

School of Information Sciences 2017-2018 Doctoral Student Handbook
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Adopted by the Doctoral Studies Committee September 2, 2015;
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1. Doctoral Program Overview

<http://www.ischool.illinois.edu/academics/degrees/phd>

The School of Information Sciences PhD program is the oldest Library & Information Science (LIS) doctoral program in the nation. It continues to grow and change in response to new social and technological opportunities for producing, disseminating, and accessing information. The program is research-oriented and interdisciplinary.

A PhD in LIS opens up many possibilities for individuals from multiple disciplinary backgrounds. Graduates pursue careers in academia, public institutions, and private corporations. For example, recent graduates have joined the faculty at academic institutions such as the University of Michigan, Ann Arbor, the University of Washington, and the University of Texas at Austin. Others have gone on to work in Research and Development labs at Microsoft, Google, and Yahoo!, and some fill key roles in academic libraries such as the University of Missouri at Columbia, Princeton University, and the University of Chicago.

The program seeks outstanding students who have demonstrated the necessary educational background, professional experience, scholarly potential and keen interest to conduct independent and exemplary research in the LIS field. Applicants who can demonstrate the intellectual capacity, leadership, communication and analytical skills, potential to contribute significantly to research and education in LIS, and the enthusiasm to do so at the highest levels are welcome to apply to this doctoral program. The admissions committee, known as the Doctoral Studies Committee (DSC), also considers the fit between an applicant's research interests and the research directions supported by the School and its faculty.

2. Doctoral Studies Committee (DSC)

From the iSchool Bylaws

<http://www.ischool.illinois.edu/our-school/policies/bylaws>

The Doctoral Studies Committee shall be responsible for all aspects of the PhD program, subject to the approval of the full Faculty on substantive issues, including but not limited to: reviewing the credentials of applicants to the PhD program and recommending admissions to and financial aid for the PhD program; establishing degree requirements, beyond those of the Graduate College, for the PhD program; and proposing courses unique to the PhD program in consultation with the Curriculum Committee.

Doctoral Studies Committee (DSC), 2017-2018

Jana Diesner, chair

Cathy Blake

Maria Bonn

Lori Kendall

Rachel Magee

Jodi Schneider

Vetle Torvik

Bonnie Mak

Stephen Downie, ex officio

Penny Ames, staff

PhD student representatives – Shadi Rezapour

The Doctoral Studies Committee (DSC) oversees much of the content of this handbook, including admissions, assignment of initial advisors, annual reviews, field exams administration (including secondary approval of reading lists, after the student's committee), and annual review processes. Two student representatives serve on DSC. They are volunteers, and student-run elections should be held each spring to choose representatives for the following school year.

3. Funding Your Studies

The iSchool is generally able to offer support for four years. Continued support decisions depend upon remaining in good standing and making progress toward graduation. Students are assessed in annual reviews from the student's annual review committee (Advisor and one other faculty member) and the Doctoral Studies Committee (DSC). Support usually takes the form of the following, which typically are awarded throughout a student's course of study, depending upon funding opportunities and school needs:

1. Research assistantships (typically 50%, or 20 hours per week)
2. Teaching assistantships (typically 50%, or 20 hours per week) and/or
3. Fellowships, which are tied to the dissertation process and students may submit an application for the 4th year; fellowships are only available to students who have passed the dissertation proposal exam. Exceptions can be made, e.g., students may apply to start receiving a fellowship in the term in which they take the proposal exam. Any sub-set of a 12 month duration of the fellowship can be applied for, and the fellowship does not have to be received over 12 continuous months.

These forms of financial aid generally include full or partial tuition and fee waivers for 11 months (2 out of 3 months in summer). Students will owe additional fees assessed by the University of Illinois, approximately \$550 (in Fall and Spring) and \$300 (in Summer) (see <http://www.registrar.illinois.edu/tf-rates-term> for details).

Students should work with their advisors to express their assistantship interests to the Associate Dean for Academic Programs, Linda Smith, who coordinates assignments each term (fall, spring, summer) for the following term (spring, summer, fall). Financial support is awarded at the time of admission, and information about the overall support awarded will be included in the admissions letter. However, your form of financial support may vary from semester to semester. *Please note: closely monitoring emails from Dean Smith about assistantship assignments in upcoming semesters is of crucial importance for finding appointments suited to your needs and interests.*

Students are expected to maintain satisfactory academic progress (minimum GPA 3.25 on a 4.0 scale) in order to be eligible for continued support. Students holding fellowships must register as full-time students (12 hours in Fall and Spring and 4 hours in Summer Session II). Those holding 50% assistantships awarded and/or administered by the school must be registered for at least 10 hours each semester during the academic year. Students with assistantships in the library or elsewhere on campus must follow the enrollment requirements of the units employing them. Students may seek additional opportunities in the forms of hourly funding or additional assistantships, but total assistantship appointments may not exceed 67% in order to remain eligible for full or partial tuition and fee waivers. See the Graduate College handbook for details, including restrictions on % time employment for international students.

Graduate hourly positions are usually supplemental to assistantships at the doctoral level, and do not come with stipends or tuition waivers. See also Graduate College resources for seeking funding: <http://www.grad.illinois.edu/funding-jobs>.

4. Advising

The doctoral program gives students many choices and opportunities. Students are encouraged to discuss their plans and seek advice from faculty members and other graduate students as they make decisions. While students may consult anyone on questions of curriculum, research methods, and other program aspects, they will establish a more formal relationship with their Advisor.

New students are assigned a faculty member who will serve as their Advisor when they are admitted to the program. Students are free to change their Advisor as they progress through the program and their research interests become more clearly defined. Students consult with their Advisor in order to develop a program of study. All courses, for example, are chosen in consultation with the Advisor. The iSchool office (Penny Ames) and the Doctoral Studies Committee (DSC) must be notified of changes of advisors.

For the dissertation proposal defense and the final dissertation defense, special committees are constituted according to UIUC Graduate College rules. These committees are called the Preliminary Examination Committee and the Dissertation Committee, respectively. The membership of these committees, however, is usually similar.

5. Committees

Annual Review Committee: This committee consists of two iSchool faculty members: the student's Advisor, who serves as chair, and one additional faculty member who serves in consultation with the student's Advisor. After the annual review meeting, the Advisor submits the review to Penny Ames and the DSC, and the DSC issues a formal progress letter in early summer.

Field Exam Committee: This committee consists of three core iSchool faculty members. At least one of the three members will be an assigned member of the Doctoral Studies Committee (DSC), and the student's Advisor may serve as member of the Field Exam Committee. Field Exam Committee members should be drawn from faculty with expertise in the student's exam field. The DSC member can be from outside of the core field.

Preliminary Examination Committee: This committee consists of a minimum of four voting members. At least three members must be members of the UIUC Graduate Faculty and at least two members must be tenured. One faculty member from a department other than the iSchool is strongly recommended. The committee can include one or more qualified members from other institutions who can contribute needed expertise to the committee, as long as there are three other members who are UIUC Graduate Faculty.

Dissertation Committee: This committee has a minimum of four members. At least three members of the committee must be members of the UIUC Graduate Faculty; at least two members of the committee must be tenured. This committee is usually, but not necessarily, composed of the same members as the Preliminary Examination Committee.

6. Annual Review

Each spring, students submit an annual report to an Annual Review Committee that is chaired by their Advisor, consisting of the advisor and one other faculty member. This committee determines if they are making satisfactory progress and offers guidance in planning for the next academic year.

The deadline for written annual reports will be established each year by the DSC, typically in mid April (check the iSchool website for specific date). In preparation for this deadline, students are responsible for taking the following steps.

1. The student puts together an Annual Review Committee.

The student's Advisor chairs the committee. In consultation with his or her Advisor, the student identifies one other iSchool faculty member to serve on the Annual Review Committee. Annual Review Committee membership may change from year to year; these changes must be communicated to the iSchool Main Office (Penny Ames) and Doctoral Studies Committee (see [iSchool Committees](#) on the website). Members may be drawn from faculty whose courses the student took during the previous academic year; faculty with whom the student has been consulting, particularly about research; or, where appropriate, from members of the Preliminary Examination Committee (at proposal stage) or Dissertation Committee (at dissertation stage).

Connecting with advisors regularly outside of the annual review process to discuss coursework, examination preparation, and dissertation direction supports student success at all levels.

2. The student prepares the written annual report.

The annual report includes the following items:

- a current curriculum vitae (including information such as education, work experience, teaching experience, publications, and presentations), in your CV, highlight with yellow new items since the last year;
- a list of all courses taken and milestones met to date in the doctoral program at the iSchool, including those taken in other units on campus. This information is recorded on a standard checklist (see Appendix A: Annual Report Checklist);
- a statement that outlines the progress made over the past year and describes the student's projected plans for the next year.

Students with questions about the content of these reports should confer with their Advisor.

3. The student sets up a meeting with the Annual Review Committee.

The student arranges a time, usually in April, for a meeting with the two members of the Annual Review Committee. As decided with the committee, the student provides the committee with a copy of their annual report before or at that meeting. After the meeting, the student provides a copy to the office for deposit with their student files.

At this point, the responsibility for the process shifts to the committee. The meeting will serve as a chance to discuss issues that arise from the report and will give the committee members an opportunity to offer advice on how the student might best progress.

The meeting will have one of two outcomes: *satisfactory* or *unsatisfactory*. Factors used to assess progress may include grades, successful completion of the field exam, fulfillment of other program requirements, or progress towards completion of the dissertation. A satisfactory outcome requires no additional action on the part of the committee. The student's Advisor will issue a brief written report to the DSC on the outcome of the meeting and any recommendation made on the part of the committee. A copy of this report is placed in the student's folder. Based on the DSC's discussion of the annual review materials, brief comments will be sent to the Advisor via email. These comments will also be added to the student's file.

In the event of an unsatisfactory outcome, the committee will produce a list of activities that the student is required to complete in order to receive a satisfactory result at the next annual review. For the student's benefit, a timetable will be established for periodic review of the successful achievement of those activities. After a second consecutive unsatisfactory annual review, the Annual Review Committee and the DSC may recommend to the Dean that the student's continuation in the doctoral program be terminated at the end of the academic year.

Students can appeal to the Dean at any point in this process. The school encourages students with a grievance to first attempt informal resolution of their problems. Guidelines for this process are available at: <http://www.ischool.illinois.edu/current-students/student-concerns>. In addition, students may make use of the grievance procedure of the Graduate College. Details are available at: <http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict>

7. Program Overview



Course Requirements

The Doctoral Program is a 48-hour research degree where students work closely with their advisor to create educational experiences both within and outside the classroom that help to prepare the student for their future research career. Students will choose, but are not limited to, 36 hours of elective courses to provide the intellectual breadth and depth required for a solid LIS foundation. At least 20 of these 36 hours of electives must be taken in the iSchool. Students admitted without a master's degree must complete an additional 32 hours of graduate level course work to satisfy the requirements of the doctoral program. Courses are selected in consultation with the student's advisor.

| COURSES | HOURS |
|---|-----------------|
| IS 587 History and Foundations of LIS (taken the first year) | 4 |
| IS 588 Research Design in LIS (taken the first year) | 4 |
| One additional methods course selected in consultation with the student's advisor | 4 |
| Elective courses | 36 |
| Completion of coursework | 48 total |

Courses outside the iSchool: Up to 16 hours of electives may be transferred in from other departments at University of Illinois at Urbana-Champaign with the approval of the Advisor and the Dean or Assistant Dean. However, courses or independent studies taken outside of the iSchool will not automatically count towards the degree. Prior to taking the transfer course, the student must fill out a form for the course to be recognized as part of his or her degree program (<https://uofi.app.box.com/s/sfkbs58wstod5jamin0k7n8o3om3vtj5>).

Independent study courses: Courses of independent study may be taken for credit of 2 to 4 graduate hours. Of the 36 hours of elective courses, students may take up to 16 hours of independent study. The student's Advisor and the instructor must approve course proposals for independent study courses. Requirements for earning independent study credit are jointly agreed upon by the faculty member and student. For full details on independent studies, see the course catalog listing for IS592: Independent Study.

8. Proseminar

First year students are expected to attend the proseminar during their first year. There is no course credit for the proseminar, however, attendance during the first year is mandatory.

All PhD students are encouraged to keep attending the proseminar throughout their residency, and to drop in for any sessions of their interest. Students beyond their 1st year in the program are encouraged to attend sessions that involve interactions with junior students, e.g., student presentations. We strongly encourage senior students to attend at least 50% of the proseminar sessions per semester.

Senior students can also consider the proseminar as an opportunity space for practicing their conference, proposal and thesis defense talks, and doing so is encouraged.

9. Preparation for Assistantships

The Graduate Assistant Employee Orientation, which is offered through the Graduate College, provides orientation for teaching, research, graduate, and pre-professional assistants on terms of appointment, waivers, stipends and benefits (<http://www.grad.illinois.edu/assistantships>). We expect our students to attend this orientation. We also require our PhD students who TA to take FERPA training (<https://registrar.illinois.edu/training-ferpa>).

10. Field Exam

Aims

The iSchool Ph.D. Field Exam has several aims:

- Demonstrate that the student has read broadly in a significant sub-area of LIS, is able to discuss issues and understand connections in that sub-area, and is able to apply that knowledge in a manner that is typical in scholarly work.
- Certify that the student has a sufficient breadth and depth of knowledge in the sub-area to pursue scholarly research, teaching, and practice.
- Involve the faculty at large (i.e., not just the Doctoral Studies Committee) in evaluating student's competence.
- Conduct the preparation and the Field Exam itself in a format that realistically mirrors some important aspects of actual scholarly work in which a breadth of knowledge is required, such as participating in journal editorial board discussions, conference and proposal review committees, peer reviews, accreditation visits, and other such evaluations.

Process and Format

Each student taking the Field Exam in a given semester will establish a Field Exam Committee to administer and evaluate her/his Field Exam. The student's Field Exam Committee should be comprised of three iSchool faculty members. Usually, one of those members will be the student's Advisor, who will chair the committee. The student should select a second committee member. The third committee member will be assigned by the Doctoral Studies Committee (DSC), and does not have to be an expert in the student's field.

Field Designation

The student, in collaboration with his or her Advisor will determine the student's Field. This should be a recognized and broad subfield within the area of LIS. It is not intended that the Field Exam will cover a narrow specialization geared solely towards the student's dissertation work. The student will write a one- to two-page description of the Field, which should be submitted to the DSC for approval. The description should state in the student's own words their understanding of the field and explain how this field intersects with their career plans and intended area of research. This description should be submitted to the DSC no later than the due date in the semester previous to the semester in which the student plans to take the exam.

Students who entered the doctoral program prior to the fall of 2016 have the option of taking the exam as described above or choosing one of the previously established LIS Fields. Current students can view the previous fields and access previous field exam lists here:

<https://courses.ischool.illinois.edu/course/view.php?id=2389>.

Reading List

Upon approval of the Field, the student, in collaboration with his or her Advisor and Field Exam Committee, will devise a Reading List of at least 30 works covering the body of knowledge of

the Field. This Reading List should consist of works that reasonably span the scope of the Field, including both enduring classics as well as more recent ground-breaking work. The list should not be the student's or committee's unique view of the Field or of their own research area(s), but instead should create a basis for a general examination of competence in the Field.

Practically speaking, the Reading List is compiled over an extended period before the semester in which the Field Exam is taken. The Reading List must be supplied to the DSC for review significantly before the date of the Field Exam; the specific timeline is given below. Thus, three groups oversee and validate the Reading List: the student and their Advisor, the student's Field Examination Committee, and the DSC. Once approved, lists will be shared with the iSchool community. Lists from previous semesters can be found here:

<https://courses.ischool.illinois.edu/course/view.php?id=2389>

After the Reading List is fully approved, the Field Exam Committee writes questions, which are reviewed by the DSC. The Chair of the DSC administers the written exam, and the Field Exam Committee evaluates the written and oral portions of the exam. The format of the exam is described below.

Format

The Field Exam has two parts: written and oral.

The written part of the exam is a take-home exam, governed by regulations set forth by the Graduate College. A student's written exam consists of a set of questions that draw on the student's Reading List and any other relevant knowledge of the Field. There are about seven questions presented; the student will be asked to choose and answer five of them. The total length of the completed exam is not to exceed 7500 words (approximately 25-30 pages of double spaced text).

Students have two weeks to complete the exam. In any semester, all Field Exams are administered to all students during a single two-week period. Two weeks provides ample time to write the exam and allows sufficient time so that minor schedule interruptions such as short illness or short absences for work will not necessitate extension of the exam period. Any changes in this procedure must be approved by the DSC. In submitting the completed exam, you certify that it represents your own thinking and work. The exam process is governed by university's academic integrity guidelines: http://studentcode.illinois.edu/article1_part4_1-402.html

In the oral part of the exam, administered by the student's Field Exam Committee, the student will be questioned in greater depth about their answers to the exam questions they have picked, and more generally about the Field and the works on the student's list. While it is generally expected that the student and faculty participating in the oral exam will all be physically present, it is possible to arrange for the student and/or one or more members of the committee to join virtually.

Evaluations of both the written and the oral parts of the exam will be made by the student's Field Exam Committee. To pass, the student must demonstrate a breadth and depth of knowledge in the Field sufficient to conduct a reasonable scholarly analysis of the research literature, including:

- Establishing the significance of issues, problems, and works
- Situating works in discourses of related research
- Evaluating the quality of the works' content, background, methodology, etc. and defending those evaluations with evidence
- Suggesting new, promising lines of inquiry or discussion.

The Field Exam will be graded "pass" or "not pass" for the whole exam (both written and oral parts) only. If the evaluation is "not pass," the student may re-take the Field Examination once within the following two semesters.

Important Dates

Before taking the exam, students must have completed all course requirements, and must have the approval of their advisor. Students should begin planning for the exam in the semester prior to the semester in which they intend to take the exam. As noted above, students are advised to submit their Field Description to the DSC in the semester prior to the semester in which they intend to take the exam. In general, a declaration of intent to take the exam (including description of the Field and names of the committee members), is due by the third week of the semester, and reading lists are due two weeks after that. The written portion of the Field exam normally begins for all students two weeks before Thanksgiving Break in the fall, and during the first week of April in the spring. The oral portion follows thereafter, to be completed prior to the end of classes.

Specific dates for each semester will be posted on the website, under "Field Exam Dates."
<http://www.ischool.illinois.edu/academics/degrees/phd/requirements/field-exam>

11. Research Presentation

Each student is required to give a public presentation that demonstrates his/her research competency. It is likely that this will take place in the second or third year of a student's program, and can be given at any point in the program before the dissertation proposal defense. The venue for presentation must be approved by the student's advisor as appropriate for the completion of the program requirement. Acceptable venues include but are not limited to:

- presentation at a conference or workshop
- an advertised public presentation at the iSchool (not given as part of any course)
- presentation as part of an iSchool seminar series
- other public presentations as approved by the faculty advisor and the DSC

Successful completion of this requirement should be documented in the student's annual review.

12. Dissertation

The dissertation process formally begins with a public presentation and defense of a proposal and culminates in the public presentation, defense, and submission of the dissertation itself. The activities and procedures are outlined in more detail below. The dissertation process is governed by the University of Illinois and generally reflects conventions adhered to by other U.S. academic institutions.

Establish the Preliminary Examination Committee

Students establish a Preliminary Examination Committee in consultation with their Advisor. The committee is responsible for advising on the construction of the proposal as well as evaluating the final product. Committee members are chosen for their expertise in the research area, but may also be chosen to provide diversity of viewpoint, expertise in methodology, or coverage of an academic discipline. The committee must be constituted in accordance with the rules of the Graduate College. A minimum of four voting members is needed. At least three members must be members of the UIUC Graduate Faculty and at least two members must be tenured. One faculty member from a department other than the iSchool is strongly recommended. The committee can include one or more qualified members from other institutions who can contribute needed expertise to the committee.

There are two official positions for committee members on the Preliminary Examination Committee: the chair of the committee and the director of dissertation research. These are often the same person, and it is likely that the Advisor will fill both of these positions. The chair is responsible for paperwork associated with the student's progress toward completion of the dissertation and for scheduling and chairing the oral defense. The research director is responsible for guiding the actual research process.

Dissertation Proposal

After the field exam is completed and passed, students write and defend a proposal of their dissertation research. The form and content of the dissertation proposal are negotiated with the Preliminary Examination Committee. Typically, the proposal includes a definition or statement of the problem to be addressed, a comprehensive review of the literature, and an outline of the methodology to be used. This document forms a blueprint for the dissertation itself and provides the student with an important opportunity to try out ideas and identify potential problems. The proposal serves as an agreement between the committee and the student about the research that needs to be done for the dissertation. For these reasons, doctoral students are strongly advised to work with their committee on drafts of the document, allowing sufficient time for reading and revising prior to the formal defense.

The research proposal must demonstrate that the proposed doctoral research is viable within a reasonable timeframe. For example, the student has (a) obtained the necessary permissions to use data, and that the data can be used to address the specified research question, or (b) tested survey questions and established that there are a sufficient number of study subjects, or (c) obtained permissions to access historical materials required for the study. Pilot studies should have been conducted to lower the risk of particularly ambitious aspects of the proposed projects. If an IRB

is required it should be drafted and if possible also approved before the proposal can be defended. In other words the proposal must demonstrate the feasibility of the proposed research plan.

When both the student and his or her Preliminary Examination Committee believe the proposal is ready to be defended, a formal application for the Preliminary Examination must be made to the Graduate College. The defense is a public oral examination open to all members of the iSchool and UIUC community. Attendance by iSchool doctoral students at this event is encouraged.

A copy of the proposal is made publicly available within the university: The student delivers a final and complete copy of the proposal to the iSchool front office for public view. An electronic copy can also be provided, e.g., on Box, and doing so is strongly encouraged.

The examination is generally scheduled for two hours and consists of the following parts:

- an oral presentation by the student, summarizing the problem and proposed methodology (~30 minutes)
- questions and comments from members of the committee
- questions and comments from other attendees (where time permits)

The chair conducts the examination, and recognizes members of the committee and attendees for questions. At the conclusion of the defense, the student and all observers are asked to leave the room while the committee determines the outcome of the examination. When the committee has come to agreement, the student returns to the room and is informed of the committee's decision by the chair (details in "rules" section).

The defense is graded "pass," "fail," or "decision deferred" by the Preliminary Examination Committee. If the student does not pass the Preliminary Examination, the committee has the option of (1) deferring a decision for up to six months, (2) recording a failure but granting the student another opportunity, or (3) considering the failure to be final. These rules follow those outlined by the Graduate College (see <http://www.grad.illinois.edu/gradhandbook/2/chapter6/committees-exams#prelim>). At the iSchool, a second failure is considered final.

Establish the Dissertation Committee

The Dissertation Committee is usually, but not necessarily, composed of the same members as the Preliminary Examination Committee. The Dissertation Committee guides the student's work toward completion of the dissertation. This committee has a minimum of four members. At least three members of the committee must be members of the Graduate College; two members of the committee must be tenured. The Dissertation Committee is appointed as early as possible after the successful completion of the proposal defense. There is no time limit on the duration of service of the Dissertation Committee, other than the length of time the student is allowed to complete the degree.

Members of the committee include a chair of the committee and a director of dissertation research, who may or may not be the same person. Emeritus faculty who have been awarded continuing membership on the Graduate Faculty may serve on or chair committees.

The Dissertation

Dissertations vary in methodology, length, and presentation according to the problem to be investigated. These details are decided in consultation with the Dissertation Committee members. However, the content of the dissertation is expected to follow the proposal defended and approved by the Preliminary Examination Committee. The proposal can be thought of as a contract for the work of the dissertation. Exceptions to this (i.e., a significant change in research topic, area, or method) must be discussed and approved by the Dissertation Committee.

When both the student and his or her Dissertation Committee believe the dissertation is ready to be defended, a formal application for the Final Examination must be made to the Graduate College. The dissertation defense is a public oral exam open to all members of the iSchool and UIUC community. Attendance by iSchool doctoral students at these defenses is encouraged.

A copy of the thesis is made publicly available within the university: The student delivers a final and complete copy of the proposal to the iSchool front office for public view. An electronic copy can also be provided, e.g., on Box, and doing so is strongly encouraged.

The examination is generally scheduled for three hours and has the following parts:

- An oral presentation by the student, summarizing the problem, methodology, and major findings of the research (~30-45 minutes)
- Questions and comments from members of the committee
- Questions and comments from other attendees (where time permits)

The chair of the committee conducts the examination and recognizes members of the committee and attendees for questions.

In the same manner as for the Preliminary Examination, at the conclusion of the defense, the student and all observers leave the room while the committee determines the outcome of the examination. When the committee has come to agreement, the student returns to the room and is informed of the committee's decision by the chair (details in "rules" section).

Results: Decisions of the Committee for the Final Examination are recorded on the Final Exam Result form. The voting members of the committee must make one of the following decisions:

1. Pass the candidate. The candidate passes the final exam if the Director(s) of Research vote Pass and no more than one of the remaining Committee members votes Fail. The Committee will indicate on the Final Exam Result form if revisions are required. The Committee will sign the Thesis/Dissertation Approval form after the completion of the examination and the completion of any required revisions.
2. Fail the candidate. The candidate fails the Final Exam if a Director of Research votes Fail or if two or more Committee members vote Fail. A program may, but is not required to, grant the student another opportunity to take the examination after completing additional research or writing, as recommended by the committee. However, a new committee must be appointed by

the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee. At the iSchool, a second failure is considered final.

3. Defer the decision. If this option is chosen:

- the same committee must re-examine the student,
- the second exam must occur within 180 calendar days of the date of first exam, and
- the outcome of the second exam must be pass or fail.

Number of Attempts: After a fail result, a student will only be allowed to take the preliminary examination one additional time while working toward the completion of any one program of study.

iSchool doctoral dissertations must follow the requirements established by the Graduate College. Information about this can be found in the Graduate College Handbook and in the Thesis & Dissertation section of the Graduate College website (<http://www.grad.illinois.edu/thesis-dissertation>). The student is responsible for making sure that the dissertation meets the requirements of the Graduate College.

For both the preliminary examination and the final exam the following participation guidelines apply:

The committee chair, defending student, and at least one additional voting member of the committee must be physically present for the entire duration of the examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present.

All voting members of the committee must be present in person or participate via teleconference or other electronic communication media for the entire duration of the final examination, and the deliberation and determination of the result.

Proposal and defense announcement posters

Intent: The goal with these posters is to create more visibility and awareness for these research-related events, and to foster our students' sense of responsibility for their research.

Process:

- Poster template available from PhD program director or Comm (currently Lisa Watkins, watkinsl@illinois.edu).
- Students fill in the content and send the poster for approval to their advisor (for content) and to Comm (for design), and cc the PhD program director. The short abstract that we ask for might also be helpful for the students for other purposes, e.g., job talks, being ready to give an elevator pitch on their thesis, etc.
- At least two weeks before the actual event, the student prints and posts the approved (by Comm and advisor) posters at approved locations: the wall across from the printing press, the window between the doors of the east end entrance door, and community boards (e.g., on the 2nd floor across from the help desk). These locations might change, the current ones were approved by Eric Hege, who will also coordinate with us on any changes if needed.
- We would also like to ask the student to hang a poster at a public board in other UIUC departments from where they have thesis advisors (if applicable). Students can also put a

poster on public boards in other departments as they see intellectual fit if they want to.
We can help to find locations if needed (let Comm or the Program Director know).

We plan to keep the posters from the final defenses in the building to showcase and celebrate our PhD students' major achievements and the research produced in our school (place to be decided).

Forms and Timeline

This section lists rules that must be followed and forms that must be filed. They are not negotiable, and complying with these rules and filling out the forms are the student's responsibility.

Proposal

| | |
|-------------------------------|---|
| Constitution of the Committee | <p>Timeline: four weeks before defense Document: dissertation proposal in electronic form to Preliminary Examination Committee</p> <p>The Preliminary Examination Committee must receive a complete version of the Dissertation Proposal at least four weeks prior to the proposal defense date. Students are expected to submit their preliminary abstract, outline, and drafts of (portions of) the proposal to their committee members and seek feedback on their work at earlier stages.</p> |
| Intention to Defend | <p>Timeline: three weeks before defense</p> <p>Forms: A form from the Graduate College must be filed listing the members of the Preliminary Exam Committee (submitted by the iSchool office with information provided by the student).</p> <p>Forms: At least three weeks prior to the planned proposal defense date, Graduate College forms must be completed indicating that the student is to take the Preliminary Examination. These forms are prepared by the iSchool office staff in consultation with the student and his or her Advisor. Once the Graduate College registers and approves the committee, the student has six months in which to successfully complete the proposal defense. If not, forms must be re-submitted. The appointment of individuals who are not affiliated with Illinois requires additional documentation and may require more time.</p> |
| Proposal Dissemination | <p>Timeline: two weeks before defense</p> <p>Announcements and final dissertation proposal in paper and electronic form. The chair of the Preliminary Examination Committee announces the time and place of the examination on the iSchool Events Calendar at least two weeks prior to the examination. Students prepare, print, and hang an approved announcement poster at least two weeks prior to the examination. At least two weeks prior to the dissertation proposal defense date, the student must deliver a final and complete copy of the proposal to the iSchool front office for public view. An electronic copy can also be provided, and doing so is strongly encouraged. No more changes can be made to this version prior to the exam.</p> |
| Proposal Presentation | <p>Consult with your advisor on a suitable amount of time for which the student needs to reserve a room. We recommend not less than two hours. Also consult with your advisor on the length of your presentation. We recommend 30 minutes.</p> |

| <u>Dissertation</u> | |
|-------------------------------|---|
| Constitution of the Committee | <p>Timeline: four weeks before defense Document: dissertation in electronic form to Dissertation Committee The Dissertation Committee must receive the final complete version of the Dissertation at least four weeks prior to the proposal defense date. Students are expected to submit individual chapters to their committee members and seek feedback at earlier stages.</p> <p>Forms: A form from the Graduate College must be filed listing the members of the Dissertation Committee (submitted by the iSchool office with information provided by the student). The filing of this form is required even if the composition of the committee is identical to that of the Preliminary Examination Committee.</p> |
| Intention to Defend | <p>Timeline: three weeks before defense Forms: At least three weeks prior to the planned dissertation defense date, Graduate College forms must be completed indicating that the student is ready to take the Final Examination. These forms are the same as those completed for the Dissertation Proposal defense, and the procedures and conduct of the examination are much the same.</p> |
| Dissertation Dissemination | <p>Timeline: two weeks before defense Announcements and final dissertation in paper and electronic form The chair of the Dissertation Committee announces the time and place of the examination on the iSchool Events Calendar at least two weeks prior to the examination. Students prepare, print, and hang an approved announcement poster at least two weeks prior to the examination. At least two weeks prior to the dissertation defense date, the student must deliver a complete copy of the dissertation to the iSchool front office for public view. An electronic copy can also be provided, and doing so is strongly encouraged. No more changes can be made to this version prior to the examination.</p> |
| Defense Presentation | <p>Consult with your advisor on a suitable amount of time for which the student needs to reserve a room. We recommend not less than three hours. Also consult with your advisor on the length of your presentation. We recommend 30 to 45 minutes.</p> |
| Depositing the Dissertation | <p>Details of the specifications of format and style of the dissertation are outlined in information available from the Graduate College. Students in the iSchool are required to have their dissertation's format and style checked by the designated staff member from the iSchool office. These details must be correct before the dissertation can be deposited in electronic form with the University.</p> |

For more information, contact:

Penny Ames, Admissions and Records Representative, rm 112C, 333-7197, pames@illinois.edu
Jana Diesner, PhD program director, rm 304, (217) 244-3576, ischool-phd@illinois.edu

If your query is outside of normal business hours, contact:

Linda Smith, Associate Dean for Academic Programs, rm 112E, 333-7742, lsmith@illinois.edu
Meg Edwards, Assistant Dean for Student Affairs, rm 121, 244-3776, mbedward@illinois.edu

13. PhD Student Travel Award Guidelines

Why do we have these guidelines?

Conferences are an essential way for our PhD students to engage with their scholarly or professional communities, to present their work in appropriate circles and obtain feedback from their audiences, to learn about cutting-edge research in their field, to network, and to advance their professional development. We support these goals by providing student travel awards. As our funds are limited, we follow a certain process and guidelines as outlined in this document. Our guiding principles for student travel funding allocation are:

- Acknowledging, appreciating, and considering the high level of diversity among our students with respect to areas of interest, communities, and community norms and standards.
- Equipping our students with vital experiences.
- Merit.
- Fairness and equity.

Eligibility for support

- Applicants must be registered and in good academic standing during the term the award is received.
- Applicants may receive up to two Travel Awards per academic year.
- Students may apply for a maximum of \$1,000 per academic year.
- If students are traveling under University sponsorship and are traveling overseas, campus policy requires them to purchase CISI insurance through the Study Abroad Office. See details on the Study Abroad Office website.
- Awards may be offered as reimbursement for recently-completed travel or for upcoming travel.

These criteria entail a subset of the criteria used by the Graduate College (<http://www.grad.illinois.edu/general/travelaward>).

Awards

Award amounts vary depending on the distance from Champaign to the conference. School-level travel support is considered to be a supplement, not to fully cover your trip. Requests for this support are highly competitive. We ask students to prepare their applications carefully.

Levels of support:

- Up to \$300 for in-state travel
- Up to \$500 for travel in the continental United States
- Up to \$750 for North American travel outside the continental United States (i.e., Canada, Mexico, Alaska)
- Up to \$1,000 for Hawaii and international travel

What about the Conference Travel Awards from the Graduate College?

The Graduate College provides awards of up to a limited amount for students to travel to professional conferences to present papers, posters, or creative work. Application is by

department nomination only. In other words, students do not apply directly to the Graduate College. Instead, students submit materials to their department. We then select applications for submission to the Graduate College and submit those applications. For more information, see <http://www.grad.illinois.edu/general/travelaward>.

Process for students (some of these steps involve the advisor)

- The student coordinates with their advisor on planned travel.
- The advisor informs the student about their financial resources for travel support.
- We encourage advisors and students to take this point into consideration when planning submissions to conferences that require travel.
- It is recommended that travelers plan as far in advance as possible so that they can obtain the best prices on air transportation and lodging.
- The student checks conference-level resources, such as serving as a student volunteer or applying for a conference travel grant, and community-wide resources (e.g., ACM-W). Plan ahead, deadlines can be months ahead of the conference date. For students, this may involve (learning how to) write proposals, dealing with administrative processes, and getting a letter from their advisor.
- Awards deadlines are listed below. If this conflicts with your acceptance decision timing, please contact the PhD program director.
- Once your contribution has been accepted, fill out and submit the travel support form (http://go.ischool.illinois.edu/phd_travelaward_app).
- If an award was granted, after conference attendance, the student will submit proof of attendance. Proof of travel documents and/or official conference publication or notification that indicates the student's participation in the conference program are required in order for reward processing to be completed.
- In order for our school to process an award, the student needs to submit (via email is fine) proof of travel plans in the form of a receipt (i.e. airline reservation confirmation, conference registration, etc.). Once we receive that, we will be able to process an award.
- For international students, additional documentation may be required. As an international student, there are extra steps the University must go through in order to process an award for you. Please note that you may be contacted by University Payroll to provide additional documentation in support of the processing of this award.
- By accepting an award, you understand that this award will be applied to your University of Illinois student account. The award will be applied first to any balance the you may have. The remainder will be deposited to your bank account on file with the university in the form of a refund. This award may also affect any federal financial aid in the form of loans you have accepted. Eligible students are highly encouraged to contact the University of Illinois Financial Aid office <http://www.osfa.illinois.edu> to understand how this award will individually affect them.
- Students may receive their travel funds from School endowments: in these cases, they will be expected to send the donor a thank-you note and a copy of the work presented at the conference.

Application and Notification calendar

| Application Deadline | Results Released |
|----------------------|------------------|
| Sept 1st | Sept 15th |
| Dec 1st | Dec 15th |
| March 1st | March 15th |
| June 1st | June 15th |

Selection principles

- We align priority of awarding support with the weight of the contribution. Exceptions might exist, but typically this means:
 - o Receiving an award, or presenting an award-winning publication at a conference has high priority.
 - o Peer-reviewed conferences have priority over non-peer-reviewed or editor-reviewed conferences.
 - o Top conferences in your field have priority over lower ranked conferences.
 - o For contributions, we consider the following order of weight: full paper (normally 20-minute presentation and/or archival paper), short paper, poster (based on paper or abstract), workshop/symposium contribution, presentation based on extended abstracts, panelist, workshop or tutorial participation.
 - o Invited talks with limited or no travel support can also be supported.
 - o For the same co-authored submission, co-authoring students need to explain their role in the project. A coauthored work requires students to share the allocation or decide who will deliver the work at the conference.
 - o As students progress in the program, we expect them to aim for higher-ranked types of submissions, e.g., a full paper at a peer-reviewed conference instead of a poster or presentation based on an extended abstract.
- Applications will be reviewed by the Executive Associate Director and the PhD program director.

Other types and sources of funding

The Graduate College Fellowship Office awards Dissertation Travel Grants in amounts up to \$5,000 (<https://www.grad.illinois.edu/fellowship/index.cfm?action=main.fellowship&fid=3080>). Awards are not granted for conference travel and usually will not reimburse travel that has already taken place. Students must be nominated by their department, and departments may nominate up to three students each.

Additional tips for students

- Practicing your presentation: the iSchool community is here for you to help you prepare for your presentation. For example, you can contact the organizer of the proseminar to give a practice talk there.
- We strongly encourage you to give back to the local PhD community as a result of travel funding. Examples include giving a talk at the proseminar (unless you already did a practice talk there), submitting a poster for display in the building, submitting your

contribution to be presented at the Research Showcase (check to not violate the copyright of your paper), or having your abstract added to your online bio on the iSchool website. We expect you to update your iSchool website with citations (and ideally links to full-text), and to post the contribution in IDEALS if your copyright agreement permits that.

Further Questions

Please direct all questions to the Associate Dean for Academic Programs, Linda Smith, (217) 333-7742, lsmith@illinois.edu, or the PhD program director (217) 244-3576, ischool-phd@illinois.edu.

14. General PhD Student Travel Approval and (if eligible) Reimbursement Guidelines

- When a trip for a student is approved (typically by the student's advisor), the student fills out a travel request form, and submits that form to their advisor. Once the advisor approves the preliminary budget and form, the student can start making travel arrangements.
- If students have any questions about budgeting for a conference, e.g., what the typical costs are and how to estimate them, please contact your advisor. If questions remain, please contact the PhD Program Director.
- When you travel, keep all your receipts.
- Students are required to submit their receipts supporting travel expenses to the front office, cc'ing their advisor. We keep relevant vouchers and receipts on file for audit purposes.
- If students are traveling under University sponsorship and are traveling overseas, campus policy requires them to purchase CISI insurance through the Study Abroad Office. See details on the Study Abroad Office website.
- Additional tip: Practicing your presentation: the iSchool community is here for you to help you prepare for your presentation. For example, you can contact the organizer of the proseminar to give a practice talk there.

15. Contacts and Resources for Further Questions

For questions about your plans and path through the program:
Contact your advisor

For questions about procedures related to exams, proposals, and defenses:
Penny Ames, Admissions and Records Representative, rm 112C, 333-7197, pames@illinois.edu

For questions about the doctoral program and funding your studies:
Work with your advisor, contact Linda Smith, Associate Dean for Academic Programs, rm 112E, 333-7742, lsmith@illinois.edu, or the PhD program director ischool-phd@illinois.edu.

For questions about student representatives and resources for support across campus:
Meg Edwards, Assistant Dean for Student Affairs, rm 122 244-3776, mbedward@illinois.edu

Additional tips, advise, and best practices are available from the Graduate College
(<http://www.grad.illinois.edu/>).

We did also put together some additional, informal advice after conversations with students in Summer 2014 had shown that some of the informal knowledge that students have gathered through their experience would be useful for incoming students. You can find this information in a box folder, and it will also be given or sent to you as part of your orientation.

Additional resources

- 1) Alternative enrollment options for graduate students also exist, which may be of use to you if you are planning or considering completing a portion of your PhD at a distance from Champaign-Urbana:
<http://www.grad.illinois.edu/sites/default/files/pdfs/alternativeregistrationoptions.pdf>.
- 2) The Graduate College maintains a general Resource Page for New Students
<http://www.grad.illinois.edu/current-students> The Graduate College also makes available a Professional Development Timeline for PhD students:
<http://www.grad.illinois.edu/sites/default/files/pdfs/profdevtimelines.pdf>.
- 3) The Graduate College maintains a page on how to make the most of the mentoring relationship you will have with your adviser as a PhD student:
<http://www.grad.illinois.edu/mentoring>.

16. Appendix A: Annual Review Progress Checklist

| | | | |
|----------------------------|-------------------------------|---|----------------|
| iSchool Progress Checklist | <Your name and email address> | <Your start date in the iSchool: semester and year> | <Today's Date> |
|----------------------------|-------------------------------|---|----------------|

| | |
|-------------------------------|--|
| Chair or Current Main Advisor | <name> |
| Committee Members: | <names, department if outside the iSchool> |

Courses Taken: Add extra sheet as necessary. *Justify all non-graduate level courses taken this past year; Justify all courses taken beyond the required number.*

| Unit | Semester | Course No. & Title |
|--------|----------|-------------------------|
| Yes/No | | Pre-Existing Masters |
| | | Foundations of LIS |
| | | Research Methods in LIS |
| | | |
| | | |
| | | |
| | | |
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| Unit | Semester | Course No. & Title |
|------|----------|--------------------|
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| Participation | <describe your participation in the iSchool and LIS communities; attach an extra sheet if necessary> |
| ProSem Attendance (for incoming students fall 2016 and beyond) | <semesters attended, and to what extent> |
| Research Presentation | <title, date, and venue where research presentation was given> |
| Methodology Requirement | <courses taken to meet the requirement (2 required)> |
| Doctoral Coursework Completed | <number of courses completed toward the degree (s2 required; 9 elective)> |
| Field Exam | < topic , date, outcome> |
| Dissertation Proposal Defense | < title , date, outcome> |
| Dissertation Credits | <32 hours required> |
| Thesis Defense | < title , scheduled or projected date> |