May 17, 2011

MEMORANDUM

TO: Jennifer Preece  
   Dean, College of Information Studies

FROM: Elizabeth Beise  
       Associate Provost for Academic Planning and Programs

SUBJECT: Proposal to Modify the Curriculum of the Master of Library Science (PCC log no. 10056)

On May 6, 2011, the Senate Committee on Programs, Curricula, and Courses approved your proposal to modify the curriculum of the Master of Library Science. A copy of the approved proposal is attached.

The change is effective Fall 2011. The College should ensure that the change is fully described in the Graduate Catalog and in all relevant descriptive materials, and that all advisors are informed.

MDC/  
Enclosure

cc: David Salness, Chair, Senate PCC Committee  
    Sarah Bauder, Office of Student Financial Aid  
    Reka Montfort, University Senate  
    Erin Howard, Office of Information Technology  
    Donna Williams, Institutional Research & Planning  
    Anne Turkos, Archives  
    Linda Yokoi, Office of the Registrar  
    Thomas Castonguay, Graduate School  
    Ann Weeks, College of Information Studies
College/School:
Please also add College/School Unit Code-First 8 digits:
Unit Codes can be found at: https://hypprod.umd.edu/Html_Reports/units.htm

Department/Program:
Please also add Department/Program Unit Code-Last 7 digits:

Type of Action (choose one):

- Curriculum change (including informal specializations)
- Renaming of program or formal Area of Concentration
- Addition/deletion of formal Area of Concentration
- Suspend/delete program

Italics indicate that the proposed program action must be presented to the full University Senate for consideration.

Summary of Proposed Action:
The College of Information Studies proposes to require a field study of all students in the Master of Library Science degree program. This change is the result of a thorough review of the MLS program that was completed in September 2010.

APPROVAL SIGNATURES - Please print name, sign, and date. Use additional lines for multi-unit programs.

1. Department Committee Chair

2. Department Chair

3. College/School PCC Chair

4. Dean

5. Dean of the Graduate School (if required)

6. Chair, Senate PCC

7. University Senate Chair (if required)

8. Senior Vice President for Academic Affairs & Provost
Proposed Change to Requirements for the Master of Library Science Degree Program

The College of Information Studies proposes to add a field study to the requirements for the Master of Library Science (MLS) degree beginning with students entering in Fall 2011. The proposed change is the result of an intensive review of the entire MLS program that was completed in September 2010. The review committee based its recommendation for the new requirement on evidence that previous professional experience is has become a preference if not a requirement even for entry positions in information agencies. Students without field experience are at a disadvantage in the job search process.

In addition, the proposed change in requirements will facilitate assessing of Learning Outcome 5, which states:

Demonstrate an understanding of current theories of information access, organization, technology, management, and use and apply those theories to specific functional or institutional settings in which information work is performed.

At present, classroom simulations are being used for this assessment. The field study course will be a much better vehicle for that purpose. It will allow students to apply knowledge from the classroom in a real-world environment under the guidance and supervision of a faculty member and a workplace supervisor. All field study placements require supervision by a fully qualified, experience librarian, archivist, or school library media specialist.

Current MLS Degree Requirements
The MLS degree program requires 36 credit hours courses. The required courses under current MLS degree requirements are shown in Table A on page 2. Each of the required courses is a 3-credit hour course. Required courses listed as 1-4 must be completed in the first half of the student’s academic program, while the management course can be completed at any time prior to graduation. Materials that inform students of these requirements – a print out from the college’s website (www.ischool.umd.edu), a copy of relevant text from the Master’s Student Handbook, and a printout from the Graduate School’s website (www.gradschool.umd.edu) are attached as Appendix A.

At present all students except for school library media students are strongly advised to include a field study (an unpaid practical experience) in their academic program. Students in the school library media specialization must complete a field study course if they are preparing to meet State of Maryland certification requirements for K-12 education.

The college offers three field study courses.

- LBSC 703 Field Study in Archives, Records and Information Management (3)
  Prerequisite: permission of department.
  Supervised experience in archival, records, or information management programs in organizations and institutions. Application of theories, methods, and approaches to effectively carry out work and meet program goals.

- LBSC 707 Field Study in Library Service (3)
  Prerequisite: all core courses and permission of department.
  Unpaid, supervised experience within the library operations and/or the opportunity to perform a study to solve a specific problem in a suitable library or other information agency.
• LBSC 744 Field Study in School Library Media (3)

Prerequisites: LBSC 741, LBSC 742, or permission of instructor.

Practicum and seminar in library media programs at the elementary, middle, and secondary levels.

Each of these courses is offered twice in an academic year. In 2010-2011, 69 students enrolled in a field study course.

Table A

<table>
<thead>
<tr>
<th>Current MLS Degree Requirements</th>
<th>Proposed MLS Degree Requirements</th>
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</thead>
<tbody>
<tr>
<td>1. An introduction to the profession course selected from among:</td>
<td>1. An introduction to the profession course selected from among:</td>
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<tr>
<td>• LBSC 601 Information Use</td>
<td>• LBSC 601 Information Use</td>
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<td>• LBSC 605 Archival Principles, Practices and Programs (for students in the archives,</td>
<td>• LBSC 605 Archival Principles, Practices and Programs (for students in the archives,</td>
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<td>records, and information management specialization)</td>
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<td>• LBSC 640 Library Media Specialists as Information Professionals (for students in the school</td>
<td>• LBSC 640 Library Media Specialists as Information Professionals (for students in the school</td>
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<td>library media specialization)</td>
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<td>2. LBSC 650 Information Access</td>
<td>2. LBSC 650 Information Access</td>
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<td>3. LBSC 670 Information Structure</td>
<td>3. LBSC 670 Information Structure</td>
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<tr>
<td>4. LBSC 690 Information Technology</td>
<td>4. LBSC 690 Information Technology</td>
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<tr>
<td>5. A management course</td>
<td>5. A management course</td>
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<tr>
<td>• LBSC 635 Management and Administration for the Information Professional (for all students</td>
<td>• LBSC 635 Management and Administration for the Information Professional (for all students</td>
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<td>except students in the school library media specialization)</td>
<td>except students in the school library media specialization)</td>
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<tr>
<td>• LBSC 744 School Library Media Program Administration (for students in the school library</td>
<td>• LBSC 744 School Library Media Program Administration (for students in the school library</td>
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<td>media specialization)</td>
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<tr>
<td>6. A field study course</td>
<td>6. A field study course</td>
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<td>• LBSC 703 Field Study in Archives, Records and Information Management (for students in the</td>
<td>• LBSC 703 Field Study in Archives, Records and Information Management (for students in the</td>
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<td>archives, records, and information management specialization)</td>
<td>archives, records, and information management specialization)</td>
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<td>• LBSC 707 Field Study in Library Service</td>
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<td>• LBSC 744 Field Study in School Library Media (for students in the school library media</td>
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<td>specialization)</td>
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Proposed Change in Degree Requirements
The proposed change adds the requirement that every MLS student complete a field study course prior to graduation. The choice of which field study course to complete will depend upon the student’s career interests. Any of the three courses listed above (LBSC 703, LBSC 707, LBSC 744) will satisfy the field study requirement. The course normally will be taken in the last half of the student’s academic program. The new degree requirements are shown in Table A on page 2.

Sample programs including a required field study in a student’s program of study are shown below. There is a sample program for both a part-time and a fulltime students with variations for students in the archives specialization and the school library media specialization, and for all other MLS students. The field study courses are shown in bold font.

### Sample Programs for a Part-time Student

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester 1</th>
<th>Spring Semester 1</th>
<th>Fall Semester 2</th>
<th>Spring Semester 2</th>
<th>Fall Semester 3</th>
<th>Spring Semester 3</th>
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</thead>
<tbody>
<tr>
<td>MLS students in the archives specialization</td>
<td>LBSC 605</td>
<td>LBSC 670</td>
<td>LBSC 635 Elective</td>
<td>Elective</td>
<td>LBSC 703 Elective</td>
<td>Elective</td>
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<td>LBSC 650</td>
<td>LBSC 690</td>
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<tr>
<td>MLS students in the school library media specialization</td>
<td>LBSC 640</td>
<td>LBSC 670</td>
<td>Elective</td>
<td>LBSC 741 Elective</td>
<td>LBSC 742 Elective</td>
<td>LBSC 744 Elective</td>
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<td></td>
<td>LBSC 650</td>
<td>LBSC 690</td>
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<tr>
<td>All other MLS students</td>
<td>LBSC 601</td>
<td>LBSC 670</td>
<td>LBSC 635 Elective</td>
<td>Elective</td>
<td>LBSC 707 Elective</td>
<td>Elective</td>
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<td></td>
<td>LBSC 650</td>
<td>LBSC 690</td>
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### Sample Programs for a Fulltime Student

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<th>Fall Semester 1</th>
<th>Spring Semester1</th>
<th>Fall Semester 3</th>
<th>Spring Semester 3</th>
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</thead>
<tbody>
<tr>
<td>MLS students in the archives specialization</td>
<td>LBSC 605</td>
<td>LBSC 690</td>
<td>Elective</td>
<td>LBSC 703 Elective</td>
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<tr>
<td></td>
<td>LBSC 650</td>
<td>LBSC 635 Elective</td>
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<td></td>
<td>LBSC 670</td>
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<tr>
<td>MLS students in the school library media specialization</td>
<td>LBSC 640</td>
<td>LBSC 690</td>
<td>LBSC 741 Elective</td>
<td>LBSC 744 Elective</td>
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<td></td>
<td>LBSC 650</td>
<td>LBSC 742 Elective</td>
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<tr>
<td></td>
<td>LBSC 670</td>
<td>Elective</td>
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<tr>
<td>All other MLS students</td>
<td>LBSC 601</td>
<td>LBSC 690</td>
<td>Elective</td>
<td>LBSC 707 Elective</td>
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<td></td>
<td>LBSC 650</td>
<td>LBSC 635 Elective</td>
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<td></td>
<td>LBSC 670</td>
<td>Elective</td>
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</table>

Prerequisites and permissions for the field study courses are as follows:

- LBSC 703 Field Study in Archives, Records and Information Management: Prerequisite: permission of department.
• LBSC 707 Field Study in Library Service: Prerequisite: LBSC 601, 650, 670, and 690; and permission of department.
• LBSC 744 Field Study in School Library Media Programs: Prerequisites: LBSC 741 (prerequisite: permission of instructor); LBSC 742 (prerequisite: permission of department); or permission of instructor.

The College proposes that this change in requirement become effective with students entering the MLS program in Fall semester 2011. Students who matriculated prior to that date will not be required to complete the field study but may choose to do so; school library media students who seek certification in Maryland will continue to be required to complete LBSC 744 to meet State requirements.

The various descriptions of MLS degree requirements will be changed to reflect the change in degree requirements. As an example, the revised text on the college’s website will be as follows:

Each student works with an advisor to design a suitable course of study. All MLS students must complete the following four core courses within the first 18 credits of the program:

• LBSC 601 Information Use, OR LBSC 605 Archival Principles, Practices and Programs (for students in the Archives, Records, and Information Management specialization), OR LBSC 640 Library Media Specialists as Information Professionals (for students in the School Library Media specialization)
• LBSC 650 Information Access
• LBSC 670 Information Structure
• LBSC 690 Information Technology

Additionally, all MLS students are required to complete
• A management course, either LBSC 635 Management and Administration for the Information Professional. Students (all students except students in the School Library Media specialization), OR LBSC 741 Seminar in School Library Media Program Administration. (students in the School Library Media specialization only)
• A field study course, selected from LBSC 703 Field Study in Archives, Records, and Information Management (for students in the Archives, Records, and Information Management specialization only), OR LBSC 707 Field Study in Library Service, OR LBSC 741 Field Study in School Library Media (for students in the School Library Media specialization only)

The proposed change does not affect any other department in the University or any articulation agreements. Additional sections of one or more of the courses may be necessary. However, any additional section can be covered by the college’s faculty.

The College has a long-established waiver process through which a student may seek exemption from a degree requirement by approval of the advisor and petition to the Master’s Committee; requests for a waiver of the proposed field study requirement will be handled through this process.

These three courses are sufficient to meet the intellectual content of the MLS program; a new course to meet the proposed new requirement. No courses will be added or deleted in connection with this change in requirements.
Appendix A

Informational Material for Students about MLS Degree Requirements
PROGRAM REQUIREMENTS

The program for the MLS degree requires 36 credit hours of academic work to be completed with a minimum average of B within five calendar years from the first registration. In the non-thesis option, all credits are coursework. The thesis option requires 30 credits of coursework and six credits of thesis research. The usual and recommended course of study for a full-time student is approximately 18-24 months.

The MLS program is designed to give students flexibility in completing the program. Students may take courses in daytime and evening and may alternate between part-time to full-time, as their circumstances permit. Most MLS courses are offered both day and evening on a regular rotation; however, there are a few courses that are only offered either during the day or evening.

The History/Library Science (HiLS) dual-degree program requires 54 credit hours for the MLS and MA in History. The time limit for completion of all degree requirements for the dual degree specialization is five years.

Each student works with an advisor to design a suitable course of study. All MLS students must complete the following four core courses within the first 18 credits of the program:

- LBSC 601 Information Use, OR LBSC 605 Archival Principles, Practices and Programs (for students in the Archives, Records, and Information Management specialization), OR LBSC 640 Library Media Specialists as Information Professionals (for students in the School Library Media specialization)
- LBSC 650 Information Access
- LBSC 670 Information Structure
- LBSC 690 Information Technology

Additionally, all MLS students except for those who are pursuing the School Library Media specialization, are required to take LBSC 635 Management and Administration for the Information Professional. Students in the School Library Media specialization instead take LBSC741 Seminar in School Library Media Program Administration. The other seven courses are electives selected by the student and the advisor. For a full listing of courses, see the Course Descriptions page.
THE MASTER OF LIBRARY SCIENCE PROGRAM
The MLS program focuses on areas central to research and practice in library and information science. It emphasizes the theoretical and conceptual foundations of the field. The application of the results of scholarly research is related to current practices and analyzed with the goal of advancing the quality and scope of services in a variety of information settings. It provides a comprehensive foundation for professional careers in all libraries, information centers, and other agencies engaged in information activities. The MLS program is fully accredited by the American Library Association (ALA).

Degree Requirements
With the aid of an advisor, the MLS student devises a plan of study to meet the graduation requirements: four core courses, the management and administration course, and seven more courses for a total of twelve courses (36 credits). At least 24 of the 36 hours must be information studies courses taken at the College of Information Studies.

Core Courses
The core courses introduce the broad range of disciplines relevant to information studies and provide the necessary background for more specialized courses. They must be completed within the first 18 hours of the program:

- LBSC 650 -- Information Access Services;
- LBSC 670 -- Organization of Information;
- LBSC 690 -- Information Technology;

and

- LBSC 605 - Archival Principles, Practices, and Programs (for archives students), or
- LBSC 640 - Library Media Specialists as Information Professionals (for school library media students), or
- LBSC 601 - Users and Information Context (for all other MLS students).

Management and Administration Course
All students must take a course in management and administration. Students in the school library media program must take LBSC 741 Seminar in School Library Media Programs. All other students must take LBSC 635 Management and Administration for the Information Professional. The management and administration requirement may be fulfilled at any point in a program of study.
Library Science (LBSC)

Abstract
The Masters of Library Science (MLS) is a fully American Library Association (ALA) accredited program that focuses on areas central to research and practice in information science. It emphasizes the theoretical and conceptual foundations of the field. The application of the results of scholarly research are related to current practices and are analyzed with the goal of advancing the quality and scope of services in a variety of information settings. The program provides a comprehensive foundation for professional careers in all libraries, information centers, and other agencies engaged in information activities.

The MLS program is available at the College Park campus; the Universities at Shady Grove campus in Rockville, Maryland; and online. Space is limited at the College Park campus, therefore, applicants are encourage to apply to the Shady Grove campus or the online program.

For more information about courses available at the Shady Grove campus, admissions deadlines, or to schedule an informational interview, please contact the Coordinator of the MLS at Shady Grove, Dr. Vedat Diker, at vdiker@umd.edu.

For more information about the MLS online, please contact ischooladmission@umd.edu.

Admissions Information
Admission decisions are based upon a thorough review of the applicant’s undergraduate record, scores on the Graduate Record Exam General Test, letters of recommendation, and statement of purpose. Other factors, such as other graduate degrees and work experience, may be considered as well.

New students are admitted to the MLS program at the College Park campus in the Summer and Fall terms.

Summer, Fall, and Spring admission for the MLS program is available at the Shady Grove campus in Rockville, Maryland only. Applicants interested in spring admission for the MLS at Shady Grove should contact the Admissions and Student Affairs Office at ischooladmission@umd.edu or (301) 405-2038 for assistance with the application process.

Application Deadlines

<table>
<thead>
<tr>
<th>Domestic Applicants:</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>U.S. Citizens and Permanent Residents</td>
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Domestic Applicant Deadlines
- HiLS applications must be received by December 15.
- M.L.S. applications must be
Summer: M.L.S. applications must be received by February 1.

<table>
<thead>
<tr>
<th>International Applicants:</th>
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<tbody>
<tr>
<td>Applicants from Outside the U.S. or U.S. Citizens / Permanent Residents with Non-U.S. Credentials</td>
<td>IMPORTANT: <strong>International Applicants and U.S. Applicants with Non-U.S. Credentials must follow the domestic deadlines above if they are earlier than the deadlines listed below.</strong></td>
</tr>
</tbody>
</table>

| Applicants seeking admission under F (Student) or J (Exchange Visitor) visas | February 1 If Domestic Deadline is *after* Feb. 1 | June 1 If Domestic Deadline is *after* Jun. 1 |
| Applicants seeking admission under A, E, G, H, I, and L visas and immigrants | May 1 If Domestic Deadline is *after* May 1 | October 1 If Domestic Deadline is *after* Jun. 1 |
| U.S. Citizens and Permanent Residents with foreign credentials | May 15 If Domestic Deadline is *after* May 15 | October 31 If Domestic Dea |