

# QUEENS COLLEGE GRADUATE SCHOOL OF LIBRARY AND INFORMATION STUDIES STUDENT HANDBOOK (SPRING 2014)

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Welcome to the Queens College Graduate School of Library and Information Studies (GSLIS). In this booklet, the GSLIS will try to anticipate concerns you may have and provide guidance to facilitate your journey towards the Master of Library Science degree. Please note that we have made every effort to provide you with current information. However, it should be noted that information contained within this handbook is subject to change. Therefore, it is important to keep abreast of School email messages and listserv information which will assist in communicating any changes and/or updates in procedures. Students are expected to secure a Queens College computer email account and to check for email

messages and review all communications including Queens College Mailer. You should also sign up for CUNY Alerts, which, in addition to updates to the school's website, will keep you advised in the event of an emergency. You are also reminded that you may check with the offices of the Registrar, Graduate Admissions, Financial Aid and others, regarding current deadlines as they pertain to those offices.

As a student of the GSLIS, you are in one of three categories:

1. Matriculated student- a student who has been admitted with no conditions.
2. Conditionally matriculated student- a student who has only to meet the conditions established at the time of admission, to change his or her status.
3. Non-matriculated student- a student who may have been admitted to this category for a wide variety of reasons. Non-matriculated students may take up to four classes (12 credits) but before completion of the fourth course, must apply to the School in order to formally change their status. **Only fully matriculated students may continue beyond 12 credits.**

## REGISTRATION AND PRE-REGISTRATION PROCEDURES

### NEWLY ADMITTED STUDENTS

All registration for **newly admitted** students is done **in person at the School**. This will take place at the conclusion of the group meeting held by the Graduate Advisor of New Incoming Students. (The School has two Graduate Advisors: The Graduate Advisor of New Incoming Students and the Graduate Advisor of Continuing Students.) If you are a School Library Media student, you will also meet with the Program Coordinator for the School Library Media program at the time of your admission. Please note that the group meeting is a mandatory part of the admissions process. You will be registered for your classes at the conclusion of this meeting.

Students who apply specifically for non-matriculated status just prior to the start of classes will register on posted dates and times during January (for the spring semester), June (for summer session) and August (for the fall semester).

### CONTINUING STUDENTS

Approximately midway through the fall and spring semesters, all continuing students are eligible to participate in the School's pre-registration process. The dates and procedure for this process will be announced on the School listserv (GLISANN) in advance and also posted in the GSLIS office. **Students are reminded that they are responsible for seeking advisement (see next section) prior to registering for courses in subsequent semesters.**

## ACADEMIC ADVISEMENT

For two weeks prior to the pre-registration period, all full time faculty will be available for academic advisement. The schedule for advisement will be posted on GLISANN, in the GSLIS office and on the information table outside the GSLIS office. Again, School Library Media students must make individual appointments to meet with the Program Coordinator for their advisement.

During the advisement process, all students with fewer than fifteen (15) credits must complete two copies of a program form, which will be signed by the advising faculty member. One copy of the form will be placed in the student file, and the second copy will be held by the student for future reference.

Students with between 3-15 credits will register online during posted times.

Students with 18 credits or more at the end of the current semester, will be able to complete the pre-registration form and leave it in the office with a staff member. You will receive a stamped receipt upon doing so. These students will then be formally registered by the School, prior to those students with fewer credits. Students who have 18 or more credits are not required to seek advisement during this period, but are encouraged to do so, if they have any questions.

During the course of the semester, any student may seek further advisement at any time from the Graduate Advisor of Continuing Students. In order to do so, you should call the office at (718) 997-3790 to schedule an appointment. You may also come in on a first come, first served basis during the Graduate Advisor's regularly scheduled hours.

## CERTIFICATES and CERTIFICATION PROGRAMS

The GSLIS provides the opportunity for students to earn certificates or work toward teacher certification in an area of interest. Currently, students may complete the coursework necessary to earn NYS teacher certification in the area of School Library Media Specialist. Students may also earn a Certificate in Children and Young Adult Services in the Public Library or a Certificate in Archives and Preservation of Cultural Materials. It should be noted that each of these courses of studies has special requirements. You are urged to check with the GSLIS office. There is also information available on the table outside the GSLIS office. Students interested in school library media are urged to check requirements with the Coordinator of the School Library Media Specialist Program.

## RECOMMENDED COURSE LOAD

Students should be aware that GSLIS program expectations are rigorous; students should plan their programs accordingly. Time should be factored in for library research, preparation of written assignments and study for examinations. Experience over the years suggests that most students working full time can take one or two courses each semester. The number of courses taken in any given year can be supplemented by attending summer school. The GSLIS offers courses during Summer Session I and Summer Session II. The maximum number of courses in which you can enroll during summer sessions is

six (6) credits (two courses) per summer session. Students who enroll in two courses each semester (including a summer session) can complete the program in two years. Most students finish the program within two and a half (2 ½) years. However, students have up to four years to complete the program. Students should also be aware that many of the elective courses rotate; not all electives are offered every semester. Please see the Graduate Advisor of Continuing Students for information regarding when a particular elective may be offered.

## ATTENDANCE

All students are expected to attend class regularly. Individual faculty members will indicate in their course syllabi their individual school policy on attendance. If you are going to miss class for a foreseen (Open House at School for teachers, for example) or unforeseen event (illness), students should inform their instructors. Excessive unexcused absences may result in lowered grades or failure.

## SYLLABI

Students should consult their course syllabi **frequently** during the course of the semester. A **syllabus should be regarded as a binding agreement**. Upon accepting the syllabus from the instructor on the first day of class, it is understood that the student agrees to abide by all of the requirements indicated on it. Failure to carefully pay attention to all of the items on the syllabus can result in misunderstandings regarding course criteria and ultimately, low grades.

## GRADES AND INCOMPLETES

Grades for GSLIS students are the conventional letter grades, including plus/minus. The plus/minus grades appear on the student's transcript and form part of the student's GPA.

The points corresponding to letter grades are:

A+ 97-100 B- 80-82

A 93-96 C+ 77-79

A- 90-92 C 73-76

B+ 87-89 C- 70-72

B 83-86 F 0-69

There is no D letter grade in the Graduate School.

The basis for grades in individual courses will appear within the course syllabus. The grades recognized by the College for graduate courses appear within the GSLIS Bulletin. Students must maintain an average of "B" (3.0) on the College's four point grading system, in order to graduate. A student who fails a course

is allowed to repeat that course and have the original failing grade disregarded in determining the Grade Point Average (GPA). Students not meeting that standard upon completion of twelve courses, may be permitted to enroll in additional courses in order to attain the minimal standard for the MLS degree. In very unique circumstances, students have recourse to the Graduate Scholastic Standing Committee to qualify for graduation.

The grade of Absent (ABS) is a temporary grade indicating that the student missed the final examination, but completed all other work in the course. The instructor may give this grade if there is a reasonable expectation that the student will be able to achieve a passing grade in the course by taking a make-up examination. A graduate student receiving this grade is required, with the permission of the Department Chairperson, to take a make-up final examination by the end of the next two regular semesters in attendance. A make-up examination fee of \$15.00 is charged. Absent grades must be resolved; students may not graduate with this grade on record.

The grade of Incomplete (INC), also a temporary grade, must be requested by the student and may be given by the instructor to indicate that a student has a satisfactory record in course work but for a valid reason is unable to complete the course during the regular time period. A grade of incomplete will only be awarded in circumstances of illness or severe personal difficulty. In such cases, **a student request must be made to the course instructor**. No student will automatically be granted an incomplete. Each request will be reviewed individually on a case by case basis. Students are responsible for contacting the instructor during the period of the granted incomplete and make arrangements for an acceptable time schedule in which to complete the work. A graduate student receiving this grade must complete the work of the course by the end of the next two regular semesters or within a time deemed acceptable by the instructor. Requests for extensions of time must be addressed to the Dean of Research and Graduate Studies. If the course work is not completed, the Incomplete grade remains on the record without penalty.

## WITHDRAWALS FROM COURSES

Withdrawals from courses during the first eight weeks of the semester require no special approval. It is strongly advised however, that students contemplating withdrawal during this time period contact the Graduate Advisor before withdrawing. During this period, students may drop courses online. Upon doing so, students will receive a no penalty grade of "W" for the course.

Beginning with the first day of the ninth week of the semester, graduate students must complete a Request for Permission to Withdraw from a Course form. This is obtained from the office of the Registrar, the Office of Graduate Studies or the GSLIS. It must be signed by the Graduate Advisor and filed in the Registrar's Office. Beginning with the fourteenth week of the semester, approval of the Office of Graduate Studies is also required. The instructor must indicate whether the student is passing or failing as of the date of withdrawal. An indication of failure as well as unofficial withdrawal from a class will result in a grade of WU. This grade is considered to be the equivalent of a grade of *F*. Course withdrawals at the graduate level are allowable up to the official last day of classes. However, again it is

understood that, in this case, the permission of the instructor and approval of the Office of Graduate Studies will be required.

Instructors may assign an unofficial withdrawal (WU) grade, if a student has simply stopped attending class entirely. WU factors into a student's GPA in the same way as F, but unlike F, WU implies that the student did not attempt the credits, and this can have serious financial implications for the student. If, during the final month, a student attends even one class, turns in a single assignment, and/or attends the final exam, WU is not appropriate.

## WITHDRAWAL/RE-ENTRY

There is no official leave of absence classification for graduate students. Students who do not register for a regular semester (i.e. Fall or Spring) are considered **inactive**. Such status is not noted on student records and does not extend the time limit for the degree or certificate. Inactive students who wish to return to the GSLIS should send a letter of intent to the GSLIS. Students must also file an Application to Re-enter with the Office of Graduate Admissions by the following dates:

July 1 for the Fall Semester

December 1 for the Spring Semester

May 1 for the Summer Session

A non refundable application fee of \$10.00 is required to file for re-entry. Inactive students who began their program of study at the GSLIS eight or more years before the semester in which they plan to reenter must also appeal to the Graduate Scholastic Standards Committee for readmission. Information on appeal procedures may be obtained from the Office of Graduate Studies. It is advised that reentering students contact the GSLIS to inform the school of their intent and to make an appointment with the Graduate Advisor of Continuing Students before applying for re-entry.

## INDEPENDENT STUDY

Independent study provides an opportunity for the student to pursue additional interests in library and information studies in an in-depth manner. It usually supplements what has been learned in regular course work and provides an opportunity to work closely with a faculty member.

Independent study is also an option for students who have already completed a thesis or dissertation for a previous graduate degree to meet the GSLIS research requirement. These students may elect to pursue an independent study rather than enroll in GLIS 709: "Research and Bibliographic Methods." The GSLIS will permit students to take a maximum of two independent studies if they are not required to enroll in GLIS 709. Examples of topics that have been studied are:

1. The Evolving Reference Environment in an Electronic World
2. Perceptions of Family Relations in the Works of Edith Nesbit

3. Cataloging Classical Music in Academic Library Collections
4. Eighteenth Century Broadside Engravings in a Special Art Library
5. Information Literacy Instruction in School Library Media Centers
6. Reader Advisor Practices in Urban Public Library Settings

If you plan to substitute an Independent Study for GLIS 709, you must first make an appointment with the Graduate Advisor of Continuing Students. You must bring with you a copy of the thesis or dissertation you completed as a result of your previous graduate degree. You must also provide a student copy of your transcript that indicates the research course you completed from which your thesis or dissertation emanated. Further, you must provide a copy of the course description of the graduate research course you completed.

The following steps are involved in the process of planning an independent study:

1. Have a specific topic in mind that you want to work on, or research in-depth
2. Speak with a full time faculty member with whom you would like to work and obtain agreement before you register for the independent study. Remember that no one will be permitted to register for an independent study without first having obtained permission from the sponsoring faculty member. It is up to the discretion of the faculty member to decide whether or not he/she wishes to supervise an independent study project. Obtain the signature of the sponsoring faculty member on the Independent Study Approval Form (on the back page of the Independent Study booklet).
3. Register for Independent Study (GLIS 791).
4. Prepare, negotiate, and complete a learning contract. A learning contract is a document prepared by the student and agreed upon by the participating faculty member. It serves as a guide to the independent study and, as such, should be as detailed as possible.

Once the plan has been submitted in writing, negotiated and agreed upon by the student and faculty mentor, three copies should be prepared for signature. One copy will go to the faculty member, one will be kept by the student, and one will be placed in the student's file.

Selecting a topic for an independent study can be challenging. We often find that students have only a vague idea of what they would like to do. While you may not necessarily have the topic firmly in mind, you should, at least, have a good idea of the topic area in which you are interested.

Faculty regard the sponsorship of an independent study as a serious responsibility. Thus, it is the responsibility of the student to convince the faculty member of his/her seriousness and ability to work independently. You should also ensure that your topic matches the interests of the selected faculty member. Following the discussion during which you come to agreement with the faculty member regarding your topic, it would be helpful if the student would prepare a brief memo to the faculty member summarizing the conversation.

## INTERNSHIPS

GLIS 795: "Internship," is a regular three (3) credit course that allows students to obtain a 150-clock hour hands-on experience in a library, archive, school library media center or other information agency, within the academic framework. The experience is made possible through the cooperation of the host institution, Queens College and the student. Individual internship sites are approved by the School, and the experience is conducted under the direct supervision of an experienced librarian, archivist, New York State certified school library media specialist or other information professional in accordance with a program jointly developed by the GSLIS, the student and the site supervisor. In conjunction with the on-site experience, students must have completed at least **twenty-one (21) credits** of his/her curriculum **prior** to enrollment.

According to New York State certification requirements, students in the School Library Media Specialist program need to equally divide the 150-clock hours of experience between elementary and secondary school library/media centers.

Students completing requirements of the Queens College *Certificate in Archives and the Preservation of Cultural Materials* within the MLS program, in addition to the pre-requisite twenty-one credits, **must also have completed at least six of the required twelve credits for certification prior to enrollment in the course. They need to be concurrently enrolled in the remaining additional three credits and GLIS 795.**

Major course requirements include completion of a "daily" journal that reflects the on-site experience and a final term paper. All internships are unpaid and all sites are visited by a GSLIS representative. The School receives both a progress report and a performance evaluation from site supervisors. While these become an integral part of each student's final evaluation, it is the course instructor who assigns the final grade.

The GSLIS urges students without any, or with only minimal experience in the field, to take the Internship course, even if it is not part of their required curriculum. In addition to affording them opportunities to observe and work along side seasoned professionals, networking possibilities essential for later job searches, will also abound.

**Students are reminded that course credit cannot be given for work experience gained independently of registration in this course, either prior to, or during attendance at the School.**

## STUDENT ORGANIZATIONS

The School supports various student organizations. Upon registering at Queens College and paying all fees, students automatically become members of the Library and Information Science Student Association (LISSA). This self-governing body operates under the aegis of the Queens College Graduate Student Association. Its wide ranging activities include organized student trips to different types of

libraries, archives, and information facilities in the Metropolitan New York region; resume writing workshops; job fairs; and organizing graduation activities.

The American Library Association (ALA) student chapter introduces students to the largest professional association of the field. Benefits that accrue upon joining as students include opportunities to attend meetings at reduced fees, receiving the organization's main news organ and access to listings of employment opportunities.

The student chapter of the Society for American Archivists holds a number of events each semester for the benefit of students interested in this specialization. Further, the chapter publishes a comprehensive newsletter which provides a wealth of information about projects and activities being conducted by GSLIS students in the specialization.

The Special Libraries Association (SLA) student chapter conducts periodic on-campus meetings, invites speakers whose presentations are of interest to the membership. Student members also receive the organization's journal, and have opportunities to those previously mentioned for students interested in pursuing careers in the archives and special collections arena.

## **STAYING IN TOUCH**

Most students in the GSLIS are part-time students who enroll in one to two courses each semester. This means that a vast majority of our students come to the GSLIS one or two days a week for class. Keeping abreast of events may not be a top priority, but it is vital that students make the effort to be aware of things as important as advisement and/or pre-registration, or as incidental as adjustments in class meetings or assignments. The GSLIS has a number of avenues for communicating with its students.

## **ACCESS TO QUEENS COLLEGE ACCOUNTS**

All GSLIS students have an Active Directory (AD) and a Lotus Notes (E-Mail) account at the College. The instructions on creating the accounts are available at <http://cams.qc.cuny.edu>. Please note that it is essential to set up your CUNY Portal Student Account. It will provide access to: eSims (essential for grade notification at the end of the semester), Blackboard, eJournals and ePermits as well as other services. Should you need further assistance, please call the Office of Converging Technologies (OCT) Help Desk at (718) 997-4444 or go to the OCT Help Desk Web site at: <http://helpdesk.qc.cuny.edu>. All students must have these QC accounts in order to use OCT classrooms and labs.

## **GLISANN AND GSLISJOBLIST**

GSLIS has two listservs, GLISANN and GSLISJOBLIST. GLISANN is faculty moderated and is used to send announcements and pre-registration dates, announcements of major events at the GSLIS, as well as messages from professors to classes on assignments and/or changes in class meetings. All students are required to subscribe to this listserv and are expected to check their emails regularly to stay current with the information. To subscribe to GLISANN, complete the form available at:

<http://mailbox/listinfo/glisann>. You may choose the “digest” feature to receive all your daily GLISANN messages batched in one message. Please revisit this page should you wish to change your subscription profile. This is especially crucial if you have a change in email address, so that you will continue to receive these postings about advisement, registration deadlines, and other key announcements. The GLISANN archives also may be accessed at this URL if you wish to view past messages. Only list members are authorized to view the GLISANN archives.

GSLISJOBLIST is intended to serve specifically as a place where jobs can be listed. Students actively looking for a job or who are just interested in seeing what is available, should check this listserv often. To subscribe to GSLISJOBLIST complete the form at: <http://mailbox.qc.cuny.edu/mailman/listinfo/gslisjoblist>. You may also choose the “digest” feature to receive all your daily GSLISJOBLIST messages batched in one message. Please remember to revisit this page if you wish to change your subscription profile. The GSLISJOBLIST archives may be accessed as well at this URL if you wish to view past messages.

## HEALTH ISSUES

The Queens College Health Service Center is located on the 3<sup>rd</sup> Floor in Frese Hall (Phone 718-997-2760; Fax: 718-997-2765). It is open from 9:00 AM through 5:00 PM, Monday through Friday (except in summer when it is usually closed on Fridays). The Health Service Center provides a wide variety of health information resources and is important to students because they must meet the New York State Health Immunization Mandate Public Health Laws #2165 and #2167. These laws require all students born on or after January 1, 1957 to present proof of vaccination or immunity against Measles, Mumps, and Rubella as well as a meningitis response form indicating whether or not they have received a Meningitis vaccination. Free MMR and Flu clinics are offered. Recent immigrants who have been in the U.S. fewer than 5 years, or have been abroad more than 1 month must provide proof of having had a TB skin test in accordance with the NYC Department of Health recommendations. Health Services will provide free TB testing sites for those who need assistance in finding providers. TB test results should be submitted to the Health Service Center along with the completed Immunization Form (signed by a physician). Failure to do so in a timely fashion can result in a hold on your records and interfere with your initial registration.

For other services available from the Health Service Center, please go to the website: <http://www.qc.cuny.edu/StudentLife/services/health/Pages>

Please note that all students **MUST** notify the office of any changes of address, home and/or work phone numbers, and the names and phone numbers of persons to be notified in an emergency. Name changes due to changes in marital status are also required. Failure to notify the office of all changes, may result in delays or inability to notify you or relatives in the event of an emergency. You should also inform the office of any relevant health information (epilepsy, diabetes, etc.) so this information can be

provided to medical personnel in a health emergency. Students are urged to utilize all health professional recommended identifications such as metal ID bracelets that note your health issues.

## OFFICE OF SPECIAL SERVICES FOR STUDENTS WITH DISABILITIES

The Office of Special Services for Students with Disabilities is dedicated to providing supportive services for all students with disabilities through ensuring accessibility to all academic and social activities and to teach self-advocacy for their success at Queens College and leadership roles in society (<http://www.qc.cuny.edu/StudentLife/services/specialserv/>)

The Office of Special Services at Queens College is presently located in Kiely Hall, room 171. All GSLIS students who feel that they qualify for assistance from this office should contact it to determine the options available to them (Phone: 718-997-5870; Fax: 718-997-5895; Email: [QC\\_SPSV@qc.cuny.edu](mailto:QC_SPSV@qc.cuny.edu)). A review will be made of reasonable accommodations, if any, and may include: having another student act as a note taker, alternative testing procedures, recording lectures, and other more complex choices. Telephone or make this office or faculty at the GSLIS aware of any need for reasonable accommodations.

## INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

Students who are educated in colleges and universities in foreign nations will have their transcripts analyzed either by the Graduate Admissions Office or the International Students and Scholars Office (ISSO). This office is located in Student Union 327 (Phone: 718-997-4440; Fax: 718-997-4429; Email: [iss@qc.cuny.edu](mailto:iss@qc.cuny.edu)). Students may contact the office between 9:00 am and 4:00 pm, Monday-Friday.

International students must always be full-time students to retain their student status. The International Students and Scholars Office (ISSO) monitors student status, may assist with visa issues, and helps ensure that students meet all the requirements, academic and otherwise, to complete their program in a timely fashion.

International students are required to take the TOEFL exam as part of their admissions process. Those students who are otherwise qualified but fail to meet the standard on this test may be admitted on the condition that they enroll in a Graduate English as a Second Language (GESL) course in their first semester in the GSLIS. Students required to take these courses will have them taken into consideration in certifying their student status, but these courses are **not applicable to the student's MLS program**.

## ACADEMIC DISHONESTY

(Taken from Queens College Graduate Studies Handbook, [http://www.qc.cuny.edu/admissions/graduate/documents/Elec-Grad\\_Handbook2.pdf](http://www.qc.cuny.edu/admissions/graduate/documents/Elec-Grad_Handbook2.pdf))

Academic dishonesty is one of the most serious offenses in the academic community. Acts of academic dishonesty include-but are not limited to-plagiarism and/or cheating on examinations and papers, the purchase or sale of academic papers, and the falsification of records.

Any student who engages in an activity that is academically dishonest, such as submitting a paper, examination, project, or other academic work not his or her own without appropriate attribution (plagiarism), is subject to disciplinary charges, as is any student who knowingly aids another who engages in them.

Allegations of cheating and plagiarism are initially handled between the faculty member and the student. If the student admits to the violation, a range of penalties may be imposed at the discretion of the faculty member. These may include- but are not limited to- an *F* on the paper, examination, or course, or requiring the student to rewrite the paper or retake the examination. The Office of the Vice President for Student Affairs may be notified, in which case a record of the incident will be maintained for the duration of the student's enrollment at the college.

If the student denies the charge(s) and the faculty member believes there is sufficient evidence to pursue the matter, formal charges may be filed with the Office of the Vice President for Student Affairs for penalties beyond the grade in the course.

Students found guilty of any form of academic dishonesty are subject to discipline, including-but not limited to-failure in the course and suspension or dismissal from the college.

It should be noted that the buying and selling of term papers is expressly forbidden under the provisions of the New York State Education Law. Therefore, those found guilty of this offense are subject to both disciplinary action at the college and (subsequent) criminal action.

## WRITING/SPEAKING AND RELATED PROFESSIONAL CONCERNS

It is expected that GSLIS students with bachelors and/or master degrees as credentials will have and will be able to maintain consistently good written and oral communication skills. Graduate study is formal and, as such, all papers (unless otherwise instructed) will be written with this in mind. Writing requirements are rigorous and expectations are high.

The style manual adopted by the GSLIS is a publication of the American Psychological Association- *Publication Manual of the American Psychological Association*, 6<sup>th</sup> ed. (or use current edition). Students will be expected to purchase a copy of this Manual and consult it regularly in the preparation of all papers. The Manual is readily available in bookstores, including the Campus Bookstore, or from online venue.

## SCHOLASTIC STANDARDS

The following grades are utilized in the Graduate Division of Queens College: *A+*, *A*, *A-*; *B+*, *B*, *B-*; *C+*, *C*, *C-*; and *F*. Students who formally withdraw from a course after the eighth week may receive a *W* (withdraw passing), or a *WU* (a student who never withdrew formally, but ceased attending classes). A grade of *WU* is considered to be the equivalent of an *F*. A notation of “*Z*” indicates that the instructor has not yet submitted a grade. To graduate with the MLS degree, a student must have a minimum average of *B* (3.0 grade- point average). A matriculated student whose GPA falls below this standard will be placed on probation and be given up to 12 credit hours (four courses) to meet the minimum standard. If this is not done, the student will be dismissed and must remain out of the college for at least one semester. Students who wish to return must file a formal application for reentry (with a nonrefundable reentry fee) and petition the Office of Graduate Studies for permission to reenter. Students who complete the 36-credit program for the MLS and fail to meet the standard for graduation may register for additional courses at the college that are relevant to the MLS program in order to raise the GPA if permission is obtained from the Office of Graduate Studies.

## TRANSFER CREDITS

Courses that are requested for transfer credit by the student must be closely aligned to the individual’s career objectives and the library/information studies program. The Graduate Advisor of Continuing Students, in consultation with appropriate faculty members, will determine whether that criterion has been met.

Students must initiate the transfer of credits. If the request is for course work completed prior to matriculating in the GSLIS, there are some pre-conditions. Courses completed and applied to another degree are not considered. The grade in the course must have been a *B* or better. Students who desire to take a course at another institution while in the MLS program must obtain permission from the GSLIS before enrolling in the course. These courses must be consistent with the individual’s career goals and the library/information studies program. They must also be courses which are not a regular offering of the GSLIS. The maximum number of credits that may be considered for transfer in either situation is twelve.

## FINANCIAL AID

The GSLIS does not offer financial aid. All inquiries concerning financial aid should be directed to the Office of Financial Aid Services (Phone: 718-997-5100, Jefferson Hall, Room 202). The Office is open during the fall and spring semesters from 9:00 am to 4:00 pm, Monday through Friday. It is open Tuesday and Wednesday evenings from 5:00-7:00 pm. It should be noted that evening hours are only available when classes are in session.)

Financial aid available through this office includes grants, work study, and loans through Federal and New York State programs. Aid awards for all these programs are based on financial need as determined by standard calculations used for all students applying for the same programs (FAFSA forms). They are awarded to assist with educational expenses. In order to receive payment, students must meet additional eligibility requirements related to registration status (part-time/full time), citizenship/immigration status and academic progress.

Students should also investigate local and national scholarships. GSLIS students have won scholarships from both the Nassau and Suffolk Library Associations as well as ALA Spectrum and Gates scholarships. Matriculated students are also eligible for the trainee programs maintained by the New York Public, Brooklyn Public, and Queens Borough Public Libraries. These programs offer a matriculated student a paraprofessional position, at least partial tuition reimbursement, experience, and the high probability of employment as a professional upon graduation.

## ACADEMIC RESOURCES

In this section, you will find a discussion of the resources and tools available to students in the GSLIS.

### LIBRARY FACILITIES

The Benjamin Rosenthal Library maintains a carefully selected collection of print and non-print materials. There are over 800,000 books, and over 1,000 print journal subscriptions. There are also over 23,000 e-journal titles as well as an extensive collection of microform materials. In addition, the library is a depository for many U.S. Government publications. The reference area contains materials for research on a wide range of social science, humanities, education, and science topics. There is an extensive juvenile collection of over 30,000 volumes for those in the School Library Media Specialist program and students interested in serving children and/or young adults in public libraries. There is an Art Library on the sixth floor, and the Music Library is located on two levels in the School of Music building. The library offers many other services including electronic access to local and remote databases and those on the Web; a Web home page (<http://qcpages.qc.cuny.edu/Library/>) that provides access to library/information science abstracting and/or indexing tools and other library/information science resources; a reserve library which features electronic reserves; interlibrary loan; instructional services; a multimedia center; an educational curriculum center; services for students with disabilities; and photocopying capabilities.

### COMPUTER RESOURCES

Computer resources are under the overall direction of the Office of Converging Technologies (OCT). The *Policies Governing Use of Queens College Information Technology* can be accessed at: <http://www.qc.cuny.edu/OCT/policies.php>. OCT maintains a help desk to resolve problems you may encounter. The college maintains computer facilities in I Building (2<sup>nd</sup> floor), Kiely Hall, the Science Building, Powdermaker Hall, and Rosenthal Library. The GSLIS itself has 34 computers in its open lab.

The GSLIS Computer Lab is open only to GSLIS students on a schedule that reflects student needs, available funding and its use for classes. It varies from semester to semester. The schedule for the lab is posted there. The School's MAC lab, located in Rosenthal 256, is open for the use of students enrolled in courses based in that facility.

### **GSLIS COMPUTER LABS ACCEPTABLE USE POLICY**

In addition to the general lab policies noted above, the following rules govern the use of the GSLIS computer labs:

- Food and beverages are prohibited in the public access computing areas. These can neither be brought into nor consumed in the labs.
- Only GSLIS students, faculty, and staff are permitted in the labs. Children, friends, etc., are not to be admitted.
- The GSLIS labs are intended for quiet study. While it is understood that students will sometimes need to work together, conversations should take place quietly so that others are not disturbed.
- Users are prohibited from installing or using unauthorized software (including games, screensavers, plug-ins, and communication software) or changing the default parameters on the installed software base of the lab's computers.
- Users are prohibited from deleting icons or programs from computers.
- Persons who deliberately attempt to make changes to render computers inoperable will lose their lab privileges.
- Users are responsible for all usage of their accounts and ensuring the privacy of that account. To avoid liabilities that may ensue, users should not share their password or grant others access to their account.
- Students may print single copies of course-related or professional materials. Multiple copies are to be generated using photocopying facilities. At the present time, paper is supplied by the GSLIS. Abuse of the printing privilege may result in a change to this policy.
- In using the GSLIS computer facilities (including web and email use) scholarly communication, academic work, and research have first priority. When all workstations in the labs are occupied, students engaged in non-class-related work may be asked to surrender their place to students needing to do class-related work.
- There are no filters in the GSLIS labs, and intellectual freedom is fully supported. However, students are asked to be thoughtful in accessing materials that others might find objectionable and to use computers in the back of the labs in these situations.
- In accordance with the Queens College acceptable use policy, students who use computing facilities for hate speech or creating a hostile environment will lose their lab privileges.

- Individual users should take significant measures, (e.g. regularly updated home anti-virus software) to ensure that personal disks do not infect institutional computers. Although the GSLIS labs assistants take reasonable precautions to safeguard the QC network and maintain regular backup procedures, they cannot be held responsible for unauthorized access by other users, nor can they guarantee protection against failure, fire, floods, hackers, viruses, etc.
- Students who violate the provisions of this policy may have their accounts suspended or permanently closed, and be subject to campus disciplinary or legal action.

### PROXY ACCOUNTS

To access the extensive resources available through the Rosenthal Library off-campus, a “proxy account” is required. The proxy server is a “go-between” that makes your Web session from your home or office look like it has originated from campus. To set up a proxy account, you need to (1) activate the Active Directory Services (ADS) account; (2) configure browser settings. Detailed instructions are available at: <http://qcpages.qc.cuny.edu/Library/services/computing.php#offcampus>

### GRADUATION AND BEYOND

Each student is responsible for initiating the procedure by which he or she will receive the MLS degree. At the beginning of the semester in which you expect to complete the required 36 credits for the MLS, you must file a Diploma Card with the Office of the Registrar. The deadlines are: (1) for a February graduation, on or before November 1; (2) for a May graduation, on or before March 1; and (3) for a September graduation, on or before July 1. Filing the Diploma Card begins a process in which your record will be checked for any deficiencies and ensures that you will receive information about graduation procedures. Diploma Cards are available in the Office of the Registrar or the GSLIS office. **To graduate, all outstanding incomplete grades from prior semesters must be completed, courses in the current semester must be complete, and you must have a 3.0 GPA. If any of these conditions is not met, your graduation will be delayed and a new Diploma Card must be filed. If you have completed the qualifications for one of the certificates (archives, school library media or children and young adult services), you must obtain the appropriate form from the GSLIS office, fill it out and submit the appropriate certificate form to the office. In the case of certificates requiring internships (school library media and archives), students must have the supervising professor sign that the internship has been completed.**

### MAINTENANCE OF MATRICULATION

Since CUNY regulations require that students be registered in the semester in which they graduate, students who are not enrolled in classes but are eliminating deficiencies that must be met to graduate can register under “Maintenance of Matriculation.” This permits students to file for graduation and use

the college's facilities to complete their course of study. The current fee for maintenance of matriculation is \$150.00 for New York State residents and \$250.00 for out-of-state residents.

## STUDENT AWARDS

The GSLIS honors outstanding students with seven awards during its June graduation. They are: (1) the *Lori Fisher Award* for the student with the highest grade point average; (2) the *Linda Richardson Award* which recognizes the student emulating the personal and intellectual qualities of Linda Richardson; (3) the *Karen P. Smith Children's and Young Adult Literature Award* which recognizes an outstanding student in the area of children's and young adult literature; (4) the *Karen A. Ruzycski Award* which recognizes a student who has shown dedication to his/her studies and a desire to improve the MLS program for the betterment of the student body; (5) the *David Cohen Award* which honors the student or alumnus who has exhibited a firm commitment to serving multicultural, multilingual and multiethnic minorities; and (6) the *Betsy Movchine Award* which honors the student who has contributed most to the betterment of student life in the past year; and (7) The *Lucille Thomas Outstanding Future School Librarian Award* which recognizes the library media specialist student who demonstrates academic excellence and proactivity in practice as a school librarian.

## HONOR SOCIETY

Upon graduation, student records will be evaluated for possible recommendation for membership in Beta Phi Mu, the Honor Society for Library Science. Selected students will be notified and invited to attend a special induction ceremony and dinner.

## PROFESSIONAL LIBRARY AND INFORMATION SCIENCE SOCIETIES/ASSOCIATIONS

The GSLIS recognizes the importance of providing information and opportunities relevant to professional library/information science organizations. Applications are available in the office for the American Library Association (ALA) and other national library/information services related professional associations and societies. Students are urged to join the ALA at special student rates described in flyers available at the GSLIS. You may also check the ALA web site for information on joining ALA (<http://www.ala.org>). Students are urged to also consider the Special Libraries Association (SLA) and the Society for American Archivists (SAA), among other professional library and information science organizations. Special student rates are available.

## CAREER INFORMATION

There is no formal placement office at the College or the GSLIS. The College however, does maintain an Office of Career Development that will keep on file a credentials file for you. Representatives from this

office have conducted both resume writing and interview workshops for the LISSA. Further, the GSLIS provides opportunities for special programs for students which take place during "Curriculum Space" periods, which are designated hours held during the semester. On these days, classes that regularly meet from 3:55-6:30 pm will end at 5:45 and classes meeting from 6:40-9:15, begin at 7:15. The period from 5:45-7:15 pm is the time during which these special programs will take place. These programs are career oriented and provide informational sharing opportunities for students as well as the opportunity to hear from speakers and practitioners from the field of library and information science. These opportunities are announced via GLISANN.

The GSLIS receives notices of positions from a wide range of places. Many of these are posted on the bulletin board outside the classrooms (257 and 258). Many other positions are placed in files kept in loose leaf binders in the GSLIS office. These are available to current students and alumni whenever the office itself is open. The GSLIS office also posts many available positions on the GLISANN and GLISJOBLIST listservs on a regular basis.

Students should not overlook the fact that there are a number of hotlines with positions available on them as well. Many of these are sponsored by professional associations so that those interested in a particular type of situation can refine their search.

## CONGRATULATIONS AND WELCOME TO THE ALUMNI ASSOCIATION

Once you have completed your MLS degree, the GSLIS wishes you well and hopes that you will continue to support the School in your practice of the profession, joining and contributing to professional associations both national and local, adding to the professional discourse and perhaps, considering adjunct teaching within the GSLIS. Upon graduating from the GSLIS, you are automatically considered a member of the Alumni Association. Please make certain that the GSLIS office always has current contact information on file for you.

The GSLIS will gladly serve you throughout your professional career. Alums are always welcome to take additional courses to help you stay abreast of developments in library/information services. The GSLIS will also provide the opportunity for more formal credentials in the form of certificate programs and/or its Certificate of Post-Master's Studies in Library/Information Services.

## FURTHER INFORMATION

Students are encouraged to visit the following pages on the Queens College Website for further information:

Student Life - <http://www.qc.cuny.edu/studentlife/Pages/default.aspx>

Student Services - <http://www.qc.cuny.edu/studentlife/Pages/default.aspx>

Division of Student Affairs - <http://www.qc.cuny.edu/about/administration/affairs/Pages/default.aspx>

CUNY First <http://www.qc.cuny.edu/myqc/Pages/Default.aspx>

## HOW TO GET TO QUEENS COLLEGE

Queens College of the City University of New York is located at the corner of the Long Island Expressway (LIE) and Kissena Boulevard (exit 24) in Flushing.

### **BY CAR**

The campus can be reached from Manhattan via the Midtown Tunnel from the Bronx or Westchester via the Triboro, Bronx Whitestone, or Throgs Neck Bridge; and from farther out on Long Island by the Long Island Expressway, Grand Central Parkway, or Northern Boulevard.

### **BY PUBLIC TRANSPORTATION**

Via Flushing: Take the Long Island Railroad or the IRT subway to Main Street, Flushing. From Main Street, take the Q25-34 or Q17 bus.

Via Forest Hill: Take the IND to Union Turnpike. Then take the Q74 bus to the main gate.

Via Jamaica: Take the IND subway to Parsons Boulevard or the Long Island Railroad to the Jamaica station. From Jamaica Avenue and 160<sup>th</sup> Street or Hillside Avenue and Parsons Boulevard in Jamaica, take the Q25-34 bus. From Hillside Avenue and either 169<sup>th</sup> or 179<sup>th</sup> Street in Jamaica, take the Q17 bus to the Long Island Expressway and Kissena Boulevard.

## Bus Lines

Q25-34 (Queens Transit Bus Line)

Runs from Main Street, Flushing (IRT and LIRR stations), along Kissena and Parsons Boulevards to Jamaica Avenue and 160<sup>th</sup> Street (BMT and IND connections). Stops at the main gate.

Q44 (NYC Transit Authority Bus Line) Runs from West Farms Square, Bronx (IRT station), to Sutphin Boulevard, Jamaica (LIRR station). Stops at Main Street and Melbourne Avenue, two blocks west of the campus.

Q74 (NYC Transit Authority) Runs from Continental Avenue, Forest Hills (IND station), along Jewel Avenue to 165<sup>th</sup> Street. Stops one block from the campus.

Q17 (NYC Transit Authority) Runs from Main Street, Flushing (IRT and LIRR stations), to 165<sup>th</sup> Street terminal in Jamaica (passing the IND 179<sup>th</sup> Street station). Travels along Kissena Boulevard, the LIE service road, 188<sup>th</sup> Street, and Hillside Avenue. Stops at Kissena Boulevard and the LIE, two blocks from the main gate.

Q88 (NYC Transit Authority) Runs from Springfield Boulevard and Union Turnpike along Springfield Boulevard to 73<sup>rd</sup> Avenue, along 73<sup>rd</sup> Avenue to 188<sup>th</sup> Street, along 188<sup>th</sup> Street to the LIE, along the LIE service road to Queens Boulevard and Woodhaven Boulevard. Stops at Kissena Boulevard and the LIE, two blocks from the main gate.

## QUEENS COLLEGE CAMPUS MAP

**Campus Map** ([www.qc.cuny.edu/welcome/directions/2d/Pages/default.aspx](http://www.qc.cuny.edu/welcome/directions/2d/Pages/default.aspx))