.g.*, 791), credits (1-3, depending on course), and section number (001, 002, etc.).

All of the courses below have individual faculty IDs for the section number (this section number will be used in place of general section numbers (*e.g.*, 001 or 002) when using online course registration. Please contact the SI Academic and Career Services Office, or the faculty member who will be working with you on the course, for this number. The instructor of the course for which you need the override must sign your form unless otherwise designated.

- SI 690: "Internship/Field Experience" (1-6 credits/PEP credits are the maximum per term)
- SI 681: "Internship/Field Experience & Seminar in Practical Engagement" (6 credits/PEP credits)
- SI 791/792: "Independent Study" (1-3 credits maximum; 2 credits are the maximum per term)

Once an override form or E-mail is received by Academic and Career Services, your override will be processed and you will receive a confirmation E-mail indicating that you may register online.

Transfer of Credit

Up to six hours of graduate credit may be transferred from another institution with the following provisions:

1. Courses must have been taken within the past five years and you must have received a grade of at least a "B"

2. The course may not have been applied toward another degree or certificate
3. Courses in library and information services must be from an American Library Association-accredited school

Transfer credits cannot be approved until you have completed at least eight credit hours toward the Master of Science with at least a “B” average. You should request the “Transfer of Credit” form from 403B West Hall and submit it along with an official transcript to the Rackham School of Graduate Studies. To facilitate the decision-making process on a petition to transfer credit, you should also submit a syllabus or course description to Associate Dean for Academic Affairs Jeff MacKie-Mason and a copy to Senior Academic and Financial Aid Advisor Xiao-wen Zou. After meeting Rackham requirements for approval, the transfer credits must be approved by Associate Dean MacKie-Mason. Grades received for transferred courses are not averaged in to your average at the U-M. For additional details and to access the transfer of credit form online, see the *Rackham Student Handbook*.

Academic Policies

Unless noted as a School of Information policy, the following policy statements are quoted from the *Rackham Student Handbook of Policies & Procedures*. Refer to the *Rackham Student Handbook* for the complete policy statements and additional details. Graduate students are responsible for being familiar with and are held accountable to the standards in all applicable University policies. Information about these policies is contained in the *Guide to Campus and Community*. All Rackham students should review this publication and keep it for reference. The following discussion covers additional policies that apply to Rackham students that are not covered in the guide. Both publications are available on the Rackham Web site.

Understanding Plagiarism

At the University of Michigan, plagiarism (for example, using the writings or ideas of another without proper attribution) is considered a serious academic offense. Penalties for violators of academic policy regarding plagiarism range from loss of a grade to expulsion from the University. It is the responsibility of each student to understand what plagiarism is and the consequences of committing plagiarism, whether intentional or unintentional. The University Library offers information about plagiarism and how you can protect yourself. Also see the “Policy Statement on the Integrity of Scholarship” on the U-M Research Web site. SI students are strongly encouraged to complete an online tutorial on avoiding plagiarism, which is available at www.indiana.edu/~istd.

Academic and Professional Integrity Policy Statement

A clear sense of academic and professional honesty and responsibility is fundamental to good scholarship. The *Policy Statement on Academic and Professional Integrity and Procedures for Investigating Allegations of Academic and Professional Misconduct* is a reaffirmation and clarification for graduate students of their general obligation to maintain the highest standards of academic and professional integrity.

This policy statement has been written to affirm and clarify the general obligation of all Rackham students to maintain high standards of academic and professional integrity. It defines some of the serious offenses of academic misconduct and outlines, in general terms, the standards to which Rackham students are held relative to professional conduct.

I. Policy Statement on Academic and Professional Integrity

The Roles and Responsibilities of Graduate Students

A clear sense of academic honesty and responsibility is fundamental to our scholarly community. To that end, the University of Michigan expects its students to demonstrate honesty and integrity in all their academic activities. However, students pursuing graduate education are being educated not only in a substantive field of inquiry but also in a profession. Although there are many common values, specific standards required of professionals vary by discipline, and this policy document has been written with respect for those differences.

As professionals in training, graduate students assume various roles, depending on the academic program. These include the roles of scholar/researcher, teacher, supervisor of employees, representative to the public (of the University, the discipline and/or the profession), and professional colleague and even the role of provider of services to clients. Therefore, students are responsible for maintaining high standards of conduct while engaged in course work, research, dissertation or thesis preparation, and other activities related to academics and their profession. Because students take on multiple roles in multiple settings, some types of conduct are both academic and professional in nature; hence, the inclusive nature of this policy.

Graduate training, like future professional life, includes demands that might tempt some students to violate integrity standards. There are pressures on graduate students to achieve high grades, obtain financial support, meet research or publication deadlines, gain recognition from the scholarly community, and secure employment. Although faculty members can help students to maintain academic integrity despite these pressures, each student has final responsibility for maintaining integrity in his or her individual conduct.

Finally, conduct that violates the ethical or legal standards of the University community or of one's program or field of specialization may result in serious consequences, including immediate disciplinary action and future professional disrepute. In support of the Graduate School's commitment to maintain high standards of integrity, this policy makes provisions for bringing forward and hearing cases of academic and professional misconduct.

The Role of the Graduate Faculty and Others in the University Community

The graduate faculty are accountable for maintaining high standards of academic and professional integrity and for serving as models in this regard. Many of the same policies and codes of conduct that apply to students also apply to faculty.

Since each of the roles played by a graduate student carries with it some measure of public trust, the awarding of a graduate degree confers on its recipients some assurance of the individual's suitability to bear that trust. Therefore, faculty and administrators associated with students' education, both at the unit and central levels of the University, must hold students accountable according to these standards. Toward this end and taking into account the pressures on students that may lead to misconduct, faculty members are responsible for educating and mentoring students on matters of integrity and for monitoring students' actions in this regard. Attention to matters of integrity should be given in both courses and research settings. Such guidance is particularly important for students as they assume independent roles as course assistants or begin to conduct their own original work. Traits that should be fostered are those that are common to all scholarship and also those that are unique to a particular discipline.

II. Forms of Academic and Professional Misconduct

A. Forms of Academic Misconduct

Offenses against the standards of academic integrity include the following. More detailed information about these offenses is available in Addendum A of this document.

- Cheating
- Plagiarism and other misappropriation of the work of another
- Falsification of data
- Improperly obtaining or representing laboratory or field data
- Dishonesty in publication
- Publication or attempted publication of collaborative work without the permission of the other participants
- Abuse of confidentiality
- Misuse of computer facilities
- Misuse of human subjects
- Misuse of vertebrate animals
- Illegally or carelessly obtaining or using dangerous substances, or providing such substances to others
- Falsification or unauthorized modification of an academic record
- Obstruction of the academic activities of another
- Other forms of academic misconduct that are commonly accepted within the scientific community
- Aiding or abetting academic misconduct
- Attempted academic misconduct

B. Forms of Professional Misconduct

Professional misconduct is behavior that is inconsistent with ethical standards in any of the professional roles for which the student is being trained that is not covered by policies governing academic integrity. This may include the student's performance in the role of researcher or scholar, teacher or mentor, supervisor, service-provider or colleague. Of particular note in this regard are behaviors that make the workplace hostile for colleagues, supervisors or subordinates. Graduate students are expected to adhere to ethical standards in a variety of work settings (*e.g.*, offices, classrooms, and laboratories) within the explicit standards set by University policies. Being physically or verbally threatening, disruptive, abusive or hostile can make the workplace so unsafe or unpleasant that others cannot do their work. However, graduate education must take place in an environment in which free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others can be expected. Ethical standards of conduct should help ensure, not compromise, these features of the University environment.

Sources of the norms or standards to which graduate students can be held accountable (and charged under this policy if they fail to adhere to them) are as follows:

State and Federal Laws: Graduate students, like all members of the University community, are expected to abide by all State and Federal laws.

Relevant University-Wide Policy Statements: Graduate students are responsible for being familiar with and are held accountable to the formal norms or standards that are identified in University-wide policy statements and that apply to them, including the following. Please note that with the exception of the two policies that are specific to students (the final two policies on the list below), these standards apply to faculty as well as to graduate students.

- The Sexual Harassment Policy for Faculty and Staff (Office of Human Resources and Affirmative Action)
- The Regents' Bylaw on Nondiscrimination and Affirmative Action
- The Policy Statement on the Integrity of Scholarship and Procedures for Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research, which applies to all instructional faculties and others in the institution as specified in the document
- The Statement of Student Rights and Responsibilities
- The Student Policy on Alcohol and Other Drugs

The text of these policies can be found on the Rackham Web site online version of the *Guide to Campus and Community for Graduate and Professional Students* (see "University Policies Affecting Students"). See also the Office of the Vice President for Research's site on policies and research responsibility.

Discipline-Specific Professional Standards of Conduct or Codes of Ethics: Graduate students are expected to meet professional standards of conduct associated with their own disciplines and/or professions as articulated in formal codes of ethics. Such formal codes can include but are not limited to codes of professional conduct or statements on professional behavior that have been adopted by the student's department, program, school or college, as well as codes of ethics published by professional associations. Departments and graduate students share responsibility in this regard. Departments should make such policies available to their graduate students, and, in turn, students should take the initiative to familiarize themselves with such codes of conduct or ethics.

Additional Forms of Professional Misconduct: In addition, graduate students can be held accountable for the following professionally relevant behaviors, which may or may not be identified as violations in other formal codes of conduct relevant to the student. With respect to the following behaviors, the appropriate academic leadership (*e.g.*, dean or department chair), in consultation with department faculty, serves as the authority for whether a specific student behavior warrants review under this policy.

Misrepresentation of one's credentials or status, or failure to correct others' inaccuracies or misrepresentation of one's credentials. This includes professional experience, paid or unpaid, including positions held; and relevant timeframes and dates (*e.g.*, the timeframe in which a professional position was held, or the date on which a degree was earned).

Unethical consulting activity, including misrepresentation of one's status, credentials, or level of expertise to secure a consulting assignment; and knowingly taking on a consulting assignment without the necessary knowledge or expertise. (Consultation should only be provided by individuals who have demonstrated knowledge, expertise, and competence related to the consultation. To avoid problems in this regard, graduate students are strongly encouraged to seek the advice of their faculty advisors or other appropriate members of the faculty before taking on a consulting assignment.)

Unethical professional practice based on conflict of interest. This includes engaging in unethical professional behaviors to promote, benefit or protect one's self, family, friends, or business colleagues; and exploiting personal knowledge about an individual (*e.g.*, personal life as well as political and religious views).

Deliberate failure to protect confidential records, in accordance with relevant professional standards.

Abuse of the peer review process. This includes the following:

- Simultaneous submission of a manuscript to more than one journal without approval from the respective editors
- Submission of previously published material without clarifying the extent of the previously published material to the editor
- Submitting a manuscript without the permission/agreement of all authors
- Judging a peer's work on other than professional grounds,
- Judging a peer's work unfairly or in an uninformed way,

- Serving as a peer reviewer despite conflict of interest (*e.g.*, having a personal relationship with the author) or otherwise being knowingly unable to judge the merits of scholarly work without prejudice
- Trying to unduly influence a colleague's review of one's own work

Other fraudulent behavior. This includes actions, taken individually or with other people, that the appropriate dean believes to call into question the student's ability to ethically and competently join the profession. Specific examples include knowingly providing false information in one's professional role, embezzling funds, and misusing department or school resources.

Aiding or abetting professional misconduct. Aiding or abetting any individual in the violation of any of the categories of professional misconduct outlined above shall itself be considered misconduct.

Attempted professional misconduct. An attempt to commit professional misconduct may be treated as seriously as the completed act.

Other violations of State or Federal laws or University policies, brought to the attention of the Graduate School that are not explicitly mentioned in the policies and standards of conduct mentioned above but which appear to merit review under this policy, will be evaluated on a case by case basis..

Grades and Grading Policy

The School of Information's grading policies (adopted by the faculty on December 9, 1999) are in compliance with those of the Horace H. Rackham School of Graduate Studies. You should refer to the *Rackham Standards of Academic Performance and Academic Conduct* for additional information. To earn a master's degree at the School of Information, you must complete a minimum of 48 hours of graduate course work with a minimum grade average of B for a total of 240 points, required coursework, and the practical engagement requirement.

Letter Grades and Points

The method of grading graduate students is the letter-grade system (A, B, C, D, E), except for special courses as noted below. Courses in which grades of "D," "E," or "U" are earned cannot be used in fulfillment of degree requirements. Grades of + and – may be given to graduate students whenever such fineness of discrimination is possible. These letter grades are translated into points for each hour of credit in a course as follows:

Satisfactory (S) and Unsatisfactory (U) Grades

At SI, "S" and "U" grades are used only for credit-based internships, and with faculty approval, for independent study. "S" means that you have achieved a level of performance that the instructor regards as satisfactory at the graduate level. Conventionally, this means that

Grade	Points	Interpretation
A+	9	Extraordinary achievement. Rarely given.
A	8	Consistently distinguished performance in all course aspects, such qualities as analytical ability, creativity, and originality are exhibited at a very high level.
A-	7	Strong, solid achievement in most aspects of the work.
B+	6	Good performance. Consistent with performance expected of students in a graduate degree program.
B	5	Acceptable
B-	4	Borderline
C+	3	Poor performance. This is a marginal grade which alerts students to their limited performance in a particular course.
C	2	Very poor performance
C-	1	Minimal. Performance not at a graduate student level. Student should review his/her progress in the program with the associate dean for academic affairs.
D to E	0	Failure. If given for a required course, the course must be repeated.

you would have earned a “B” or better if such fineness of distinction were possible or appropriate to the course. “U” grades are assigned when you do not meet this criterion. No points are generated by the earning of either an “S” or a “U” grade, and such grades are not calculated in your grade point average. “S” grades count toward the minimum credit hour requirements of your degree program and “U” grades do not. Independent studies are given a letter grade unless S/U grading is requested by you and approved by your instructor.

Grade of Incomplete (I)

A grade of incomplete (“I”) may be assigned to you only if the unfinished part of your work is small, the work is unfinished for reasons acceptable to the instructor, and your standing in the course is a “B” grade or higher.

You and your instructor should discuss a schedule for completing the remaining work prior to conferral of an “I.” Grades of incomplete can be changed to letter grades only if the incomplete work is made up by the end of the fourth full term beyond the term for which the grade of “I” is given (regardless of enrollment status in subsequent terms and including the spring-summer term). The grade point average will continue to be based on hours of completed work.

Important: The grade of “I” is permanently retained on your record. An incomplete which has been made up according to the above procedures will appear on your transcript, *e.g.* “I” - “B+”

Student Rights and Student Records Policy

In carrying out their assigned responsibilities, many offices at the University of Michigan collect and maintain information about students. Although these records belong to the University, both University policy and federal law accord you a number of rights concerning these records. The statement on the University of Michigan Student Rights and Student Records is designed to inform you where records may be kept and maintained, what kinds of information are in those records, the conditions under which you or anyone else may have access to information in those records, and what action for you to take if you believe that the information in the record is inaccurate or that your rights have been compromised. For more detailed information, see Appendix C, “Additional University Policies” of the *Rackham Graduate Handbook* or on the Web at the Registrar’s Office.

Grievance Policy

The School of Information has an internal appeals procedure for student grievances, as outlined below. If other avenues fail, these procedures may be used for charges of discrimination on the basis of sex, race, age, disability status, national origin, religion, or veteran status, or on the basis of any other characteristic or status discrimination against which is prohibited by law. You should also refer to the “Rackham Academic Grievance Procedures” in Appendix A of the *Rackham Student Handbook* for details on the Rackham grievance policy and procedures.

School of Information Grievance Policy and Procedures

A. Purpose

The Student Appeals Procedure is the formal mechanism within the School of Information for reviewing student grievances after all efforts among the parties involved have proven to be unsuccessful. It is the primary intent of this formal procedure to provide a means for dealing with a number of questions relating to student grievances. A further intent is to resolve problems within the School rather than having these disputes settled by an outside referee or the Graduate School Appeals Board and Panel. The appeals procedure is usually concerned with these kinds of academic matters:

1. Final course grades and other degree-related questions
2. Unethical, unfair, and discriminatory treatment of or intimidation of students; and
3. Disciplinary actions arising from alleged student misconduct

The Student Appeals Procedure applies to all students enrolled in, or taking courses in, the School of Information. This includes master’s degree students, doctoral students, special students, and students enrolled in other units who may be taking courses in the School. Student appeals will be reviewed by an *ad hoc* Advisory Appeals Committee made up of members selected from both the School of Information governing faculty and the student body.

B. Advisory Appeals Committee

1. Membership
 - a. The *ad hoc* Advisory Appeals Committee consists of five members, including an associate dean of the School of Information as chairperson, and two students appointed by the officers of the School of Information Student Association. If the grievant is a doctoral student, then the student members of the committee shall be doctoral students selected by the other enrolled doctoral students.

- b. Either the grievant or the defendant faculty member(s) may challenge the appointment of any member appointed to the committee (see part C, paragraph 3).
- c. Members are appointed to serve until a recommendation is rendered by the committee.
- d. The dean shall appoint a secretary, who is not a member of the committee, to record all proceedings of the committee.

2. Purpose and Authority

The *ad hoc* Advisory Appeals Committee is authorized to review testimonial and documentary evidence pertinent to a grievant's appeal and to advise in settling grievances within the School. Recommendations of the committee are not binding upon the grievant, the faculty, or the School.

C. Appeals Procedure

1. The grievant will make every reasonable effort to discuss the complaint with the faculty member(s) involved. If this discussion is not satisfactory, the grievant should next discuss the matter with the dean, and the grievant may then, if still unsatisfied, submit a written statement to the dean requesting the appointment of an *ad hoc* Advisory Appeals committee. The written statement must describe the nature of the complaint and the previous efforts made to discuss the complaint with the faculty member involved. The statement must be submitted within 90 days after the last day of the term in which the alleged cause for the grievance occurred.
2. The dean shall appoint the governing faculty members to the committee and ask the officers of the School of Information Student Association or the enrolled doctoral students (whichever is appropriate) to appoint student members to the committee. Within 10 days following the receipt of the written complaint, the dean shall notify in writing the parties to the dispute of the action taken.
3. Within 10 days following notification by the dean, the parties to the dispute may object to appointments made to the committee and may suggest that alternative members be appointed by submitting a written statement to the dean. If the suggested alternate members are acceptable to those persons responsible for appointments to the committee, the alternate members will replace those originally appointed.
4. If neither party to the dispute objects to the composition of the committee, the dean shall immediately schedule hearings. These hearings will be open only to persons involved except that either party may bring an adviser. An adviser must agree to respect the confidentiality of the hearing and limit his or her role to that of consultation.
5. The committee shall hear all testimonial and documentary evidence it deems pertinent to the grievance and shall make recommendations to the dean regarding settlement of the dispute. All committee recommendations shall be made by vote by a simple majority.
6. Except in extenuating circumstance, the committee shall make its recommendations to the dean within 30 days after its final appointment.
7. All proceedings of the committee hearings shall be recorded. A copy of the recorded proceedings shall be given to the grievant and to the defendant faculty member(s), and a copy shall be retained by the School.
8. Within 10 days of the issuance of final recommendations, the dean shall provide the parties to the dispute with a written copy of his own final decision.
9. The dean shall dismiss the committee upon completion of the committee's work.

Additional University Policy Statements

Statement of Student Rights and Responsibilities

With respect to student rights, the policy — available from the Office of Student Conflict Resolution — reads as follows:

“Students at the University have the same rights and protections under the Constitutions of the United States and the State of Michigan as other citizens. These rights include freedom of expression, press, religion, and assembly. The University has a long tradition of student activism and values freedom of expression, which includes voicing unpopular views and dissent. As members of the University community, students have the right to express their own views, but must also take responsibility for according the same right to others.

“Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion, sex, sexual orientation, or veteran status. The University has a long-standing tradition of commitment to pluralistic education. Accordingly, the University, through this Statement, will not discriminate on the basis of group status.

“Students have the right to be protected from capricious decision-making by the University and to have access to University policies that affect them. The University has an enduring commitment to provide students with a balanced and fair system of dispute resolution.”

Sexual Harassment Policy

The following is excerpted from the Faculty/Staff Sexual Harassment Policy (available online in the *Guide to Campus and Community*):

“It is the policy of the University of Michigan to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the University community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment is a barrier to fulfilling the University’s scholarly, research, educational, and service missions. It will not be tolerated at the University of Michigan.”

Practical Engagement Program (PEP)

SI Career Services and Practical Engagement not only provides students with the counseling, tools, and resources to obtain an internship/field experience, but it also assists students with arranging academic credit for internships. The office approves and monitors all credit-based internships or field experiences for SI students.

PEP — the application of knowledge and skills to specific problems outside the classroom — is an integral part of the professional master’s program and helps you build important skills and gain experiences with which to launch a career. Students who start their program in fall 2008 or after will complete between 8 and 15 PEP credits as part of the 48-credit program. During your first semester at SI, you are required to participate in a PEP advisory session. This requirement may be met through select courses, or credit-based internships/field experiences. You must register and pay tuition for all credits that qualify for PEP. The PEP options are designed to accommodate the learning needs and practical constraints of students. The Curriculum Committee designates courses that meet the requirement, and exercises considerable flexibility in establishing criteria for the many activities that will satisfy the requirement. You may complete your Practical Engagement component working individually or as part of a group. See the PEP section of the SI Web site for additional details.

Internships/Field Experiences

Internships are a valuable way to gain hands-on, practical engagement experience at SI. Credit-based internships provide skill development and problem-solving through observation and practice in a variety of environments. All are graded on a satisfactory/unsatisfactory basis. You are eligible for credit-based internships after you have completed at least one term of enrollment, including coursework relevant to your internship.

Internships are intended to offer monitored, mentored, incremental learning experiences, either paid or unpaid. Each student engaged in a credit-based internship works under the supervision of an on-site mentor who has a philosophical commitment to experiential education and the ability to create a constructive learning environment. The latest information about internship guidelines are maintained on the Web site. Contact Joanna Kroll, senior associate director of career services and practical engagement, for additional information at jckroll@umich.edu.

SI Career Services

Career counseling, workshops and seminars, and online resources are available to help you with a wide range of career related topics, including career options, resumés, cover letters, job and internship search strategies, researching employers, locating position openings, interviewing, and negotiating job and salary offers. Contact Joanna Kroll, senior associate director of career services and practical engagement, at jckroll@umich.edu.

SI students are very marketable for a variety of professional positions. For the past few years, approximately 90 percent of SI graduates have obtained a full-time, professional position within four to six months after receiving their degree. Some students receive multiple job offers before they complete their degree.

iTrack

iTrack, SI’s online job recruiting system, increases your access to job opportunities and enhances your visibility with employers. All full-time and part-time jobs and internships received or identified by SI are entered in the iTrack system and can be searched by industry, job function, geographic location, job posting date, or keyword.

iTrack is a “one-stop shopping” system for SI students and alumni to search job listings, store and manage job search documents (including multiple resumés and cover letters) and submit resumés to online resumé books seen by potential employers. The iTrack system allows you to search and apply for some jobs through online application submissions. It helps you manage your job search by tracking your application history.

Employers can use iTrack to post positions and to view and collect resumés by industry, job function, geographic preference, or keyword. If your interests and qualifications meet their criteria, employers are automatically E-mailed your resumé.

Campus Interviews

Some employers arrange a visit to SI to offer interviews or presentations about jobs or internships. E-mail announcements and flyers will inform you of these opportunities.

Student-Alumni Network

SI Career Services, in collaboration with SI Alumni Relations, offers an online database of alumni who have volunteered to share their insights and experiences about academics, career fields and trends, relocation, and job search strategies. The Student-Alumni Network should not be used as a means to try to apply for jobs, although many alumni do post jobs via the iTrack recruiting system. The network is available through the SI intranet.

Conference Placement Services

Several professional associations offer placement services at their annual and semiannual meetings. You should watch for details in the professional journals and announcements for conferences. For most of these, attending the conference is not a requirement. You can submit your resumé or information sheet to be included in notebooks to be reviewed by potential employers at the conference. If you can attend a conference, you may find this service offers you a chance to interview informally and gain some leads on jobs. The School encourages your attendance at professional meetings.

U-M Career Center and Business School Career Services

You may also use the University's Career Center, which offers comprehensive career services, job fairs, on-campus recruiting, and a reference letter center to all undergraduate and graduate students. Information on this service is available in the SI office and at the U-M Career Center, 3200 Student Activities Building. You may also gain access to the Stephen M. Ross School of Business recruitment system for a fee (access to interview schedules is limited).

Financing Your Education

Financial Aid Advising and Funding Resources

The School of Information offers substantial, yet highly selective tuition scholarships, for students entering the Master of Science in Information program. SI continues to seek and secure additional scholarship funding through corporate and alumni contributions. In addition, some MSI students are hired as Graduate Student Research Assistants or Graduate Student Instructors, which provides funding for tuition, a stipend, and health insurance.

SI students (new and continuing) have also been quite successful when applying for outside funding. Awards received by SI students have included Center for the Education of Women Scholarships, Rackham Non-Traditional Fellowships, American Library Association Spectrum Scholarships, Rackham Administrative Graduate Student Staff Assistantships, Alice Lloyd Scholars Program Resident Fellows, and more. We strongly encourage you to explore as many avenues for financial support as possible, including applying for need based aid/loans through the U-M Office of Financial Aid. SI offers matching funds up to \$10,000 to students who receive an external award prior to and through their first year of the MSI program. Submit the original award offer letter you received to SI financial aid advisor Xiao-wen Zou.

Financial aid advising is available to current students (contact Judy Lawson, jmlawson@umich.edu, or Xiao-wen Zou, zxwen@umich.edu). Announcements received regarding scholarships or fellowships from any source are E-mailed to all SI students.

Sources of Funding from SI

School of Information Scholarships

Students who apply by the early deadline for the desired term of admission (February 1 for fall term, October 1 for winter term) receive first consideration for SI's merit-based tuition scholarships. Scholarships offered are typically half-tuition for four semesters, with funds coming from SI's general fund and from SI alumni endowments. Scholarship decisions are made by faculty serving on

the admissions committee and are based on the full set of application materials. There are no additional forms to complete. In addition, SI Alumni Relations administers endowed scholarships in conjunction with SI Admissions. All SI scholarships are awarded upon admission or before the first term of enrollment and are not renewable.

School of Information Opportunity Awards

The School of Information works to foster a supportive community for all students and believes a broadly diverse student body enriches the learning environment. As part of our commitment to diversity, some of SI's merit tuition scholarship offers reflect our commitment to a student body that is broadly diverse (in terms of race, geography, disability, socioeconomic status, etc.). As with all SI tuition scholarships, students who apply by the early deadline for the term of application receive first consideration. No additional forms are required; all SI scholarship decisions are made by members of the faculty admissions committee based on the full set of materials in the application. All SI scholarships are awarded upon admission or before the first term of enrollment and are not renewable.

University Library Associates

The U-M Library system, in conjunction with the School of Information, offers two-year assistantships (fall admission only) through the University Library Associates (ULA) program. The ULA program is highly selective and includes full tuition, a stipend for a two-year assistantship in one of the U-M libraries, health insurance, and additional staff benefits. Submit the ULA application from the SI admissions CD or Web site along with your application materials to SI. If admitted to SI, your ULA application will be forwarded for consideration.

Graduate Student Research Assistantships

Once enrolled at the School of Information, you may be hired as a Graduate Student Research Assistant (GSRA). Positions are competitive and awarded by individual faculty who have funded research projects. Taking courses taught by faculty whose research interests you, discussing mutual interests during office hours, or offering to work on an hourly/temp basis are strategies for increasing your competitiveness for GSRA positions, which cover tuition and offer a substantial stipend and health insurance.

Part-Time Employment

SI Career Services assists incoming and current SI students with securing part-time employment within SI, on campus, and/or in the local community. Many students work within the U-M library system, in various campus departments, and in local organizations while completing their degree. Other students work within SI, for example, working for an individual faculty member, SI Computing, or SI Admissions. Part-time positions are posted on the iTrack job and internship finder. Each spring, SI sponsors an Employment Information Fair for prospective and current students during the Visiting Days @ SI event in March. Individual consultation is always available to help you find a position that meets your needs. Contact Kelly Kowatch (kkowatch@umich.edu), career counselor, or Joanna Kroll (jkroll@umich.edu), senior associate director of career services and practical engagement, for assistance. Before starting work in any part-time position, be sure to complete your hiring paperwork with the hiring department and verify the hours and pay rate. If you accept a part-time position with a faculty or staff member at SI, contact Yvonne Perhne, SI human resources assistant, at perhneym@umich.edu to arrange a time to complete your hiring paperwork.

Sources of Funding at the U-M

U-M Office of Financial Aid

The U-M Office of Financial Aid administers *need-based* aid and educational loans, whereas funding from SI is *merit-based*. The application process and decision process for these two types of funding are separate, and you can apply for both. If you receive a merit award from SI, it will affect your need-based financial aid package. You are strongly encouraged to apply for need-based aid and educational loans, since SI's merit funding and other merit-based funding are highly selective, meaning even students with outstanding credentials may not receive SI merit-based funding. Apply for need-based aid close to the same time you apply for admission; if admitted, you will then receive notice of your need-based aid package. Information specific to international students is also available. Based on your need analysis, you may be eligible for a Work-Study award, which offers the opportunity to earn funds from part-time work performed for employers who qualify for the Work-Study financial aid program under federal or state guidelines.

Rackham Graduate Studies Fellowships Office

The Rackham Graduate Studies Fellowship Office administers a number of fellowships for U-M master's and doctoral students and provides information on external fellowship sources. Try the fellowship finder to search for fellowships you may be eligible for, as an entering or continuing student.

Graduate Student Instructors

Some SI students with relevant backgrounds have obtained Graduate Student Instructor (GSI) positions teaching undergraduates in

other departments (such as psychology, communications, English, chemistry, etc.). These positions cover tuition and offer a stipend and benefits. SI now offers some courses to undergraduates; SI faculty teaching these courses will post Graduate Student Instructor positions to the MSI community as positions become available.

Center for the Education of Women

The Center for the Education of Women offers a scholarship program for women returning to school. Scholarships are available to part-time and full-time undergraduate or graduate students who are entering or continuing in any U-M program of study.

International Institute

The International Institute and its constituent centers and programs offer or coordinate a range of funding opportunities that contribute to internationalizing undergraduate and graduate-level education. These opportunities include Foreign Language and Area Studies Fellowships administered by area studies centers and funding opportunities for international students.

Sources of Funding Outside U-M

Professional Organizations

A number of professional organizations offer scholarships. Over the years, many SI students have been recipients of scholarships from such groups. You should contact the organizations and ask for application information; we suggest you consult the Encyclopedia of Associations. Also see:

American Library Association Scholarships

ALA and its units provide more than \$300,000 annually for study in a master's degree in library and information studies from an ALA-accredited program. Among ALA's scholarships is the Spectrum Scholar program for minority students. The School of Information double-matches the Spectrum award for students who have not already received an SI tuition scholarship. Students apply for these competitive and prestigious awards directly to ALA.

Library & Information Technology Association Scholarships

LITA offers a number of scholarships including minority scholarships.

Special Libraries Association Scholarships

SLA offers scholarships for master's students studying librarianship. As many as three \$6,000 SLA scholarships are available each year.

Employment Opportunities for Students During Their Stay at SI

SI Career Services

Many SI students work while they take classes to gain the experience that employers generally expect of graduates and to help fund their education. SI Career Services assists incoming and current SI students with securing part-time employment within SI, on campus, and/or in the local community. Many students work within the U-M library system, in various campus departments, and in local organizations while completing their degree. Other students work within SI, for example, working for an individual faculty member, SI Computing, or SI Admissions. Part time positions are posted on the iTrack job and internship finder. Current students are also invited to attend a part-time job fair during Visiting Days, held in March. Individual consultation is always available to help students find a position that meets their individual needs. Contact Kelly Kowatch, career counselor, at kkowatch@umich.edu or Joanna Kroll, senior associate director of career services and practical engagement, at jckroll@umich.edu for assistance.

U-M Library Human Resources

The U-M Library hires students to work in the Graduate, Undergraduate, and the divisional libraries (not including the Law and Business School Libraries). Apply at the Library Human Resources Office, 404 Hatcher North (764-2546). If you are interested in working at either the Business or Law School Libraries, you need to apply to those libraries directly. Most students work in student assistant positions that pay hourly rates but do not provide tuition reimbursement.

Work-Study Jobs

Students who apply for need-based aid through the U-M Office of Financial Aid may be eligible for Work-Study Program funding as part of their need-based financial aid package. A Work-Study award gives eligible students the opportunity to earn funds from part-time work for employers who qualify for the Work-Study Program under federal or state guidelines. The Student Employment Office in the Student Activities Building posts work-study positions as well as some nonwork-study positions for students.

U-M Job Postings

Some students work in full- or part-time clerical or professional-technical positions at the University. U-M job postings are available online. Submit applications online. For assistance, contact the Ann Arbor Campus Employment Services Office, Wolverine Tower, Room G250, 3003 South State Street (764-6580); or the Medical Campus Human Resources Department, Room 8A04, 300 North Ingalls Building (647-2375).

Tuition

Tuition bills are due at the beginning of each term. Failure to meet the payment schedule will result in a financial hold credit placed on your record. This hold credit may prevent registration for the next term, may result in diploma and transcripts being held, and may also delay payment of financial aid by the Office of Financial Aid. Wolverine Access provides you with easy access to your account and other information. If you have received a scholarship from SI, this will be posted as a credit on your tuition statement. If it does not appear, contact Senior Academic and Financial Aid Advisor Xiao-wen Zou Zou (zxwen@umich.edu).

Residency

University of Michigan residency regulations are maintained by the Residency Classification Office within the Office of the Registrar. You may contact that office directly if you have questions about residency classification.

Awards and Honors

Margaret Mann Award

The award was established in 1938 by the University of Michigan Library Science Alumni Society in honor of Associate Professor Margaret Mann upon her retirement. Professor Mann, a member of the faculty when our first program for educating information professionals was established in 1926, achieved national distinction for her scholarly contributions. The award is presented annually to one or more students as an academic honor, based upon demonstration of ability and promise of professional development.

Edmon Low Award

Edmon Low was a professor of library science at the University of Michigan for 23 summer sessions and five full years. During his long career in the library profession, he served as the library director at three universities. He was a national leader in library legislation and held a number of professional leadership positions, including president of the Association of College and Research Libraries, president of the Oklahoma Library Association, and vice-president of the American Library Association. Colleagues remember Low for his kindness, his sense of humor, his integrity, and his devotion to the library profession. The class of 1972 established the Edmon Low Award to honor him upon his retirement. This award is given annually to the library/information science student whose personal and professional characteristics resemble those modeled by Professor Low. Students select the recipient of this award.

Graduation Procedures

MSI Program Requirements

As you work through your program, please meet regularly with your faculty advisor and Senior Academic and Financial Aid Advisor Xiao-wen Zou to make sure you are meeting the requirements for graduation. In addition, check your transcript or Wolverine Access each term. You don't want any unpleasant surprises after you apply for your diploma. Tracking and Planning Sheets (TAPS) for each specialization are available on the SI intranet and in 403B West Hall. They are a useful tool for you and your advisor as you complete the program. More information about specialization requirements and the Tailored MSI is available on the SI Web site.

Potential Road Blocks to Graduating and How to Resolve Them

The following items *must* be resolved or completed in order to graduate:

- **Academic Standing:** U-M graduate students must have a minimum 5.0 cumulative GPA to graduate (B average).
- **Cognates:** Ensure that Senior Academic and Financial Aid Advisor Xiao-wen Zou has your faculty advisor's written approval (E-mailed approval is fine) for any non-SI cognate classes.
- **Incompletes:** All incompletes that count toward your degree must be completed.

- **Transfer credits:** If you are using transfer credits, you should obtain and complete the “Transfer of Credit” form at least three months prior to graduation. For details on transfer credit, see Rackham’s transfer credit page.
- **Undergraduate transcript:** Ensure that Rackham has your official undergraduate transcript with degree conferred posted on the transcript.
- **Debts and holds:** Ensure all debts to the University have been cleared; *e.g.*, library fines, financial holds, etc.
- **TAPS:** To ensure you have met all degree and specialization requirements, submit a completed Tracking and Planning Sheet (TAPS) to Senior Academic and Financial Aid Advisor Xiao-wen Zou. These are available from the SI Web site.
- **Tailored program statement:** If you are in the tailored MSI program, ensure you have submitted your goal statement to Professor Joan Durrance, coordinator of the Tailored program. If you have questions about the goal statement, contact Academic and Financial Aid Advisor Xiao-wen Zou at zxwen@umich.edu or Professor Durrance at durrance@umich.edu.
- **Dual-degree form:** If you are a dual-degree program student, you need to fill out the Dual-Degree Course Election Form (6010). The forms are available at 403B West Hall. You also can download the form from the Rackham Web site. Please note that even if you are not in a dual-degree program, but you did receive another master’s degree from U-M when you were in the SI program, you need to fill out the Dual-Degree Course Election Form (6010). Please see Academic and Financial Aid Advisor Xiao-wen Zou with any questions or issues regarding dual degrees.

The Graduation Process

1. Diploma Application

Your first step to your graduation ceremony begins with completing the Diploma Application online via Wolverine Access. (Starting in winter 2006, students will complete the diploma application online via Wolverine Access.) The deadline by which this application must be submitted varies each semester. See the Rackham Web page for these dates. Note: the deadline is usually early in the semester, so plan ahead!

The steps to apply for graduation are:

- Go to Wolverine Access (wolverineaccess.umich.edu)
- Select “Student Business”
- Login using your username and Kerberos password
- Select “Apply for Graduation”
- Select the program for which you wish to apply for graduation. **Note:** If you see your program/specialization is NOT the one you are pursuing, please do NOT apply. You need to fill out the specialization change form ASAP first. After that, you can apply for graduation.
- Follow the prompts to complete your graduation application.
- Once you have completed the graduation application, select “Submit Application.”

If you need more detailed instructions, select “Help” from the “Apply for Graduation” page.

Remember: Fully sign out and log out of Wolverine Access after submitting your application.

After you have applied for graduation, please send Academic and Financial Aid Advisor Xiao-wen Zou an E-mail with your name, ID number, and the specialization you applied for.

2. SI and Rackham Audit

Upon receiving your blue Diploma Application, the SI academic advisor conducts a formal audit of your coursework and notifies you if there are any problems. After the SI audit, Rackham conducts a final audit of your coursework. If there are any problems in the final audit, you will be notified by Rackham.

3. Graduation Ceremony

As a graduate candidate, you may participate in the University of Michigan graduation ceremony and the School of Information recognition ceremony/reception. See Rackham’s Web page for information on the Michigan graduation ceremony you plan to attend. You will receive an E-mail with information on the SI ceremony/reception.

Other graduation ceremony information:

- The University and SI offer two graduation ceremonies, one in the spring (late April or early May) and one in December. If you plan to graduate in August, you can participate in either ceremony.
- If you plan to participate in the University ceremony, you must wear a cap and gown. SI has a limited supply which can be loaned on a first-come, first-served basis. Contact the School of Information Student Association to reserve yours. You can also obtain caps and gowns from the Michigan Union or Ulrich's Book Store. Wearing the cap and gown to SI's event is optional.
- Regardless of whether you borrow or purchase your cap and gown, you will need to purchase a tassel for your cap. The School of Information color is lemon yellow.

4. Diplomas

Official diplomas will be mailed six to eight weeks after you graduate to the permanent address you provided on the blue diploma application. Any questions regarding your diploma after graduation should be directed to the Diploma Office at (734) 764-9206.

Communications

One of the dilemmas of our information society is finding an effective method to reach people with what they need to know. We use a number of methods and hope that at least one catches your attention. Some messages, big and small, may be passed on to you in class by instructors, placed in your mailbox, or posted as flyers. It is important to be aware of what is happening around campus, and while we do our best to keep you informed, it's also your responsibility to be aware.

E-Mail

Much of the day-to-day business at SI is handled via E-mail. U-M Information Technology Central Services provides E-mail accounts as part of your basic computing package. SI students are automatically added to the si.all@umich.edu and si.open.all@umich.edu mailing lists. You can remove yourself from the "open" list through the U-M directory. That list may include impromptu discussions and information sharing of interest to the SI community. On the other hand, [si.all](mailto:si.all@umich.edu) is for important communications (policies, events, announcements) that deserve the attention of the full SI community. All students are added to an E-mail group list called si.students@umich.edu which is maintained by the Office of Academic and Career Services. Postings to this list should *not* be ignored. They will include course registration information, upcoming events/speakers, scholarship and employment opportunities, and more. This list allows staff or faculty to reach all students simultaneously with important information.

SI Web Site

The Web site provides the course catalog, the latest course schedules, faculty and staff profiles, information on scholarships and internships, and much more.

U-M Online Directory

As a U-M student, you have an entry in the University of Michigan Online Directory. You should check this once you have your SI account to make sure your address is current and that your E-mail address is included. Inclusion in this directory allows others to find your E-mail address and other contact information (should you decide to provide it). Think of the U-M Online Directory as a phone book for the University.

SI Newsletter

This is a weekly (bi-weekly for spring and summer terms) newsletter distributed via E-mail to keep everyone current on key deadlines, meetings, and events. Anyone is eligible to place a news item in the newsletter by submitting details to si.newsletter@umich.edu by 5 p.m. Thursday. SI and University-related events receive first priority.

This Week at SI

The "This Week at SI" summary of the coming week's events is distributed through E-mail to everyone at the School of Information. The information is drawn from the online events calendar of the SI Web site. To submit an item for the calendar, send pertinent information to twasi@umich.edu by noon Friday.

Computing and Technology

Networks

Each classroom, office, and meeting/assembly room in our physical facilities offers access to our network, either through wires (Ethernet) or wirelessly (WiFi). This network is part of the U-M campus network, which is in turn a part of the global Internet, connecting SI directly to thousands of other information providers and users around the world. This network is also available from residence halls and public computing sites, and over home broadband connections.

This all-but-ubiquitous network allows all of our computer users to share digital information with each other; to take advantage of high-quality printers, high-power computation servers, and high-capacity file servers; and to communicate directly with systems used by other researchers, students, and developers at other sites around the world. The network provides connectivity to the services that we use and manage.

Our facilities are also equipped with videoconferencing connections, which allow full two-way videoconference activities between SI and virtually anywhere else with appropriate connections.

SI Computing

The SI Computing staff provides first-rate information technology services to faculty, staff, and students. SI Computing is exclusive to the School of Information and should not be confused with Information Technology Central Services, which serves the entire University community. SI Computing supports the high-quality research and education that occurs at SI with the latest in technological services and support, including a distributed computing environment, access to campus-wide and Internet resources, and SI's own servers for storage and computational services. All SI students receive an SI computer account during orientation which provides you with access to additional computer resources. The technology introduction sessions for newly admitted students familiarizes you with how to use your SI account plus the many technology services available to you as an SI student.

DIAD Computing Lab

The Digital Information Access and Dissemination (DIAD) classroom-laboratory meets two important goals for instructional technology: creating a classroom laboratory with high-quality workstations at each desk and expanding the availability of open computing facilities for use by students working on technology-related projects. The DIAD lab, housed within the fourth floor Science Library in the adjacent Shapiro Library, features Macintosh and Windows computers. All systems in this facility are connected directly to the campus network and to the Internet. Access to the DIAD is through an Mcard reader at the door.

Software

SI faculty and students use a broad range of information-processing applications. Traditional word processors, spreadsheets, and database applications are complemented by software for bibliographic management, presentation development, desktop publishing, graphics, statistical analysis, conferencing, and library automation systems. Software applications tie our services to the research and education that are fundamental to the existence of SI. Faculty and staff conduct research, create presentations, and carry out educational and productivity tasks with the benefit of a powerful computing environment and network connectivity within the School.

Access and Use of Licensed Software at SI

SI has merged its software license pool with the College of Literature, Science and the Arts, creating a single pool of licenses. Software users at LS&A and SI now have access to all these combined licenses. LS&A manages the licenses, making sure that we have a sufficient number to cover our use, and obtains additional licenses and new versions of software as needed. Any SI faculty, student, or staff who use desktops or laptops owned by SI may use this software. Unfortunately, you may not use any of the LSA/SI-licensed software on personally owned machines with very few exceptions, *e.g.*, the *EndNote* program, for which we obtained very generous license terms allowing installation and use on personally owned machines, for as long as the owner remains affiliated with SI. Many software titles are available for personal purchases at steep discounts from the U-M Computer Showcase in the Michigan Union (Central Campus) and the Pierpont Commons (North Campus).

Lists of available software can be found at lsa.umich.edu/lsait/SWL. You may search for a particular title, or click on the icon representing an operating system (Windows, Macintosh, Solaris, or Linux) to get the listing of all the titles available. If you do not want to purchase software for your personally owned computer, you can still get access to these applications through a Remote Desktop Protocol (RDP) connection to your SI-issued desktop computer (if you have one through your work with an SI faculty or staff member). Please send an E-mail request to si.computing@umich.edu with subject line "enable remote desktop" and include in the message the computer name (this name is on the white label attached to the front of the computer) and your full name. You will also need to install the Virtual Private Network (VPN) client software provided by the U-M that establishes a secure connection between your personally owned computer and your SI-issued desktop. Once SI Computing enables the computer to allow RDP connections, you

will receive instructions for obtaining the VPN software and how to use remote desktop. To get *EndNote* installed on your personal laptop, bring it to the SI Computing office at West Hall or SI North and the staff will install it for you or make the installation media available to you for use in the SI Computing office (the media cannot be taken home). You must sign a statement pledging to remove the software when you leave SI. Installations on desktops are possible, provided that you can bring the desktop to us.

U-M Computing Facilities

Computer facilities for research at Michigan are first-rate. Numerous facilities for the University community provide access to computers and laser printers. Computer labs are also found in residence halls. For more information see the Computing on Campus Web site at www.umich.edu/computing.php.

ITCS Courses and Workshops

Information Technology Central Services also offers noncredit courses and workshops for the University community, ranging from introductory sessions for nonusers to specialized topics such as database management, spreadsheets, and Web-page development. Workshops on the use of particular computers and software are available. More information is available on the ITCS Web site at www.itd.umich.edu/education.

The Duderstadt Center

The Duderstadt Center on the North Campus is available to all students, faculty, and staff and includes open work areas, training rooms, and special facilities for working with complex audiovisual materials. It emphasizes a multidisciplinary, collaborative approach. Additional library facilities are located there, too. More details are available about the Duderstadt Center at www.dc.umich.edu.

Printing/Scanning/Copying/Faxing

You have access to use any of SI-owned Xerox Multi-Function Devices — two each at West Hall and SI North. Please send an E-mail request to si.computing@umich.edu with the subject line “enable Xerox account” and include in the message text your eight-digit UMID number for accounting purposes. Your SI-issued Desktop is already configured to use each of the four Xerox MFDs at SI and you will be prompted for this number. If you want to print to any of these from your personally owned computer, you will need to install driver software first. Instructions can be found in our FAQs/How-Tos Web pages at si.umich.edu/computing. Although you are not currently charged for Xerox MFD use, accounting helps us ensure the systems are secure and not abused.

Poster Printing

Students often present posters in class or at information sessions, and there are also many opportunities to present at poster sessions at professional meetings. Two places on North Campus print large-size posters:

GroundWorks in the Digital Media Commons (in the Duderstadt Center): www.dc.umich.edu/posterprinting/posterShop.html

Media Center at the Taubman College of Architecture and Urban Planning: www.caup.umich.edu/mediacenter

Student Facilities and Resources

Mailboxes

Student mailboxes are in the third floor hallway between the main office, 304 West Hall, and the Faculty Lounge, 309 West Hall. Faculty and staff mailboxes are in the Faculty Lounge. Check your student mailbox on a regular basis for messages from faculty, students, and office staff, as well as for announcements of upcoming events.

Student Lounge

The Student Lounge is on the fourth floor (in the Academic and Career Services wing) of West Hall and is a place for you to relax between classes, eat meals, and socialize with friends. Two small refrigerators, a microwave oven, and vending machines are kept here for your convenience, as is an on-campus telephone, computers, and a printer. The Student Lounge is open Monday-Friday, 8 a.m.-10 p.m.

Lockers

Approximately 50 lockers are available in the hallway near 409 West Hall and another 50-plus are available in the Student Lounge. These are for students who want to temporarily store jackets or books while in class. They are emptied on a regular basis and are not intended for long-term storage.

Meeting Rooms

Rooms in West Hall and SI North may be reserved for meetings of student organizations. You need to make your reservation by E-mail to si.rooms@umich.edu. Rooms are not available for groups of students working on class projects unless authorized by a faculty or staff member.

Shapiro Library Group Meeting Rooms

Shapiro 3048, 3056, and 4020 group study rooms are available on a first-come, first-served basis. Shapiro 4008 is a locked group study room; the key may be checked out from the Science Library Circulation Desk. Shapiro 4008 can also be reserved for “same day use” by contacting the Science Library Circulation desk at (734) 764-3442.

Mcard

The Mcard is all you need to identify yourself as a member of the University of Michigan community. Mcard is a multifunction card that is also your photo ID. All new students at U-M are issued the Mcard. You must have your ID card to use most campus facilities, including the computer labs. The card provides access to library facilities, it can be used as an ATM/debit card, and it can be used to provide access to university facilities. The Mcard increases the level of service, improves access to services, reduces the need for cash, and enhances safety for University of Michigan students, faculty, and staff. For more information, visit the Mcard Center, 1000 Student Activities Building, or call (734) 936-2273.

Campus and City Buses

Rides on U-M buses are free and take you to and from the athletic facilities, the Central Campus, and the North Campus. You do not need your Mcard to board. In addition, the Ann Arbor Transportation Authority operates an extensive bus service that can take you throughout Ann Arbor and neighboring Ypsilanti, including to many popular shopping and entertainment areas. Rides are free if you show your Mcard.

SI Academic and Social Events

Throughout the year, SI and its student groups plan a variety of events, from the expoStition, a student projects exhibit, to guest speakers, panel discussions, films, and group informational meetings. Past events have included lively panel discussions on careers, workshops on job search strategies, and guest speakers addressing copyright issues, digital publishing, library marketing, and community networking. The various SI student groups also plan field trips and/or social events throughout the year. Current SI events are listed in the events calendar on the SI Web site. Suggestions for and assistance in planning events are always welcome.

SI Student Organizations

All SI students are automatically members of the School of Information Student Association. In addition, you may join the other social and professional organizations listed here that address your specific interests. You are also eligible to join other student groups throughout the University. Web sites are available for most of the student organizations. The most current list is maintained online.

- **School of Information Student Association (SISA):** SISA is a multifaceted organization. SISA serves as the liaison to the School administration, sponsors social events, invites in its own guest speakers, cosponsors programs like the expoStition, and appoints members to various School committees. Contact: sisaofficers@umich.edu
- **American Library Association (ALA):** The student chapter enhances students' experience with the national ALA organization by offering free membership and special programming on the U-M campus. Contact: alaofficers@umich.edu
- **Community Information Corps (CIC):** Information specialists are needed to deal with the complex issues of community building in the emerging “new economy.” Globalization, digital information, and evolving definitions of community are changing the ways in which service-minded individuals engage in work and social transformation. In an effort to answer the difficult questions raised by these changes, students, faculty, and partners at the School of Information have created the Community Information Corps — an interdisciplinary group of information professionals who learn, share, and apply new techniques in the service of public goals. Contact: si.cic.info@umich.edu

- **Doctoral Student Organization (DSO):** The DSO serves all doctoral students in the School. The group supports and facilitates their work throughout the doctoral process. The DSO provides referrals to fellow students who have experience with various procedures and classes, serves as a forum for dissertation discussions, and sponsors an annual convocation. With respect for the numerous commitments of most doctoral students, formal DSO meetings are few but the support and information resources are great. Contact: si-dec@umich.edu
- **Lavender Information and Library Association (LILA):** LILA supports all staff of the University Library system and students, faculty, and staff of the School of Information. LILA promotes awareness of lesbian, gay, bisexual, and transgender issues within SI and the University Library system and throughout the University in general. LILA does this through education, research, networking, and social activities. Membership is open to all. Contact: lila_admin@umich.edu
- **Multicultural Information Exchange (MIX):** MIX evolved from the earlier group Underrepresented Minorities at the School of Information, or UM@SI, to assist historically underrepresented students with research opportunities and to develop relationships with faculty and staff at the School of Information. The group also actively participates in recruitment of master's students. MIX works to strengthen the social capital of minority students at SI and to serve as an academic, social, and professional support system. Contact: mixleadership@umich.edu
- **School of Information Global Network (SIGN):** SIGN provides support and serves as a social hub for international students and their friends at SI. SIGN aims to raise more international awareness at the School and provide international information or assistance that the School and its community seek. SIGN sponsors workshops and speakers as well as social activities. Contact: sign.officers@umich.edu
- **Social Computing at the School of Information (SCSI):** SCSI — pronounced “scuzzy” — is affiliated with the Social Computing specialization. SCSI provides a venue for students to engage in activities that enhance their academic experience, their career and professional development, and their opportunities to network and socialize. Planned activities include design contests, hacker jams, talks by key figures in social computing, and presentations on interesting trends and technologies in the field. If you want to learn more about Web 2.0/3.0, social networks, mashups, wikis, social media, or any other cool technologies, join our group. Contact: scsiofficers@umich.edu
- **Society for Information Management, Policy, Law, and Economics (SIMPLE):** SIMPLE's goal is to be a networking and interaction mechanism for graduate students and faculty interested in information economics-related issues and professions. SIMPLE sponsors events and workshops each term and organizes lectures by speakers from both academia and industry. Contact: simple.officers@umich.edu
- **Society of American Archivists (SAA):** The organization is part of the largest national group for professional archivists. Meetings are open to students pursuing a career in archival administration or to those who are curious and are interested in learning more. SAA introduces and integrates new students into the archival profession and enhances the educational process by providing an additional focus for students to discuss archival issues, identify with the profession, and engage in professional activities. Some of the activities include guest lecturers, field trips, sponsoring presentations and conferences, and of course, a variety of social functions. Contact: contact.saa@umich.edu
- **Special Libraries Association (SLA):** SLA is for individuals interested in a career in archives, corporate libraries, government libraries, law libraries, and other libraries with specialized collections. The SLA objective is to provide students with information about careers in special libraries. SLA is active in networking, career development, and placement. Activities sponsored by the organization include guest speakers, field trips, and social events. The student chapter also encourages membership in the professional organization at reduced student rates. Contact: slaofficers@umich.edu
- **Student Organization for Computer-Human Interaction (SOCHI):** SOCHI is an educational, social, and service organization whose goal is to serve students in the HCI specialization. SOCHI organizes events for peer advising, networking, and academic and career development. Contact: sochi-officers@umich.edu
- **Youth and School Librarians (YASL):** YASL was formed to support students interested in seeking careers as youth and/or school librarians. The group meets regularly and invites all interested students to join. Informal meetings serve as a forum in which group members can share ideas, socialize, and develop plans to change the youth/school librarian world. Contact: yaslofficers@umich.edu

U-M Student Organizations

You may also choose to join any of hundreds of student organizations at the University. Among them:

- **Rackham Student Government (RSG):** RSG is the elected graduate-student governing body representing the approximately 6,000 students enrolled in the Horace H. Rackham School of Graduate Studies. RSG's focus on graduate student issues and concerns takes three forms: representing Rackham students' interests at the University by serving as a liaison between students and administration; funding for academic or cultural projects, sponsored by student organizations, which benefit Rackham students; and appointment of graduate students to various Rackham and University committees. Contact rsg@umich.edu.
- **Students of Color of Rackham (SCOR):** SCOR is dedicated to the social, cultural, and academic well-being of students of color of African, Asian, Latino, and Native American descent. SCOR also includes students of other cultures, ethnicities, and international origins. SCOR serves as an advocacy group in the Rackham School of Graduate Studies, and works toward the recruitment and retention of all graduate students of color. The group promotes, supports, and sponsors efforts concerning the improvement of quality in students' academic, professional, and social lives respectful of cultural differences, disabilities, gender, and sexual orientation. Contact scor-news@umich.edu.
- **University of Michigan Clubs, Sports, and Greek Life:** More than 600 registered clubs and organizations are available at the University. See the U-M home page for information.

SI Alumni Relations and Alumni Society

The School of Information Alumni Relations Office and the Alumni Society maintain vital links to the School's programs and activities. In addition to supporting scholarships, the Alumni Society sponsors career panels, receptions at SI and at conferences for students and alumni, and social and professional events that bring students and alumni together. As a University of Michigan and School of Information alumnus/a, you should be aware of the following benefits:

- You will automatically become a member of the SI Alumni Society.
- As a University of Michigan alumnus/a, you are entitled to a one-year free membership in the U-M Alumni Association. For more information about signing up for a free one-year membership, contact the U-M Alumni Association at (734) 764-0384 or (800) 847-4764.
- Computer accounts are good for one full term after you graduate.
- E-mail accounts are available at a modest cost.
- SI Career Services and Placement survey. SI alumni are welcome to use SI Career Services, including job postings and career/job search advising. In addition, SI conducts an annual placement survey of the previous year's graduates. You should expect to see a survey, which is E-mailed to the most current address available, a few months following your graduation. SI considers data collected from this survey to be very important — we have maintained a very high level of response to our annual placement survey and hope that you will help to continue this trend. The survey is confidential and only aggregate data are reported. Results of this survey are used in several publications, including the annual placement report in the fall issue of *Library Journal*, and a summary report on the SI Careers Web site.
- Student-Alumni Network. Even recent graduates are encouraged to join the Student-Alumni Network. Current and new students benefit from contacting you for your insights about academics, internships, careers, and job searching.

University Library Resources

The history of the University Library parallels that of the U-M itself. As new programs have been initiated, the University Library has grown in size and in diversity of formats and disciplines represented. In its more than 185-year history, the library has become one of the premier research libraries in the world. The University Library is located in many buildings across campus with the Shapiro Undergraduate and Hatcher Graduate Library providing general and humanities/social science collections and services. A number of science libraries have been consolidated in the Science Library within the Shapiro Undergraduate Library. The libraries now represent a collection of more than six million volumes and grow at the rate of more than 100,000 volumes a year. Subject-specialist librarians are responsible for building the collection and also provide reference and instructional services. Electronic resources are a critical component of the library's collections. The University Library's computerized library system, known as MIRLYN, is acces-

sible online, providing access to collections and indexes. The University Library's Web services provide an easy link to library systems across the country. In addition to traditional library holdings, University libraries also provide access to a growing set of electronic information resources, including electronic versions of scholarly journals and digital data sets, including geographic and population studies data.

Information-Related Collection at the Graduate Library

An array of resources which support the School of Information and other users is available within the Graduate Library collection. These materials support the teaching and research activities of SI students, faculty, and staff and serve as a resource for University librarians and staff. The library maintains more than 65,000 volumes and 450 current journal titles covering all aspects of the School of Information academic programs. The information studies librarian is Donna Hayward (dhayward@umich.edu).

In addition, through the University Library, you have access to a vast number of electronic and print resources. OCLC FirstSearch, ProQuest, ISI Web of Science, JSTOR, Wilson Indexes, and dozens more, many including full-text content. In particular, library and information science resources such as Library Literature, LISA, ERIC, INSPEC, and many full-text journals may also be accessed across campus or from home.

Within the Graduate Library, you will also find the Knowledge Navigation Center, which is open to all users. It provides tutorials, classes, and problem-solving for faculty and students with software and hardware needs.

You may also use the library within the Duderstadt Center on North Campus. This library specializes in engineering and computer science materials. The University Library also has in place a routing service, providing SI faculty and students access to material from across its entire library system, regardless of location.

MIRLYN

MIRLYN, the University of Michigan's computerized library system, functions both as an online catalog and a circulation system for all of the University libraries except the law and business libraries. MIRLYN provides access to the bibliographic records of the library's books, periodicals, and other holdings, information as to whether or not an item is available, and computer-based periodical indexes. MIRLYN is available at any of the University libraries' public terminals or online. Instructions for using MIRLYN are available on the system's help screens or at any University library.

Sampling of University Services

The University of Michigan offers a multitude of services for students. Many can be found on the U-M Web site. These are just a few of the services you may find particularly helpful.

Office of Student Conflict Resolution

The Office of Student Conflict Resolution administers the Statement of Student Rights and Responsibilities, which details the non-academic rights and responsibilities of all University of Michigan students. Information about the services offered by the Office of Student Conflict Resolution and the code itself are available. Also, the Student Mediation Service provides free mediation assistance and works in conjunction with the Washtenaw County Dispute Resolution Center.

Office of Services for Students with Disabilities

Students with disabilities are encouraged to contact the Office of Services for Students with Disabilities, G625 Haven Hall, by calling (734) 763-3000. The office provides counseling to students and assists in finding qualified attendants, readers, and interpreters. Other services include note-taking assistance, accessibility and orientation information, and use of specialized reading, communication, and mobility equipment. Campus Lift provides transportation services for those with temporary or permanent disabilities. The *Resource Handbook for Students with Handicaps* is a comprehensive guide to services and facilities available to handicapped students at the University. Free copies are available from Services for Students with Disabilities.

Note: School of Information students should contact their instructors as early as possible in the semester to let them know of any disabilities you have that require accommodation.

Counseling and Psychological Services

Free counseling is available to any student desiring help. In addition to academic counseling, the University provides specialized services to meet various needs. Counseling and Psychological Services, in 3100 Michigan Union, can be reached at (734) 764-8312.

Professional staff members are available weekdays for first appointments on a walk-in basis. The staff includes social workers, psychologists, a religious psychological counselor, and a consulting psychiatrist, as well as peer counselors. Counseling Services also provides 76-GUIDE, a service with student counselors who offer confidential telephone counseling, workshops, and referral information. The service operates after 5 p.m. weekdays and on weekends until 8 a.m. Monday. Telephone 76-GUIDE or (734) 764-8433.

University Health Service

The University Health Service, 207 Fletcher, serves as the student medical care center, offering a full range of outpatient services. It is available to enrolled students, to nonenrolled students who have been enrolled within the past 12 months, and to spouses and dependents (over age 10) of eligible patients. You may call the Cashier's Office at (734) 764-7380 to inquire about payment options. Most services are free to enrolled students. Call (734) 764-8325 to schedule an appointment; the UHS hotline regarding hours is (734) 764-8320.

It is recommended that all students carry health insurance to cover hospitalizations, ambulance services, and visits to other clinics and emergency rooms. For information on health insurance offered by the University, call Michigan Student Assembly, 3909 Michigan Union, at (734) 763-3241.

Contact Information for Key Campus Offices

School of Information GSI Office
(for office hours with your GSI)
B138 Shapiro
647-8032

Office of the Ombuds
www.umich.edu/~ombuds
6015 Fleming Administration Building
763-3545

Career Center
www.cpp.umich.edu
3200 Student Activities Building
764-7460

Office of Student Activities and Leadership
www.umich.edu/~salead
2205 Michigan Union
763-5900

Center for Research on Learning and Teaching
www.crlt.umich.edu
1071 Palmer Commons
764-0505

Office of Student Conflict Resolution
umich.edu/~oscr
G121 South Quad
936-6308

Center for the Education of Women
www.umich.edu/~cew
330 East Liberty
998-7080

Rackham Graduate Studies Fellowships Office
rackham.umich.edu/Fellowships
0120 Rackham Building
764-8119

Counseling and Psychological Services
umich.edu/~caps
3100 Michigan Union
764-8312

English Language Institute
www.lsa.umich.edu/eli
401 E. Liberty Street, Suite 350
764-2413

Services for Students with Disabilities
www.umich.edu/~sswd
G-664 Haven Hall
763-3000

International Center
www.umich.edu/~icenter
603 East Madison
764-9310

Sexual Assault Prevention and Awareness Center
uis.umich.edu/sapac/index.cfm
715 North University Avenue
Suite 202
998-9368 (office)
or 936-3333 (24-hour crisis line)

International Institute
umich.edu/~iinet/iisite/fundops.html
1080 South University
Suite 2660
763-9200

Student Legal Services
studentlegalservices.dsa.umich.edu
2304 Michigan Union
763-9920

Multi-Ethnic Student Services
mesa.umich.edu/history/history.htm
2202 Michigan Union
763-9044

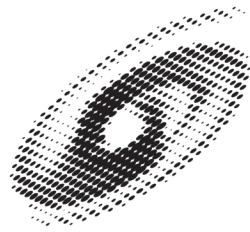
Sweetland Writing Center
www.lsa.umich.edu/swc
1139 Angell Hall
764-0429

Spectrum Center
spectrumcenter.umich.edu
spectrumcenter@umich.edu
3200 Michigan Union
763-4186

University Health Service
www.uhs.umich.edu
207 Fletcher Street
764-8320

Helpful URLs

- Ann Arbor Transportation Authority
www.theride.org
- Rackham School of Graduate Studies
rackham.umich.edu
- Rackham Fellowships Office
rackham.umich.edu/Fellowships
- SI Academic Advising
si.umich.edu/stulife/advising.htm
- SI Alumni Relations and Alumni Society
si.umich.edu/alumni
- SI Career Services and PEP
si.umich.edu/careers
- SI Computing
si.umich.edu/sic
- SI Computer Accounts
si.umich.edu/sic/accounts
- SI Course Catalog
si.umich.edu/courses
- SI Events
si.umich.edu/events
- SI Faculty
si.umich.edu/people/faculty.htm
- SI Funding Sources
si.umich.edu/admission/fin-aid.htm
- SI Graduation Procedures
si.umich.edu/academics/grad-reqs.htm
- SI Internships/Field Experience
si.umich.edu/outreach/dfe.htm
- SI iTrack
si.umich.edu/itrack
- SI Mission Statement
si.umich.edu/about-SI/mission.htm
- SI Practical Engagement Program
si.umich.edu/outreach/pep.htm
- SI Skills Enrichment Program
si.umich.edu/outreach/training
- SI Student Organizations
si.umich.edu/academics/student-orgs.htm
- SI University Library Associates Program
si.umich.edu/ULA
- SI Student-Alumni Network
si.umich.edu/mentors@si
- U-M Academic and Professional Integrity
Policy Statement
**[rackham.umich.edu/StudentInfo/
Publications/GSH/html/APPB.html](http://rackham.umich.edu/StudentInfo/Publications/GSH/html/APPB.html)**
- U-M Academic Calendar
umich.edu/~regoff/calendar
- U-M Career Center
cpp.umich.edu
- U-M Center for the Education of Women
www.umich.edu/~cew
- U-M Counseling and Psychological Services
umich.edu/~caps
- U-M Duderstadt Center
dc.umich.edu
- U-M Graduate Student Instructors
umich.edu/~hrra/acadhr/gsipostings.html
- U-M Health Service
uhs.umich.edu
- U-M International Institute
umich.edu/~iinet/iisite/fundops.html
- U-M Job Postings
umich.edu/~jobs
- U-M Mcard
mcard.umich.edu
- U-M MIRLYN
mirlyn.lib.umich.edu
- U-M Office of Financial Aid
finaid.umich.edu
- U-M Office of the Registrar
umich.edu/~regoff
- U-M Office of Services for Students
with Disabilities
umich.edu/~sswd
- U-M Office of Student Conflict Resolution
umich.edu/~oscr
- U-M Online Directory
directory.umich.edu
- U-M Parking and Transportation
www.parking.umich.edu
- U-M Policy Statement on the
Integrity of Scholarship
**[www.research.umich.edu/policies/um/
integrity_policy.html](http://www.research.umich.edu/policies/um/
integrity_policy.html)**
- U-M Sexual Harrassment Policy
**[rackham.umich.edu/StudentInfo/
Publications/rounding](http://rackham.umich.edu/StudentInfo/
Publications/rounding)**
- U-M Statement of Student Rights
and Responsibilities
**[studentpolicies.dsa.umich.edu/
statementstudentrights.htm](http://studentpolicies.dsa.umich.edu/
statementstudentrights.htm)**
- U-M Student Organizations
umich.edu/clubs.html
- U-M Student Rights and Student Records Policy
umich.edu/~regoff/ferpa
- U-M Tuition and Residency
umich.edu/~regoff/tuition
- U-M Understanding Plagiarism
www.lib.umich.edu/acadintegrity/rules
- U-M University Library Resources
umich.edu/lib_resources.html
- U-M Wolverine Access
wolverineaccess.umich.edu
- U-M Work-Study Jobs
studentemployment.umich.edu



SCHOOL OF INFORMATION
UNIVERSITY OF MICHIGAN

304 West Hall
1085 South University Avenue
Ann Arbor, Michigan 48109-1107

(734) 763-2285
(734) 615-3587 (fax)

si.umich.edu

September 2008

M UNIVERSITY OF MICHIGAN