

School of Information Sciences

General

The Graduate Student Handbook has been prepared to serve as a guide and resource throughout your graduate career. The information included provides instructions on most aspects of graduate study. It covers the period from January - July 2013. Please note that specific degree or program information is included in the iSchool Web sites, located at www.ischool.pitt.edu or <http://www.sis.pitt.edu/~sisint/>. The most up-to-date information may be found there.

Welcome from the Dean

On behalf of the faculty and staff, I am pleased to welcome you to the School of Information Sciences at the University of Pittsburgh. We look forward to working with you as you pursue your degree and to helping you achieve your academic and career goals.

Our school is proud to be a founding member of the international coalition of institutions of higher education that offer graduate and research programs focusing on *information* – this group is composed of “information schools” and is generally referred to as “The iSchools.” Each iSchool offers different degree specializations and research foci, but we all explore the relationships and connections between people, information and technology.

Here at the Pitt iSchool, our degree programs consider information from the perspectives of three disciplines: Information Science, Library & Information Science, and Telecommunications & Networking. You will have an opportunity to interact with faculty and students within these different programs – if permitted, you might consider taking courses outside of your program. It’s to your benefit to expand your understanding of the theoretical underpinnings of the study of information – you are invited to participate in the numerous lectures and colloquia offered by the School in areas such as information assurance, digital libraries, cyberscholarship and more. You will be enriched as a student, and as a person, by your exposure to the viewpoints and research of students and experts in all sectors of the Information Sciences.

At the iSchool, you are a member of a community of learners...learners who are mastering critical skills, who are conducting leading edge research in system design and network protection, or who are discovering new ways to improve information retrieval and information literacy. Regardless of academic discipline, our students and faculty are united in pursuing excellence in both teaching and research.

Upon graduation, you'll join a vast network of alumni – more than 13,000 strong – who have become leaders in the Information Professions and higher education. Our alumni can be found in libraries and in labs, in universities and in governments, and in industries across the globe. You will be an integral part of the next generation of professionals and researchers who will help society, businesses and individuals to harness the power of information.

As we look to the future, we anticipate your successful completion of the degree program and your entry into the next phase of your professional or academic lives. We are pleased to be a part of your support system; don't hesitate to contact any faculty or staff member, or any administrator, if we can help you as you progress through your degree program.

Good luck!

Ronald L. Larsen
Dean & Professor
School of Information Sciences, University of Pittsburgh

The University of Pittsburgh

The University of Pittsburgh, founded in 1787, is one of the oldest institutions of higher education in the United States. As one of the nation's distinguished comprehensive universities, the resources of the University constitute an invaluable asset for the intellectual, economic, and social enrichment of Pennsylvania, while the international prestige of the University enhances the image of Pennsylvania throughout the world.

The University's mission is to:

- provide high-quality undergraduate programs in the arts and sciences and professional fields, with emphasis upon those of special benefit to the citizens of Pennsylvania;
- offer superior graduate programs in the arts and sciences and the professions that respond to the needs of Pennsylvania, as well as to the broader needs of the nation and the world;
- engage in research, artistic, and scholarly activities that advance learning through the extension of the frontiers of knowledge and creative endeavor;
- cooperate with industrial and governmental institutions to transfer knowledge in science, technology, and health care;
- offer continuing education programs adapted to the personal enrichment, professional upgrading, and career advancement interests and needs of adult Pennsylvanians; and
- make available to local communities and public agencies the expertise of the University in ways that are consistent with the primary teaching and research functions and contribute to social, intellectual, and economic development in the Commonwealth, the nation, and the world.

The trustees, faculty, staff, students, and administration of the University are dedicated to accomplishing this mission, to which they pledge their individual and collective efforts, determined that the University shall continue to be counted among the prominent institutions of higher education throughout the world.

Source: Office of the Secretary, approved by the University of Pittsburgh Board of Trustees, February 1995. University of Pittsburgh, Fact Book 2005

More than 100 academic, research, and administrative buildings, and residence halls are located on the Pittsburgh Campus. The 42-story Cathedral of Learning is an architectural landmark, standing as one of the tallest academic buildings in the world.

The Pittsburgh Campus comprises 16 undergraduate, graduate and professional schools. It offers undergraduate and graduate certificate programs; baccalaureate, master's and doctoral degree programs; and professional practice degree programs. Including the regional campuses (5 in all), Pitt provides 444 distinct degree programs, augmented by numerous dual, joint, and cooperative degree program options. In fiscal year 2012, the University conferred 7,157 degrees.

The University of Pittsburgh is accredited by the Middle States Association of Colleges and Schools and additionally by various specialized accrediting agencies. Furthermore, Pitt is an elected member of the Association of American Universities, an invitation-only organization of 61 preeminent doctorate-granting research institutions in the United States and Canada.

Pitt is committed to educating the whole student, determined that every graduate, regardless of degree earned, should leave the university with four key attributes: communication skills, motivation, a sense of responsibility, and a sense of self. Pitt students become perceptive, reflective contributors to our diverse community of faculty, staff, administrators, and fellow students. In recent years, graduates from the University of Pittsburgh have won the Nobel Peace Prize, the Pulitzer Prize, and the Nobel Prize in medicine.

Excerpts from *University of Pittsburgh, Fact Books 2011& 2012*




Graduate study at the University of Pittsburgh

There are many University resources available to support Pitt graduate students. These are described more fully at the Graduate Studies web site <http://www.pitt.edu/~graduate/index.html>.

In particular, we call your attention to these specific Pitt resources:

<http://www.pitt.edu/~graduate/policies.html>

<http://www.pitt.edu/~graduate/regtoc.html>



What is the iSchool at Pitt? – vision, mission, structure

For more than 100 years, the School of Information Sciences at the University of Pittsburgh has been educating leaders in the Information Professions. The institution was founded as the Training School for Children’s Librarians in 1901, and it has continued to evolve to meet the growing demands of society in terms of information and the modes by which such information is produced, retrieved and utilized. In 1961, the School joined the University of Pittsburgh and over the next decade expanded its curricular offerings to include a doctoral program, a school librarianship program, and a Master’s degree program in Information Science. A Telecommunications program was added in the 1980s, and in 1996, the name of the School was changed from the *School of Library and Information Sciences* to the *School of Information Sciences*, to reflect the expansion of its academic programs. The history of the School is a reflection of the history of the Information Professions – growing and changing in response to societal needs and the incorporation of new technologies.

Today, the School offers the following degree programs:

- Bachelor of Science in Information Science
Concentrations in User-Centered Design, Information Systems, and Networks and Security
- Master of Science in Information Science
Specializations in Geoinformatics, Database and Web Services, Human-Centered Computing, Information Security, Telecommunications and Distributed Systems
- Master of Science in Library & Information Science
Specializations in Archives, Preservation and Records Management; Digital Libraries; Information Technology; School Library Certification; Resources and Services in Health, Reference, and Children and Youth
- MLIS: Pitt *Online*
- Master of Science in Telecommunications
- PhD in Information Science
- PhD in Information Science with a concentration in Telecommunications
- PhD in Library & Information Science.

Mission of the School of Information Sciences

Extending people’s capacity to respond to information and knowledge through technology.

The mission of the School is to connect people, information, and technology. The iSchool offers an undergraduate program in Information Science, graduate programs in Library and Information Science, Information Science and Technology, and Telecommunications & Networking. The faculty engages in research, scholarly pursuits, and professional activities that advance learning through the extension of the frontiers of knowledge and creative endeavor. The School works with industry, government, and local communities to provide unique opportunities for students and to advance the fields within the Information Sciences.

Goals of the School

- Promote excellence in education at the undergraduate, master's and doctoral level in the information sciences.
- Advance knowledge in the information sciences as an internationally-recognized center for high-quality, innovative, and leading edge research.
- Provide strong professional, technical, and policy leadership by the iSchool faculty at the local, state, national and international levels.
- Promote recognition of the School of Information Sciences for its production of seminal research, curricular leadership, superior professional and PhD students, and service to the professional and regional communities.
- Foster intellectual vitality in the iSchool community.

We help students develop the knowledge critical to


- Understanding *human behavior* as it relates to information needs, acquisition and use.
- Designing *innovative solutions* for managing and utilizing information.
- Analyzing *issues and policies* regarding societies' use of information.
- Assuring information is *usable and accessible* throughout space and time.

What is this organization of iSchools?

The iSchools are interested in the relationship between information, people and technology. This is characterized by a commitment to learning and understanding the role of information in human endeavors. The iSchools take it as given that expertise in all forms of information is required for progress in science, business, education, and culture. This expertise must include understanding of the uses and users of information, as well as information technologies and their applications.

The iSchools organization was founded in 2005 by a collective of Information Schools dedicated to advancing the information field in the 21st Century. These schools, colleges, and departments have been newly-created or are evolving from programs formerly focused on specific tracks such as information technology, library science, informatics, and information science. While each individual iSchool has its own strengths and specializations, together they share a fundamental interest in the relationships between information, people, and technology. The iSchools organization is governed by the iCaucus.

iSchools promote an interdisciplinary approach to understanding the opportunities and challenges of information management, with a core commitment to concepts like universal access and user-centered organization of information. The field is concerned broadly with questions of design and preservation across information spaces, from digital and virtual spaces such as online communities, social networking, the World Wide Web, and databases to physical spaces such as libraries, museums, collections, and other repositories.



What does it mean to study at an iSchool?

At Pitt's iSchool, you will learn how to

- Develop, deploy, and manage information resources and services
- Harness technology to accomplish your goals
- Use information strategically to advance the mission of an organization
- Be sensitive to context
 - Institutional, social, technological
- Be aware of events
 - Across the profession and in a global context
- Be fluent in all forms of pertinent technology
 - Appropriate to your specialization



A Snapshot of the iSchool

32 Full-time faculty members

696 enrolled students (in Fall 2012)

Bachelor of Science in Information Science – 157

Graduate Program in Information Science and Technology – 209

Library & Information Science Program – 259

Telecommunications and Networking Program – 63

More than 22% of our students are from countries other than the United States including:

Botswana, Bulgaria, Cameroon, Chile, Columbia, Germany, India, Indonesia, Iran, Iraq, Italy, Japan, Jordan, Kenya, Korea, Kuwait, Lebanon, Mexico, Netherlands, Nigeria, Pakistan, People's Republic of China, Poland, Republic of China, Romania, Russia, Slovakia, Thailand, Trinidad & Tobago, Turkey, and the West Indies



Research at the iSchool


The School of Information Sciences has a long tradition of excellent research programs and laboratories. As part of a major research university, the School is dedicated to expanding the body of knowledge and creating the next generation of information technologies through its research.

iSchool research projects have the potential to change the way people interact with information. This could fundamentally impact how society evolves: how corporations do business, how services are provided in both developed and developing countries, and how our digital lives are to be protected.

The research endeavors at the iSchool span a broad range of technologies, disciplines, and topics, including:

Computer and network security	Advanced Database management	Copyright and Fair Use
Human-centered computing	Museum recordkeeping	Decision support systems
Cognitive systems	Large scale and distributed systems	Science & Technology Studies
Children and young adult information behavior and literacy	Adaptive Web systems	Cyberscholarship
History of archives	Medical informatics	Multi-lingual information search and retrieval
Social informatics	Skills and competencies of information workers	Information and network security
Wireless network systems and their survivability	Policy implications of new technologies	Spatial information and Geoinformatics

The iSchool receives more than \$2 million in research funding each year from prestigious organizations including the National Science Foundation, the Institute of Museum and Library Services, Department of Defense, National Institutes of Health, Office of Naval Research, Gates Foundation, and Google. Students – both undergraduate and graduate – are invited to learn more about potential research opportunities at the iSchool at www.ischool.pitt.edu/research.



Your academic program of study/degree program

Upon applying for admission to the School of Information Sciences, you selected a specific degree program. The graduate programs at the iSchool are:

- Graduate Information Science and Technology Program
- Library and Information Science Program
- Telecommunications and Networking Program.

Each program offers courses of study leading to Master's and Doctoral degrees, as well as Certificates of Advanced Study. Each degree program has specific courses of study, specializations, and academic policies. You should become familiar with the pertinent details of your program of study.

The following Web sites provide many of the details you will need to succeed:

The University of Pittsburgh – www.pitt.edu

The iSchool – www.ischool.pitt.edu

Information Science – www.ischool.pitt.edu/ist

Library & Information Science – www.ischool.pitt.edu/lis

Telecommunications – www.ischool.pitt.edu/tele

The School maintains an internal Web site specifically for current faculty and students, <http://www.sis.pitt.edu/~sisint/index.html>. Here, you'll find information about the academic policies and procedures for each degree program, plans of study, services for students, accessing and using technology resources at the School and the University, and the administration of the School. If you have questions about courses, grading policies, how to access the wireless network, how to apply for graduation – this is an excellent place to start!

Responsibilities/expectations

When you enroll at the iSchool, you will have access to a number of people and institutional offices dedicated to your success. Your progress will also be impacted by the amount of effort you put into your studies. To help you to understand the processes and the available resources, here are some guidelines about responsibilities of the student, the advisor/faculty, and the University.

Students should

- expect to devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree;
- read and become familiar with the regulations and policies concerning graduate study as described in school bulletins and program brochures and Web sites;
- participate fully in courses for which they are registered by attending class and completing assignments on time
- take the initiative to contact their advisor or iSchool staff if experiencing academic difficulties
- be aware of time constraints and other demands imposed on faculty members and program staff
- take the initiative in finding answers to questions and in planning their professional careers;

- communicate regularly with faculty advisors, including the period after completion of their coursework,
- be available for scheduled meetings with academic advisors and instructors
- alert the advisor to uncertainties they may have about program requirements, normal progress, and performance expectations
- inform advisor/instructor, in a timely fashion, whenever a serious problem interferes with ability to attend classes or to complete assignments
- read their university e-mail, which is the primary conduit of information
- observe academic deadlines and be familiar with academic calendars with regards to deadlines for add/drop, enrollment, withdrawal, finals, and milestones
- keep track of progress toward degree and to notify the advisor of any discrepancy in their academic record
- ask questions if they don't understand a policy, procedure, or academic program requirement

Advisors/faculty should

- assist students in identifying academic goals
- recommend courses to be taken during each term of study
- clearly map the requirements each student must meet, including course work, languages, research tools, examinations, internships, thesis or dissertation
- provide students with information for self-enrolling in classes
- provide a delineation of the amount of time expected to complete each step.
- evaluate student progress and performance in a regular (i.e., no less than annual) and informative way.
- assist students in independently monitoring their own progress toward achieving their educational and career goals
- make the appropriate referrals to other resources within the University and iSchool communities

The iSchool/the academic programs should

- Make current information about the degree programs available.
- Provide up-to-date information about all degree requirements, iSchool policies, and University regulations.
- Assign an academic advisor to each student. This is done before the student embarks on the program of study.
- Provide information about admissions, registration, graduation procedures, etc.

The University of Pittsburgh should

- provide legal proof that you are a student at the University of Pittsburgh (Registrar's Office)
- provide legal proof of your grades/academic performance (Registrar's Office)
- provide legal proof of graduation (Registrar's Office)

- maintain official academic records for each student (Registrar's Office)
- provide advice with regards to immigration documentation issues and permission to work while in school (Office of International Services)

Practical Details

Living Here

Directions to Campus – The street address for the iSchool is: Information Sciences Building, 135 North Bellefield Avenue, Pittsburgh, PA, 15213. A map, marking the building's location, is provided at the back of this Handbook.

Parking on campus – There are several parking options for you when you attend classes on campus, should you choose to drive. Oakland (the name of the neighborhood in which the campus resides) has metered street parking: most meters take both cash and credit cards. There is a public parking lot directly behind the IS Building (Bayard Avenue) and a public parking garage across North Bellefield Avenue. Maps showing parking options are available at <http://www.pts.pitt.edu/parking/>

To learn more about parking permit options for students, please visit <http://www.pts.pitt.edu/parking/studentpermits.html>.

Public Transit – Your Pitt student ID (see below) will enable you to ride any form of transportation offered by the University of Pittsburgh and the Port Authority of Allegheny County (the public transit system in Pittsburgh). Pitt offers student shuttles: information is available here – <http://www.pc.pitt.edu/transportation/routes.html>. For information about the Port Authority system, please visit <http://www.portauthority.org/paac/default.aspx>.

Campus Safety – The University of Pittsburgh devotes a great deal of effort to keeping faculty, staff and students safe while on campus. All necessary information is available here: <http://www.safety.pitt.edu/index.html>. If there is an emergency, you can reach the University Police at 4-2121 from any campus extension or at 412-624-2121 from a non-campus phone. If you're on campus late at night, you might take advantage of the SafeRider program, described at <http://www.pc.pitt.edu/transportation/saferider.html>.

iSchool safety – Please be aware that the iSchool building is a public facility on the campus. Therefore, during regular class hours, the building is open to the public. The building is locked during non-business hours. If you note anything suspicious, you should contact the University Police at 4-2121 or 412-624-2121 from a non-campus phone. To view the complete building policy, please visit www.ischool.pitt.edu/resources/buildingpolicy.php.

Housing – By this time, you most likely have arranged for housing in Pittsburgh. For the future, you can access information about off-campus housing at <http://www.ocl.pitt.edu/>. Descriptions of Pittsburgh

neighborhoods adjacent to campus, as well as potential housing opportunities, are available at <http://www.coolpgh.pitt.edu/living/>.

Information about the City of Pittsburgh: Pittsburgh is a metropolitan area that is extremely accessible, affordable and rich in cultural activities. Within easy reach of campus, you'll find an eclectic mix of restaurants, world-class museums, and more than 100 miles of biking and walking trails.

Pittsburgh has been voted "Most Livable" by *Forbes Magazine* and *The Economist* and is recognized for being a leader in the high-tech field, healthcare, and higher education. Our three rivers are gorgeous, walk-lined arteries throughout the city, connecting our vibrant cultural districts to diverse neighborhoods and then to famous attractions such as Heinz Field (home to the Super Bowl Champions, The Steelers) and the Andy Warhol Museum.

Pittsburgh has placed in the top 20 of every recent edition of *Places Rated Almanac*; it is noted for its extremely reasonable housing costs/rents, low crime rate, and ease of travel throughout the city. Students appreciate finding a great place to live with lots of opportunities to hike, shop, dine, and socialize.

For more information about Pittsburgh, please visit:

<http://www.visitpittsburgh.com/>

<http://www.city.pittsburgh.pa.us/>

Studying Here

iSchool and Pitt Web sites – Most school-specific information you need will be posted to the School's Web sites at www.ischool.pitt.edu or <http://www.sis.pitt.edu/~sisint/index.html>. The University will post all general Pitt information to www.pitt.edu.

E-mail – The University and the iSchool communicate with all students through e-mail to official University e-mail addresses (student@pitt.edu). Even if you use other email services, **you are responsible for checking (or forwarding) your official Pitt e-mail**. Critical information about courses, your academic and financial status, and University or School events is transmitted through listservs sent to the official Pitt address of students. No official communication will be sent to a non-Pitt e-mail address.

Student center portal – The address for the student portal is my.pitt.edu. This is the gateway to your course schedule, registration, academic record, financial information, and to University resources such as the University Library System. You will need your official Pitt user information (username and password) to access this portal.

Student ID Card – Every student can get their photo ID card at Panther Central in the Litchfield Towers lobby. Your Panther Card is your student photo ID and a whole lot more. The magnetic strip on your Panther Card is programmed to give you access to facilities and services on and off campus. To get your

Panther Card, bring positive photo identification (for example, a driver's license or passport) to Panther Central, Sunday through Saturday, 7:30 a.m. to 10 p.m. For more information about your card, please visit <http://www.pc.pitt.edu/card/index.html>. Please check this site to confirm hours of operation.

Computer Accounts – After you accepted your offer of admission to the University of Pittsburgh, the Computer Services & Systems Development (CSSD) office sent an email to the address you submitted on your application. This email contained information regarding your Pitt computing account (username and password) as well as a link to an identification verification website. You should have received this email within 1-4 weeks after accepting your offer of admission to the University. If you have not received this email, please call the Technology Help Desk at 1-412-624-4357 or email them at helpdesk@pitt.edu to let them know you have not yet received your computing account information. You may need to fax to them two forms of photo ID and provide a telephone number where you can be reached to confirm the process.

Once you have a Pitt computer account established, please visit technology.pitt.edu for complete instructions on using Pitt's technology resources, information about special software and discounts for students, and how to access your e-mail or Pitt's wireless network.

Please note that Pitt has policies regarding the responsible use of computing access and resource, which are located at <http://technology.pitt.edu/security/compliance/acceptable-use.html>.

Registering for courses (or drop/add) – this is all done through the student portal at my.pitt.edu. Log-in using your Pitt username and password. Click on Student Center Login. Click on Self Service.

You can browse course offerings, enroll in a course or review your class schedule, see your next enrollment date, and view your progress to degree. There are guides and videos on Self Service tasks such as enrollment, viewing financial aid, dropping/adding courses, and viewing your grades. You access them on your my.pitt.edu page, after logging on, by clicking on the "Learn More" directly under the Student Center Login on the right.

Textbooks – The texts for your courses are available through the Book Center. You can see the required/optional texts for a course on the course schedule pages at <http://www.sis.pitt.edu/~sisint/courses/index.html>. Pick the correct term and the appropriate program (GIST, LIS, Tele). At the top of the page, you'll find a link marked "click here for book requirements. The normal hours are Monday through Thursday, 8:30 am to 6:30 pm. On Friday and Saturday, the Center is open from 9:00 am to 5:00 pm; it is not open on Sundays. There may be extended hours offered during the beginning of a term. For more information, please visit <http://www.pitt.edu/~bookctr/>

Offices/Mailboxes – iSchool Doctoral students have access to offices and mailboxes in the IS building. Your advisor will inform you of your office assignment. Mailboxes for LIS Doctoral students are in [Room 600](#) on the Sixth Floor. Mailboxes for Doctoral students in the Information Science and Telecommunications program are located in Room 705 on the Seventh Floor.

Calendars

Each term, there are specific dates by which you must register for courses, drop or add courses, and note when the University is observing a holiday. This information, called the academic calendar, is all available at http://www.registrar.pitt.edu/course_calendars.html. The iSchool hosts a calendar of School events at <http://www.sis.pitt.edu/~webcal/calendar.php>.

Finances

You will use the my.pitt.edu student portal to take care of all financial matters here at Pitt. You can pay your tuition bill here, determine your financial aid award, and see if any payments are overdue. Once you are on the student portal, simply click on “Student Center Login,” “Self Service” and then on “Campus Finances.”

Graduate Student Financial Support – The School has a limited amount financial support available for graduate students, distributed through the degree programs. In general, this support falls into these general categories:

Graduate Student Assistant (GSA)/ Graduate Student Researcher (GSR)

GSA's and GSR's receive remission of half or full tuition plus a stipend for a 10 or 20 hour work assignment in the School. GSA's may be assigned to work with one or more faculty members or to work in the iSchool Labs. GSR's are usually assigned to work on research grants.

Teaching Fellow (TF)

TFs receive full tuition remission plus a stipend for teaching course under the direct supervision of a faculty member.

Fellowships

Tuition and stipend are awarded on a competitive basis. These are typically awarded to doctoral students only.

Commonwealth Funds

Each year, the School receives "Commonwealth Funds," which are earmarked to support diversity students in the graduate programs. This program offers both tuition and stipend support. The Commonwealth Funds are distributed through each degree program. If interested, please still apply to any of the other financial assistance opportunities relevant to you, but contact Wes Lipschultz at wpl4@pitt.edu to learn more about this recruitment assistantship possibility.

Student Funding to Professional Conferences – Each year, the iSchool is able to provide a limited amount of funding to support student attendance at professional conferences. Students' expenses are partially underwritten by the iSchool or the Student Organizations. No student will receive funding to cover all

expenses and students are eligible for this funding only one time per academic year. Therefore, please consider your proposed conference travel carefully, and prioritize your requests.

For consideration, the students must submit an application by the FIRST of the month, at least one month in advance. To be awarded funding, students must hold membership in the association which is hosting the conference or have a paper/poster accepted for presentation. Attendee must show evidence of the paper being accepted and the student's advisor must endorse the application. More details are available at <http://www.sis.pitt.edu/~sisint/student-services/student-to-conferences.html>.

University/iSchool Resources

Computing labs at the iSchool – Student labs are available on the eighth floor of the IS Building. Here, you'll find a number of PCs, printers, and scanners for your use. Information about the iSchool labs is available at <http://www.sis.pitt.edu/~sisint/resources/index.html>.

The University Library System – The mission of the University Library System (ULS) at the University of Pittsburgh is to provide and promote access to information resources necessary for the achievement of the University's leadership objectives in teaching, learning, research, creativity, and community service, and to collaborate in the development of effective information, teaching, and learning systems.

The University of Pittsburgh libraries and collections provide an abundant amount of information and services to students, faculty, staff, administrators, and researchers. The University's 26 libraries and collections have surpassed 6.1 million volumes. In addition, they contain more than 5.4 million microforms, and over 87,000 current serials.

More information is available at <http://www.pitt.edu/libraries.html>

Disability Resources and Services – It is the policy and practice of the University of Pittsburgh to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and Commonwealth of Pennsylvania requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of the University of Pittsburgh. Students who require accommodations because of a physical, learning or other disability must be evaluated by Disability Resources and Services (DRS). DRS will document and verify the student's status and make recommendations for appropriate accommodations.

The Office of Disability Resource Services is located at 140 William Pitt Student Union. Please contact Ms. Lynette Van Slyke at (412) 648-7890 for an appointment for an evaluation. It is extremely helpful to submit to that office any medical information that will assist in this evaluation. Limited testing is administered by that office at no charge to the student. If a more extensive evaluation is needed, the student may be required to pay for additional testing to verify a learning or other disability.

Office of International Services – This is a one-stop center for students from outside of the United States. The Office of International Services (OIS) is the only office within the University of Pittsburgh

that provides immigration-related services, and it does so for the over 4000 international visitors, students, faculty, researchers, and staff members who study, teach, conduct research, and support the many academic pursuits for which Pitt is best known. The services provided by OIS are described at <http://www.ois.pitt.edu/>.

Each term, all international students attend the mandatory Check-In Session and “Essentials” Program. The check-in process is required by federal regulations for all new international students with F1 or J1 status. In addition, these sessions provide you with important information regarding your immigration status and documents as well as practical matters to help you settle into Pittsburgh. To expedite the check-in process, please bring a completed Compliance and Check-In Form, your passport, I-94, and the original Form I-20 or DS-2019 with you to the check-in session. You can register for such a session at <http://www.ois.pitt.edu/new-here/new-international-students/>.

International students with statuses other than F1 or J1 must still check-in with OIS. However, attendance at an OIS Check-In and Essentials Program is optional.

Diversity Resources –The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. The complete policy is available at <http://www.cfo.pitt.edu/policies/policy/07/07-01-03.html>.

Inside the Classroom

Course delivery – The courses at the iSchool are offered on the Pittsburgh campus. Students who are enrolled in the MLIS: Pitt *Online* program participate via the CourseWeb (Blackboard) system of course delivery. Please note that on-campus classes may be recorded for use in online courses. If so, students will be asked to sign a consent form regarding this recording.

CourseWeb – This customized Blackboard system is the backbone of digital support for classes – both on-campus and online. Faculty may use this system to host interactive elements such as discussion boards, blogs, journals, and announcements specific to the class. How CourseWeb is used to support a specific class is at the discretion of the instructor. Please make sure to completely understand how the instructor chooses to communicate with your class. General information about CourseWeb is available at <http://www.cidde.pitt.edu/technology/coursewebblackboard>

Special Topics Courses – Each degree program offers a number of courses that are called “Special Topics Courses.” These are courses that are not part of the official curriculum (with a specific title or course number), but are offered on an experimental basis or to address a leading edge topic within the

Information field. These courses provide students with an opportunity to, if their course of study allows, explore an advanced subject area not normally covered by the curriculum. Special Topics courses may have special requirements for enrollment.

WISE Courses – As a member of the WISE (Web-based Information Science Education) consortium of schools, the iSchool is pleased to make WISE course offerings available to its students. These online courses are taught by faculty from WISE host schools using course-management systems specific to their environment and academic calendar. You will have the opportunity to take electives of interest at other WISE schools, without having to transfer credits. You must note the varying delivery methods and academic calendars among WISE schools. More information is available at <http://www.ischool.pitt.edu/lis/courses/wise.php>.

PCHE Courses – The Pittsburgh Council on Higher Education (PCHE) is a voluntary, multi-purpose consortium of the ten accredited colleges and universities in Allegheny County, Pennsylvania. Founded in 1966, the membership includes Carlow University, Carnegie Mellon University, Chatham University, Community College of Allegheny County, Duquesne University, La Roche College, Pittsburgh Theological Seminary, Point Park University, Robert Morris University, and the University of Pittsburgh.

The purpose of cross college and university registration is to provide opportunities for enriched educational programs by permitting students at any of the PCHE institutions to take courses at any other PCHE institution. The opportunity to cross register is open to each full-time graduate and undergraduate student enrolled in a PCHE college or university. Part-time students are normally not permitted to cross register and registering for PCHE courses in the Summer Term is not permitted. There is no additional tuition charge; however students must pay special course or laboratory fees to the host institution.

Individual degree programs – The School of Information Sciences hosts many degree programs. Each program has a set of specific policies regarding admission, progress to degree, grading, advising, and more. Students are responsible for being aware of the policies and procedures pertinent to their chosen degree program. Information is provided on www.ischool.pitt.edu and <http://www.sis.pitt.edu/~sisint/index.html>.

Outside the Classroom

Graduate and Professional Student Government – The GPSG is the student government organization that represents the interests of all graduate and professional students at the University of Pittsburgh. The governing body is made up of four executive officers in addition to representatives from each school's student governments. As the governing body for graduate and professional students, GPSA takes an active role in ensuring that the concerns of all graduate students are heard. More information is available at <http://www.gpsa.pitt.edu/>.

Student organizations at the iSchool – The iSchool is home to many organizations for students, most of which are related to the Information Professions. For example, you might want to join the student

chapter of the American Library Association or the American Society for Information Science and Technology. These vibrant student groups provide a great way to meet your fellow students, to network with professional associations, and to gain a better understanding of your chosen profession. A complete list, with appropriate links, is located at <http://www.ischool.pitt.edu/resources/student-organizations.php>.

Student organizations at Pitt – <http://www.sorc.pitt.edu/>. At Pitt, there are many student organizations that may meet your professional, academic, and social needs. This site will help you to discover those that might be of interest to you.

Arts – PITT ARTS has been connecting students to the cultural life of Pittsburgh since it was founded in 1997. Funded by the Provost's Office here at the University, the program sponsors over 110 free student outings for Pitt undergraduates each year. PITT ARTS also provides on-campus art experiences, free museum visits for Pitt students, as well as discounted cultural opportunities for staff, faculty, undergraduate and graduate students. PITT ARTS engages over 49,000 Pitt students, including repeaters, every single year. For more information, visit <http://www.pittarts.pitt.edu/>.

Pitt's Theatre Department – world class theatre right on campus. Details at <http://www.play.pitt.edu/>.

Pitt's Music Department – a chance to experience a wide variety of musical genre. Pitt is home to ensembles that specialize in choir, choral, symphonic, jazz, African music and dance, chamber and Gamelan performance. <http://www.music.pitt.edu/performance/ensembles>

Recreation and Sports – Want to take in college football or basketball? Softball, swimming or track and field events? You can find out about all of those and more at <http://www.pittsburghpanthers.com/index-main.html>. If you want to participate in intramural sports, visit <http://www.intramurals.pitt.edu/>. There are seven fitness/recreation centers on-campus, so you can stay in shape all year round. You will never need to go far to exercise on a bike, treadmill or to use the weight machines. At seven recreational facilities throughout campus, you can find gyms and weight machines. An Olympic pool complete with diving platforms is in Trees Hall and there is a lap pool in Bellefield Hall. The Peterson Events Center is home to the state-of-the-art Baierl Recreation Center, the only fitness center that limits access to students only. The Peterson also houses a 12,500-seat arena where the Panthers basketball teams play and has served as a venue for internationally renowned speakers and performers. Information about each facility can be found at <http://www.intramurals.pitt.edu/facility.php>.

Colloquium – Each year, the iSchool hosts dozens of colloquia – lecture events with leading researchers or practitioners in the Information field. You can learn more about the various series at <http://www.ischool.pitt.edu/colloquia/index.php>.

Alumni-related events – More than 13,000 people have graduated from the School of Information Sciences. Many have gone on to be practicing librarians, academic leaders, researchers, and corporate technological specialists. Each year, the alumni society of the school (SAS) hosts a number of events and workshops for students. For example, the Alumni host a Professional Development Day, where students

can participate in resume reviews and mock interviews with alumni. Learn more at <http://www.ischool.pitt.edu/alumni/events/>.

School events – The iSchool hosts social, professional development, and academic events outside of the classroom throughout the year. Most of these events will be announced via the student listservs, so please remember to check your official Pitt e-mail address on a regular basis. However, you may also access the School’s events calendar at any time at <http://www.sis.pitt.edu/~webcal/calendar.php>.

Internships/field experiences – A critical component of any educational endeavor is to gain real-world experience. Each degree program offers internship/field experience opportunities – take advantage of them to: experience the work environment, learn how to work as part of a professional team, network with professionals, and garner references for your future job search.

BSIS – <http://www.ischool.pitt.edu/bsis/career-services/internships.php>

MLIS – <http://www.ischool.pitt.edu/lis/experience/>

MSIS – <http://www.ischool.pitt.edu/ist/resources/internships.php>

MST – <http://www.ischool.pitt.edu/tele/courses/descriptions.php#12>

Career and Job Search – Being in a major university exposes you to a number of resources to help you find the right job after graduation.

Career Development and Placement Assistance – <http://www.studentaffairs.pitt.edu/CDPA>

FutureLinks – <http://www.studentaffairs.pitt.edu/cdpa/futurelinks>

Health and Wellness Services – provides counseling, pharmacy, primary care, and special wellness programs for students. http://www.studentaffairs.pitt.edu/health_wellness

Medical insurance – <http://gradcare.hr.pitt.edu/>

Food Services – even if you live off-campus, you need to eat! There’s some information about on-campus dining at <http://www.pc.pitt.edu/dining/> or you can discover the variety of dining options surrounding campus at <http://www.onlyinoakland.org/dine2.php>.

Office of International Services: A description of programs and services for international students and visiting scholars is available at <http://www.ois.pitt.edu/>.

Policies and Procedures

University of Pittsburgh Graduate Study – <http://www.pitt.edu/~graduate/policies.html>

School of Information Sciences – <http://www.sis.pitt.edu/~sisint/policies/index.html>

Student Conduct Code

The University of Pittsburgh is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles: As a Pitt Student:

- I will embrace the concept of a civil community which abhors violence, theft, and exploitation of others;
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty;
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community;
- I will support a culture of diversity by respecting the rights of those who differ from myself;
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued; and
- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.

More at

<http://www.studentaffairs.pitt.edu/sites/default/files/PDFsandForms/StudentAffairs/2011studentcodeofconduct.pdf>.

Sexual Harassment Prevention and Policy – <http://www.cfo.pitt.edu/policies/policy/07/07-06-04.html>

Academic Integrity – <http://www.ischool.pitt.edu/about/academic-integrity.php>

Grading policies – these are specific to the individual degree programs and can be found at <http://www.sis.pitt.edu/~sisint/policies/index.html>

Our faculty, staff and administration are dedicated to promoting the responsible use and management of information, to the academic and professional success of our students, and to contributing to the associated Information Professions. Faculty and students join the iSchool thanks to its multi-disciplinary approach to information and the rigor of our academic and research programs. They enjoy the environment at the School: a significant international population which represents the global nature of

the field, the fostering of collaboration in the classroom and in the research lab which mirrors the team-approach to problem-solving in the professions and academia, and the supportive staff who help students to successfully navigate their programs of study.

As a student, you may participate in the culture and activities of the iSchool in a number of ways. Each month, we host several colloquia -- check out the various series at <http://www.ischool.pitt.edu/colloquia/index.php> . In addition, we host regular social and professional development events for students, which will be noted at <http://www.sis.pitt.edu/~webcal/calendar.php?calendar=1> .

The iSchool is home to a number of student organizations which may be of interest to you. Please review the list of organizations located at <http://www.ischool.pitt.edu/resources/student-organizations.php> . Feel free to contact the organization if you are interested in participating in their activities. Also, many professional organizations offer membership opportunities – this is a great way to begin building a professional network. In addition to the brief list below, there are usually national or international organizations for each state in the US and for many specific specialties.

American Library Association	Special Libraries Association	Public Library Association
Association of College and Research Libraries	American Society for Information Science and Technology	Medical Library Association

We invite you to join us on a number of social networking sites:

- Facebook:** <http://www.facebook.com/ischoolpitt>
- Twitter:** https://twitter.com/ischool_pitt
- LinkedIn:** <http://www.linkedin.com/groups/School-Information-Sciences-Pitt-41203/about>

Alumni – how can they be a part of your learning experience?

Many iSchool alumni volunteer to review current students’ professional resumes and to conduct practice telephone interviews – all to help prepare students for a very competitive job market. See <http://www.ischool.pitt.edu/alumni/connect/resume-reviews.php> for more information about how alumni will help you to secure a challenging position after graduating from the iSchool. And, don’t forget to join the iSchool Society when you graduate! More details are available at <http://www.ischool.pitt.edu/alumni>

We are here to help! Please feel free to contact us at any time you need assistance. Complete contact information for all faculty, staff and administrators can be found at <http://www.ischool.pitt.edu/people/directory.php>.

