



**LUDDY SCHOOL OF  
INFORMATICS, COMPUTING,  
AND ENGINEERING**

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DEPARTMENT OF INFORMATION  
AND LIBRARY SCIENCE

Bloomington

# Ph.D. In Information Science Handbook

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## Introduction

This handbook is for students in the Doctoral Program in Information Science of the Department of Information and Library Science (ILS) in the Luddy School of Informatics, Computing, and Engineering, Indiana University Bloomington (IUB). It addresses degree requirements, program milestones, and procedures involved in completing the degree of Doctor of Philosophy in Information Science.

Any questions about the content of the handbook, including requests for clarification, should be directed to:

Dr. Pnina Fichman, Director of the ILS Doctoral Program at [fichman@indiana.edu](mailto:fichman@indiana.edu).

## Goals of the Ph.D. Program

The Doctor of Philosophy (Ph.D.) is a research degree traditionally awarded to a student who has attained a broad understanding of the content, theories, and methods of a field of knowledge and their relation to the content, theories, and methods of other fields. In line with this tradition, the Doctor of Philosophy in Information Science program emphasizes research and scholarly endeavor to advance the field of information science.

The ILS Doctoral Program is designed to prepare students for scholarly research, teaching positions in information science, library science, or cognate fields, and consultancy in academic and non-academic environments. ILS has identified the following goals for the Ph.D. program:

- To promote understanding of the research process and what constitutes scholarly research;
- To prepare scholars to identify and conceptualize significant research problems;
- To prepare scholars who are qualified to undertake relevant research and contribute new knowledge to the field;
- To prepare students for professional roles as researchers, teachers, and consultants in academic and non-academic settings.

Upon completion of the Ph.D. program, a doctoral student should be able to generate original research that meets the scholarly standards of the field and to communicate the results of this research, both orally and in writing, in a clear, cohesive, and convincing manner to scholars in ILS and in related disciplines.

## University Graduate School (UGS)

The Doctor of Philosophy in Information Science is awarded by IU's University Graduate School (UGS). UGS establishes minimum standards for graduate work at IU, and candidates for the doctoral degree must satisfy all requirements as stated in the [IU Graduate Bulletin](#). All doctoral students should be familiar with the requirements in the UGS Academic Bulletin as well as the ILS Ph.D. Handbook.

## Ph.D. Requirements

### Major area (21 cr.)

A minimum of 21 credit hours of coursework in a major area of concentration in information science.

- Z701 Introduction to Doctoral Research in Information Science (6 cr.)
- Doctoral research sequence (9 cr.)

A three-course sequence of research seminars:

- Z702 Research Practicum I (3 cr.)
- Z703 Research Practicum II (3 cr.)
- Z710 Doctoral Research Practicum III (3 cr.)

*Doctoral seminars in information science (9 cr.)*

A minimum of three semesters of Z764: Seminar in Information Science is designed to provide an in-depth introduction to a range of topic areas within the domain of information science.

*Research skills (9 cr.)*

The 9 credit hours of research methods and statistics will consist of (a) a basic graduate-level statistics course; (b) either an intermediate graduate statistics course or a graduate course in research methods or design; (c) a third graduate-level course in statistics or a course in research design. Courses in the research skills component must be completed with a grade of B or higher.

*Minor area (12-15 cr.)*

Minor coursework in an area outside ILS that is related to the student's research interest.

The minor advisor must approve the selection of courses in the minor area. The minor department sets total credit hours and exam requirements for the minor.

- *Other courses*

Other graduate coursework, generally in areas of information science outside the major area of concentration, as approved by the student's advisory Committee. These credits can count toward the required 75 non-dissertation credit hours.

- *Dissertation credit*

Up to 15 credit hours of deferred dissertation credit may be used to complete the required 90 credit hours. Students may not enroll in Z799 until they have completed a minimum of 75 non-dissertation credit hours and successfully defended the qualifying exam.

## **Coursework**

Each doctoral student must complete at least 90 credit hours of graduate-level (500+) coursework. Of these 90 credit hours, UGS requires that at least 60 must be taken on the Bloomington (IUB) or Indianapolis (IUPUI) campus of Indiana University.

Up to 30 credit hours of graduate coursework may be transferred from another program if it is current, if the earned grade for each course was B or better, and if the coursework is relevant to the student's work in ILS. Any transferred courses that do not meet the currency requirement must be validated.

For graduates of master's programs in ILS, 36 credit hours of coursework may be transferred from the Master of Library Science (MLS) program or from the Master of Information Science (MIS) program. However, internship credits earned in completion of a master's degree cannot be applied towards the 90 credit hours required for the Ph.D. degree.

## **Major coursework (21 credits)**

The student must earn a minimum of 21 credit hours of coursework in information science. The student should consult with members of their advisory Committee to identify major coursework that will enhance their knowledge of information science, advance their research, and help them to prepare for the qualifying examination.

## **Required ILS courses (24 credits)**

Every doctoral student in the ILS Doctoral Program is required to complete the following sequence of 700-level courses in information science:

- Z701 Introduction to Doctoral Research in Library and Information Science (6 cr.)
- Z702 Research Practicum I (3 cr.) Z703 Research Practicum II (3 cr.)
- Z710 Doctoral Research Practicum III (3 cr.)
- Z764 Seminar in information science (9 cr.)

The Z701/Z702/Z703/Z710 sequence of courses comprises a logical progression from an introduction to research, through hands-on supervised experiences in research practice, to supervised independent research. Students are required to take these courses in sequence and may not enroll in a higher numbered course without having successfully completed the previous courses in the sequence.

## **Z701 Introduction to Doctoral Research in Library and Information Science (6 credits)**

Research is the currency of the academic world. This course explores research traditions in information science, identifies key issues in the conduct of research in the field, critically evaluates key concepts in library and information science (LIS), and examines the range of approaches taken by ILS researchers. It is designed to introduce the student to established and emerging areas of scholarly research in information studies and to encourage them to identify a research agenda that will guide their research efforts and contribute to scholarly productivity across their career.

## Z702 Research Practicum I/Z703 Research Practicum II (6 credits)

After completion of Z701 Introduction to Research in Library and Information Science, the student will take Z702 Research Practicum I and Z703 Research Practicum II for 3 credit hours each. The Z702 and Z703 practica should be taken during the first three consecutive fall and spring semesters after completing Z701. Only one practicum may be taken in the summer, and only if permission is obtained from the Director of the doctoral program. Two practica cannot be taken simultaneously.

Each practicum must be taken with an ILS faculty member. The student will assist the faculty member in some aspect of their research. Because the objective of the research practica is to provide the student with broad experience of IS research, the student may be working on a project not directly related to their specific research interests. Typically, Z702 is taken with the student's advisor, while Z703 is taken with another faculty member.

To gain experience with various research practices, the student will be expected to conduct research with a different faculty member for Z702 and Z703. Exceptions will not normally be granted. After completing Z702/Z703, the student may continue to work on a research project as an independent study; however, Z765 may not be substituted for Z702 or Z703. A publishable paper is not a requirement for successfully completing the courses; however, Z702/Z703 projects may lead to submitting a paper for publication.

It is the student's responsibility to identify research practicum opportunities in consultation with their advisory Committee and the Director the doctoral program. Approval forms for Z702 Research Practicum I and Z703 Research Practicum II must be completed in full and submitted to the Director of the doctoral program for approval and to the Ph.D. Recorder for review. Approval forms are typically submitted in the first week of the semester in which the practicum occurs.

## Z710 Doctoral Research Practicum III (3 credits)

In Z710, the third course in the research practica sequence, the student will conduct research under the supervision of their ILS faculty member. In order to obtain approval to register for Z710, the student must have successfully completed Z701, Z702, and Z703. Before registration for Z710 will be authorized by the Ph.D. Recorder, the student must submit a written plan that has been approved and signed by the student's sponsoring faculty member, the Chair of the student's advisory Committee, and the Director of the doctoral program.

The Z710 research project should contribute to the student's knowledge of and experience with research methods. Appropriate research projects for Z710 include developing a research design, conducting a pilot study or a portion of a research project, analyzing data, or field testing an evaluation or survey instrument. The project should be demanding yet manageable within a one-semester time frame. It may originate with the student, with an ILS graduate faculty member serving as the advisor; or it may be a project on which a faculty member is working and seeks student assistance.

Students enrolled in Z710 will meet on a schedule determined by their faculty advisor. During these meetings, students will discuss the progress of research projects.

## **Z764 Seminar in Information Science (9 credits)**

Z764 Seminar in Information Science involves a reading-and-writing intensive study of a relatively narrow research topic. Doctoral seminars in IS introduce students to topic areas within the domain of information science (e.g., social informatics, scientometrics, information retrieval, representation and organization of resources, philosophy of information, human-computer interaction, visualization).

A doctoral seminar emphasizes depth over breadth, concentrating on research questions relevant to the topic, methods used to investigate those questions, and any associated problems or issues.

Seminar members will be expected to participate actively in discussions and to produce written work that demonstrates doctoral-level depth of understanding and synthesis of concepts (e.g., a paper of publication quality that addresses a significant problem related to the course topic).

Doctoral students must complete three sections of Z764 Seminar in Information Science. To meet this requirement, students may choose to pursue an independent study (ILS Z765 Doctoral Research in Information Science), when ILS Z764 is not offered. Approval forms for an independent study must be completed in full and submitted to the Director of the doctoral program for approval and to the Ph.D. Recorder for review. Approval forms are typically submitted in the first week of the semester in which the practicum occurs.

## **Research skills requirement (9 credits)**

Each doctoral student must complete a minimum of 9 credit hours of basic, intermediate, and advanced research courses with a grade of B or better:

*Basic-level research* (3 credits) -- An introductory or advanced graduate course in statistics.

*Intermediate/advanced research* (6 credits) -- Two non-introductory graduate courses in statistics, research methods, or research design.

Ideally, in selecting coursework to satisfy the research skills requirement, the student should identify courses that will develop skills relevant to their projected research.

Transferred courses cannot satisfy the research skills requirement, and a course used to satisfy a research skills requirement may not be used to satisfy another requirement. For example, a course cannot be used to satisfy both a research skills requirement and a minor coursework requirement. If a course could satisfy more than one requirement, the student should consult with their advisor to determine the appropriate category in which to count it.

## **Minor Area Requirement (12-15 credits)**

Because knowledge in a minor subject adds depth and breadth to the student's doctoral program, UGS requires each doctoral student to complete at least one minor outside the major department.

The doctoral minor should be selected from among the areas of study listed in the UGS Academic

Bulletin; a student may instead choose an individualized minor of at least 12 credits spanning at least two Indiana University departments/degree programs. Requests for Individualized Minors must be submitted prior to completion of the coursework. The minor is listed as “individualized minor” on the transcript.

To approve an individualized minor, the following information should be submitted by the faculty advisor to the Luddy Graduate Studies Office:

- The student’s name, IU ID #, and major program;
- The title of the minor;
- The purpose of the Individualized Minor, such as how it will add depth/breadth to the student’s major in a way that other, formal minors may not;
- A list of coursework to be used to satisfy the minor; and
- If and how the minor will be examined in the Qualifying Exam process.

Because each department establishes its criteria for the doctoral minor, the student should consult with the Director of the minor department's doctoral program before deciding on a minor area.

## Minor advisor

After deciding on the area of the outside minor, the student must choose an advisor from the minor area who will serve as a student's advisory committee member. Prior to the first meeting of the full advisory Committee, the student should consult with the minor advisor to identify coursework for completing the outside minor.

## Ph.D. outside minor form

The Ph.D. Outside Minor Approval e-form must be submitted by the student for faculty review and approval. The e-form routes to the Luddy Graduate Studies Office for processing. Any changes to minor coursework must be resubmitted via e-form.

## Other doctoral level coursework in ILS

A doctoral student may count up to 21 credit hours of other graduate coursework toward the 90 credit hours required for completion of the doctoral degree. These courses will generally be in areas that are relevant to but outside the student's major area of concentration in information science.

### Z706 Introduction to Research (3 credits)

Z706 Introduction to Research introduces the research process, including concepts, design, conduct, evaluation, and methods of statistical description and analysis. Principles and characteristics of methods relevant to IS research are covered, as well as data sources and ethical issues. Successful completion of Z706 satisfies the research skills requirement for an intermediate-level graduate course in research design.

### Z763: Research Problems and Methods in Information Science (3

credits)

Z763 Research Problems and Methods in Information Science address current problems and methodological approaches in information science research. Completion of one section of Z763 will satisfy one intermediate/advanced research skills requirement (3 cr.).

### **Z765 Doctoral Research in Information Science (1-6 credits)**

Z765 Doctoral Research in Information Science provides an opportunity for intensive, independent research or study.

Students may enroll for multiple sections in one semester.

Students may also take Z765 to prepare the dissertation proposal in the semester(s) following completion of the qualifying examination. The candidate will compose and revise each section of the proposal until the Chair of their research committee determines that a satisfactory first draft is ready for submission to other committee members. No grade is assigned for these Z765 courses until the proposal has been successfully defended. If development of the proposal extends beyond the semesters in which the candidate registers for Z765, a deferred grade will be assigned.

Approval forms for Z765 Doctoral Research in Information Science must be completed in full and submitted to the Director of the doctoral program for approval and to the Ph.D. Recorder for review. Approval forms are typically submitted in the first week of the semester in which the Z765 course occurs.

### **Z799 Ph.D. Thesis (up to 15 credits)**

Z799 Ph.D. Thesis is open only to students who have been admitted to candidacy and requires electronic permission from the Ph.D. Recorder before a student can register. Enrollment in one credit hour of Z799 gives the candidate full-time academic status. However, it does not satisfy the University requirement that a student with a Student Academic Appointment (SAA) be enrolled for a minimum of 6 credit hours.

A student can enroll in Z799 Ph.D. Thesis for a maximum of 15 credit hours. No grade is assigned for Z799: A deferred grade (R) will be assigned until the dissertation has been defended, at which time deferred grades for Z799 will be converted to S.

### **G901 Advanced Research (6 credits)**

G901 is an inexpensive way for a candidate to maintain full-time status and satisfy the UGS requirement for continuous enrollment. Like enrollment in one credit hour of Z799 Ph.D. Thesis, enrollment in G901 gives the candidate full-time status; unlike Z799, enrollment in G901 also satisfies the University's requirement that a student with a Student Academic Appointment (SAA) must be enrolled at a minimum of 6 credit hours each semester. Enrollment in G901 is limited to six semesters and is not offered during summer sessions. A candidate who has enrolled in the maximum of six semesters of G901 but has not yet defended the dissertation must request permission from the Ph.D. Recorder to enroll in Z799 to maintain continuous enrollment. Please



make sure you are eligible for G901 before requesting class permission from the Luddy Graduate Studies Office at [gradvise@indiana.edu](mailto:gradvise@indiana.edu).

## Doctoral Minor in Information Science

The Department of Information and Library Science offers a Doctoral Minor in Information Science (IS). ILS is one of the top-ranked graduate programs in IS and supports the exploration of social, cognitive, and technical forces that shape the ways in which information is created, managed, and used in contemporary life.

The doctoral minor in IS is offered in accordance with the regulations of the University Graduate School. Students who elect a minor in IS will identify an ILS faculty member who will serve as the minor advisor and as a member of the student's doctoral advisory Committee. In consultation, the student and their advisor will identify a minimum of 12 hours of graduate coursework in IS for the minor. A written qualifying exam is not required for the doctoral minor in IS.

Information about faculty research and the research interests of doctoral students is available online, as are syllabi for courses offered in ILS. Inquiries regarding the doctoral minor in IS should be addressed to the Director of the doctoral program in IS.

## Transfer of Credits

Some graduate coursework completed at other accredited universities may be transferred into the Ph.D. program. All coursework transferred must be from an accredited college or university, and no transfer credit will be given for any courses with a grade lower than a B. The student must receive approval from an IU faculty member associated with each course for which credit is transferred. Transferred courses must be relevant to the student's program of studies and must be submitted to the Luddy Graduate Studies Office using the Transfer of Graduate Credit form for final approval by the ILS Director of Graduate Studies and the university. For graduates of ILS master's programs, 36 credit hours of coursework may be transferred from the Master of Library Science (MLS) program or from the Master of Information Science (MIS) program. However, internship credits earned in completion of a master's degree cannot be applied toward the 90 credit hours required for the Ph.D. Working with their faculty advisor, a student must:

- Identify the course at IU that may be considered equivalent to the course to be transferred;
- Contact a faculty member who teaches the equivalent course at IU;
- Provide the faculty member with the course description, syllabus, sample homework assignments, projects, and exams, and/or other documentation requested by the faculty member;
- Complete the Transfer of Credit online form for the faculty member to approve; Submit the online form to the Luddy Graduate Studies Office for review and final approval; and
- Allow 3-5 business days for credit(s) to be reflected on the transcript.

## Revalidation of Doctoral Coursework

The student should identify all coursework that will be more than seven years old at the time of the qualifying exam and make plans to validate those courses. This should be done before the first meeting of the advisory Committee. The student should provide the Committee with the syllabus or a detailed description of the content of each course requiring validation and discuss with the committee the appropriate faculty member to supervise the work for each course validation. The student must then meet with the faculty member to negotiate procedures and expectations for the validation process. The original grade received in the course is validated, and no change of grade will be recorded.

UGS has identified several methods for validating coursework, and the ILS faculty has agreed on the following options:

- Completing Z765 Doctoral Research in Information Science or a higher-level ILS course in the area to be validated. A faculty member teaching in this area should be responsible for revalidation;
- Teaching one or more classes in the course to be validated, either in ILS or in another graduate program;
- Preparing a research paper or project in the area to be validated. The paper will cover developments in the area since the original course was taken.
- For each course to be revalidated, the student must complete a Validation of Doctoral Coursework form and have it signed by the faculty member supervising the validation. The signed validation form must be submitted for approval by the Director of the doctoral program and then to the ILS Ph.D. Recorder for review. The form will then be submitted to UGS, which must give final approval for validation. Completed validation forms are retained in the student's file.

## Course Substitution Request

The Ph.D. course requirements are rigidly enforced by the University Graduate School and cannot be waived or modified by the Department. If a student would like to count a course that does not exactly match the requirements, e.g. counting as an ILS course towards an internal minor in ILS, the student must first file a *Course Substitution Request* via the One.IU webpage. Course Substitution Requests are reviewed by the Director of ILS and/or the DGS and the University Graduate School and are only approved when the content of the course is very similar to or more advanced than the content of the required course.

When submitting the Course Substitution Request e-form, students must identify the course that they took, the ILS course they would like that course to count as, and a justification for why the substitution is appropriate. A justification typically consists of evidence that demonstrates that the two courses are or have been cross-listed in the past, a copy of the syllabus for each class, and/or emails from the ILS course instructor indicating that they have reviewed the syllabus for the course and agree that the content is similar.

## Full-time Status

To be considered a full-time student, a student must register for at least 8 credit hours, according to IU policy. Typically, a student does this by choosing three 3-credit courses (totaling 9 credits) that count towards the intended degree. Students must enroll in three courses even if they are making up incompletes from a previous semester; students must maintain full-time enrollment as they make up incompletes.

## **Teaching Requirement**

As part of the doctoral program, the student must complete a teaching requirement before graduation. Options include being a teaching assistant in a course, team teaching with a faculty member, teaching one ILS course as the faculty of record, or guest lecturing in classes to the point where the student has accumulated 18 hours of teaching time (i.e., has taught the equivalent of six 3-credit-hour class sessions). Fulfillment of the teaching requirement may be spread over the years preceding defense of the dissertation. Annual teaching activity will be documented in the student's annual progress report.

A doctoral student interested in teaching an ILS course should talk with their committee chair, the Director of the doctoral program, and the departmental Chair.

# Milestones and Timeline

All Ph.D. students must accomplish specific milestones to satisfy the degree requirements. Each student will be evaluated by the full ILS faculty during the annual Graduate Evaluation Day (GED), typically in the fall term, on their progress in terms of milestones, course grades, and Student Academic Appointment (SAA) performance. Students whose progress in the program is less than satisfactory will be required to provide an action plan to the Director of the doctoral program, addressing the problems that have caused the delay and or unsatisfactory performance.

## Form the Advisory Committee

Each doctoral student is responsible for forming an Advisory Committee (AC) by the end of their first year. This committee will administer the Qualifying Examination and must consist of three faculty members; one serve as Chair and one from the minor area. At least two members must be members of the graduate faculty, and at least two members, including the Chair, must be in ILS.

To form your Advisory Committee:

- Identify a faculty member from ILS who will serve as Chair of the Advisory Committee; typically, it is your initial academic advisor.
- Identify two additional faculty members to serve on the Advisory Committee;
- Contact each member with a request to serve on the committee; and
- Submit completed Advisory Committee e-form to the Luddy Graduate Studies Office

## Changing the Advisory Committee

Sometimes an AC member needs to be replaced. A committee change can be requested by resubmitting a new Advisory Committee Form to the Luddy Graduate Studies Office. All members of the new committee must consent to this change. Although approval of the old committee is not needed, the faculty members leaving the committee should be consulted as a professional courtesy.

## Qualifying Examination

### Purpose

The ILS qualifying examination requires the student to conduct research on a problem area in sufficient depth to identify key theoretical and methodological issues that pertain to the problem area, to write an extended review that summarizes the research literature pertinent to the problem area, and to defend this paper in an oral presentation to faculty and doctoral students.

This format is intended to develop the student's research skills and to test a student's ability to produce work of methodological and theoretical rigor. After successful completion of the qualifying examination, the student will advance to candidacy.

## Written output

In consultation with the members of the advisory Committee, the student will identify an area of relevance to information science that will be the focus of their qualifying paper; the final product should establish this relevance for the audience.

The qualifying paper should be of publishable quality and must be more than a simple literature review, although it is not unreasonable to assume that the final output may be the basis for several chapters in the dissertation. It should include a comparative and critical analysis of research conducted in the problem area and the identification of gaps in the research literature.

In the qualifying paper, the student is expected to address explicitly and in-depth the theoretical and methodological issues pertaining to the problem area under investigation:

*Theoretical rigor:* The student is expected to demonstrate competence in analyzing the theoretical state of the art in the chosen research area. This will require synthesizing and extending empirical analysis of a problem area to embrace theoretical issues. The paper should also include recommendations for advancing theory in the problem area.

*Methodological rigor:* The student is expected to evaluate critically the research methods used in the problem area and to provide clear evidence of the breadth and depth of the methods review. The relative advantages and disadvantages of these research methods must be considered, and any previous or current methodological debates in this area should be addressed.

The student should expect to spend two semesters of work preparing the qualifying examination paper. The exam itself carries no course credit; however, a student may register for up to six credit hours of Z765: Independent Research in Information Science with the qualifying paper as the final product. Z765 coursework should be undertaken with the most appropriate faculty member to ensure adequate treatment of issues. A deferred grade (R) will be assigned for any credit hours of Z765 for which the course product is the qualifying examination paper. It is the student's responsibility to see that a final grade is assigned by the Z765 instructor following successful completion of the qualifying examination. Approval forms for Z765 Doctoral Research in Information Science must be completed in full and submitted to the Director of the doctoral program for approval and to the Ph.D. Recorder for review. Approval forms are typically submitted in the first week of the semester in which the student is taking the course.

## Faculty involvement

Selection of a problem area is crucial to the success of the qualifying exam process. Faculty members serving on the student's advisory Committee are expected to discuss potential research areas and to provide advice on relevant readings. The Chair of the Advisory Committee should obtain agreement in advance from all committee members on the general problem area to be studied and should arrange regular review sessions with the student to assess progress. By agreeing to serve on a student's Committee, faculty members accept responsibility for providing the necessary support to ensure successful progress. However, no faculty member is obligated to serve on any student's Committee.

## Student involvement

The student is responsible for all work carried out in the qualifying examination process.

Decisions on the problem area to research, content of the review, style of presentation, etc. rest ultimately with the student but should be made with input from the Advisory Committee. In preparation for researching and writing the qualifying paper, the student should consider faculty expertise and the support necessary to complete the paper and should make adjustments to the makeup of the Advisory Committee, if necessary.

The student is responsible for the final write-up and for making sure that a digital copy is available at least two weeks in advance to all appropriate recipients.

Students must:

- Complete the Qualifying Exam Scheduling e-form and submit it to the Luddy Graduate Studies Office, before the qualifying exam.
- Submit the Post Qualifying Examination e-form to the Luddy Graduate Studies Office after a successful defense.
- If you fail the exam, discuss the outcome and how to re-take the exam with your committee and/or the Director of the doctoral program in IS.

## Defense of the qualifying examination

The student will present their work to faculty and doctoral students. It is the student's responsibility to arrange a date and time for the defense that is agreeable for all the members of the qualifying examination evaluation committee.

The student is responsible for reserving a room for the defense and for arranging for any equipment that may be required. A public announcement of the time and location of the defense must be provided to faculty and to other doctoral students at least two weeks in advance of the defense. Such notice is generally distributed by the Chair of the student's advisory Committee via the ILS faculty and Ph.D. listservs and should include the exact title of the qualifying paper, an abstract, and the URL where an electronic copy of the qualifying paper can be found.

The public defense will last for approximately 90 minutes, with the time divided between a presentation by the student (no more than 45 minutes) and open questioning and discussion (no less than 45 minutes). However, because faculty questioning may extend the length of the defense, timing should be flexible to allow sufficient time to explore all questions and issues raised by the faculty. The chair of the student's advisory Committee is expected to ensure that timekeeping and protocols for adequate questioning are followed.

The qualifying examination defense is open to faculty and currently registered doctoral students.

## Post-Qualifying Exam

The qualifying examination operates on a Pass/Pass with Changes/Fail grading system. The outcome is

determined by the student's advisory Committee.

Members of the advisory Committee raising objections or requesting changes to the qualifying paper must make explicit the requirements to be met by the student. The decision on how the student should respond to objections will be determined by discussion among the advisory Committee, with the final decision by consensus or a simple majority vote of the Committee. In the unlikely event that the vote results in a tie, the final arbiter will be the departmental chair. If changes to the paper are required, the student will be expected to respond within three months in a manner deemed appropriate by the advisory Committee, who may request a second public defense wherein decision-making will proceed as before.

Two failures will render the student ineligible to continue in the doctoral program.

The student will be assessed on their ability to produce competent written work in line with the purposes of the qualifying exam outlined above. Although defended orally in a public venue, final determination of the outcome will rest on the quality of the written paper, not the presentation skills of the student.

The qualifying examination must be successfully defended at least eight months before the date on which the doctoral degree is awarded.

## Nomination to Candidacy

After passing the Qualifying Examination and completing all coursework required by the IS doctoral program (including the core courses and the minor), the student should apply for Candidacy by submitting the Nomination of Candidacy e-doc via the One.IU webpage.

Granting Candidacy is an important step in the progress of Ph.D. studies, and so the Candidacy application is checked thoroughly by multiple offices including the Luddy Graduate Studies Office, the Director of ILS Graduate Studies, the student's Advisory Committee, and the University Graduate School. These checks ensure that the course requirements have been satisfied, that the GPA requirements are met, and that the qualifying exam has been defended successfully. This process often takes several weeks, and students should monitor the status of the e-doc, and remind faculty on the committee to approve it, until receiving final approval from UGS.

It is important that the Candidacy application is properly filled out; mistakes can lead to delays of weeks or months because the e-doc will have to be returned to you for correction and then re-approved by all the offices. Students can find a reference guide on the Nomination of Candidacy on the UGS website.

The e-doc requires students to attach a document indicating which courses they have completed and how those courses satisfy the Major and Minor requirements. Note that these requirements are rigidly enforced by UGS; deviations from the curriculum are typically only permitted if a Course Substitution Request has been already filed and approved.

To file for Candidacy:

- Consult the reference guide on the Nomination of Candidacy on the UGS website.
- Check your transcript to make sure you have received grades for all courses. If you have any grades of incomplete (I) or deferred (R), contact the instructor to determine how to complete the

course requirements and receive a grade.

- Make sure you have completed the Major and Minor course requirements. Submit the Course Substitution Request e-form, if needed. You must wait for the substitution to be approved before submitting the Nomination of Candidacy e-doc.
- Prepare the Course List document, indicating which courses you have taken and how they satisfy the requirements of the Major and Minor). You should list all courses you have taken that you plan to count towards the 90-credit Ph.D. requirements, not just the ones that satisfy Major and Minor requirements.
- Fill out and submit Nomination of Candidacy e-doc via the One.IU webpage. Make sure to follow the instructions very carefully.

After submission, make sure to monitor the routing history of the e-doc. If you notice that it has been waiting for approval with a particular faculty member for a while (e.g., more than a week), remind them to review your application.

## The Dissertation

### Dissertation Research Committee

After admission to candidacy, the student must assemble a dissertation research committee whose members will assume responsibility for guiding the student through the dissertation process and for conducting the oral defense of the dissertation. The research committee must have at least four members, three of whom must be from ILS and one from the minor area. At least one member of the Committee should have particular expertise in the research method(s) the student plans to use in the dissertation research.

All members of the doctoral research committee must be members of the University Graduate School faculty and at least half of the research committee must be full members of the graduate faculty who are endorsed to direct doctoral dissertations. A listing is provided by the University Graduate School. The Chair of the dissertation research committee must be a full-time member of the ILS faculty.

In some cases, it is possible to include a committee member who is not a member of the Indiana University faculty. To receive approval for including an external member on the research committee, two conditions must be met: The external member must have special expertise, either in the major area of study or in the research methodology, that is not available among the members of the graduate faculty; and the external member must have a strong and well documented history of research.

The members of the candidate's Research Committee must be approved by the University Graduate School at least six months before the final defense of the dissertation. The signed Nomination of Research Committee for the Ph.D. form must be submitted to the Ph.D. Recorder for approval by UGS along with a prospectus describing the scope of the research and IRB approval, if appropriate.

### Nomination of Research Committee



## Selection of research committee

After the Nomination to Candidacy Committee e-doc is approved, and at least six months before the Defense of the Dissertation, the student should form the Research Committee. The procedure for selecting the members of the Research Committee will vary from student to student. Experiences in Z702, Z703, and Z710 can give insight into shared interests and the research expertise of ILS faculty members; but the choice of a chair will involve a combination of compatible research interests and compatible personalities and should be done before the selection of the other members of the research committee.

During the years preceding advancement to candidacy, a student should have formed a mentoring relationship with one or more ILS faculty members. Frequently, the student's strongest mentor will have been the Chair of their advisory Committee; and they may already have discussed tentative areas of dissertation research with their Chair before admission to candidacy. In such a case, the Chair may be the most likely selection to serve as the dissertation research committee Chair. However, the student is not required to ask their advisory committee chair to serve as Chair of the research committee; and no faculty member is obligated to chair the research committee of any doctoral student.

Typically, the Research Committee consists of the Advisory Committee plus one additional faculty member. The membership of the committee must satisfy a number of requirements:

- There must be at least four members: the Committee Chair, a representative of the minor, and two or more additional faculty members.
- Typically, the Chair and the two additional faculty members are from ILS, but other faculty are eligible with the approval of the ILS Director of Graduate Studies and University Graduate School.
- At least four members must be on the University Graduate School faculty. Typically, this means faculty with the titles Assistant Professor, Associate Professor, or Professor. Other faculty with titles such as Visiting Professor or Lecturer may also be eligible; contact the ILS Director of Graduate Studies for more information.
- The Chair and at least half of the committee members must be endorsed members of the Graduate School faculty; a list of endorsed members is published on the UGS website.
- External members (e.g., faculty at other universities) may serve as additional members of the committee. However, there still must be four IU faculty satisfying the requirements above.

The Nomination of Research Committee (NoR) e-doc is submitted online via the One.IU webpage. This form must be electronically approved by each of the Research Committee members, as well as by the Graduate School. This process often takes several weeks, and students should monitor the status of the e-doc, including reminding faculty on the committee to approve it, until receiving final approval from UGS. Note that the final Defense may not take place until the NoR form is approved by UGS (not when it is submitted).

## Dissertation prospectus

A one or two page dissertation prospectus must be submitted with the Nomination of Research Committee for the Ph.D. form. The prospectus should include a clear statement of the question(s) to be addressed in the dissertation research, an outline of the design of the research, the research methods to be used and a discussion of the contributions of the research to the advancement of scholarship in the field.

The prospectus is an important tool in putting together the research committee because it allows prospective members to determine whether they will be comfortable serving on the student's Committee. A candidate should not ask a faculty member to be on their research committee without first providing them with a copy of the prospectus.

To create your Research Committee:

- Discuss Research Committee membership with your advisor. Ensure that the committee will satisfy the requirements above.
- Contact each potential Committee member to ask if they are willing to serve.
- Prepare the Dissertation Prospectus that is required by the NoR form. This is typically a 1-2 page draft abstract of your dissertation research.
- Request feedback on your prospectus from your advisor.
- Submit the NoR e-doc via the One.IU webpage. After submission, make sure to monitor the routing history of the e-doc. If you notice that it has been waiting for approval with a particular faculty member for a while (e.g., more than a week), remind them to review your application.

## Dissertation Proposal

The candidate is required to develop, submit and defend a dissertation proposal. The dissertation proposal will be more detailed than the prospectus and must contain sufficient detail to allow a reader to ascertain research intentions unambiguously. The dissertation proposal will normally contain the following elements: statement of purpose; supporting rationale for the proposed research; literature review and theoretical framework; research questions; proposed procedures, sources of data and methods of data collection; methods of data analysis; and a statement regarding the significance of the research.

The candidate must provide a copy of the dissertation proposal to each member of their research committee for comment and guidance. It may also be helpful to hold a meeting with the research committee at this time. After reviewing the proposal and the comments of other members of the Committee, the Chair of the student's research committee will determine if the proposal is sufficiently developed to schedule the defense.

## Dissertation proposal defense

The dissertation proposal is one of the most important milestones in the candidate's course of studies. Because it is a detailed statement of the candidate's dissertation research, its successful defense is an indication that the proposed research will meet the standards of the field. It is also a contract between the candidate and their research committee regarding the work to be submitted in the dissertation. To this end, the proposal defense is more critical than the dissertation defense.

The candidate must defend the dissertation proposal to their research committee and any other faculty members and doctoral students who elect to attend. The outcome of the proposal defense will be determined by the members of the candidate's research committee.

It is the candidate's responsibility to arrange a date and time for the proposal defense that is agreeable for all members of the research committee. The candidate is also responsible for reserving a room for the

defense and arranging for any technological equipment that may be required.

An announcement of the time and location of the proposal defense must be provided to faculty and to other doctoral students at least two weeks in advance of the defense. Notice is generally distributed by the Chair of the candidate's research committee via the ILS faculty and Ph.D. listservs and should include the exact title of the dissertation proposal, an abstract and the URL where an electronic copy of the proposal can be found.

Upon defending the Dissertation Proposal, the completed Dissertation Proposal form, with “pass,” “pass with revisions,” or “fail” clearly marked and signed by all members of the Research Committee, must be submitted by the student to the Luddy Graduate Studies Office. If failed, the Dissertation Proposal may be attempted again with the consent of the Research Committee.

To prepare and defend your Dissertation Proposal:

- Discuss the format and expectations of the proposal document and oral proposal defense with your Research Committee Chair.
- Prepare the Dissertation Proposal written document.
- Submit your Dissertation Proposal written document to the Research Committee, and arrange a time with them for the oral defense. Typically, the committee will require your written document to be submitted several weeks before the oral exam.
- Immediately after the oral defense, ask your committee to complete the Dissertation Proposal form, and then submit it to the Luddy Graduate Studies Office.

## Dissertation Defense

After completion of the dissertation manuscript, a public oral examination will be scheduled for defense of the dissertation. The dissertation defense can be scheduled no less than eight months after successful completion of the qualifying examination and no less than six months after the date on which the student's research committee was approved by UGS.

It is the candidate's responsibility to arrange a date and time for the dissertation defense that is agreeable for all members of the research committee. The candidate is also responsible for reserving a room for the defense, for arranging for any equipment that may be required, and for providing each committee member with a digital copy of the dissertation manuscript no less than four weeks prior to the defense.

A dissertation defense announcement must be made at least one month before the scheduled date of the defense. In addition to the date, time and location of the defense, the announcement must include the exact title of the dissertation, the URL where a digital copy of the dissertation can be found, and an abstract of the dissertation that has been approved by the Chair of the research committee. At least one month (30 days) before the date of the final defense, the student must submit the announcement to the University Graduate School.

To schedule your Final Dissertation Defense:

- Discuss with your Research Committee Chair about an appropriate timing for the Defense.

Typically, students do not schedule their Defense until they have a mature draft of their Dissertation. Many Committees require a final written draft of the Dissertation to be submitted for their review at least one month before the Defense.

- At least 40 days before the planned Defense date, submit the Ph.D. Announcement form via the One.IU webpage.
- Make sure to monitor the routing history of the e-doc. If you notice that it has been waiting for approval with a particular faculty member for a while, remind them to review it because the form must be approved by the Committee and UGS at least 30 days before your Defense. It is your responsibility to make sure this happens.
- Upon finishing the Oral Defense, submit the Final Defense Approval e-form to the Luddy Graduate Studies Office.

## Submit Dissertation

Following a successful Dissertation Defense, the student should revise the Dissertation following the instructions of the Research Committee and receive approval from the committee before submitting the Dissertation to the UGS. Typically, the Dissertation is completed and submitted within about two months, but it must be submitted within 6 months of the Dissertation Defense and within 7 years from the date of passing the Oral Qualifying Examination. These are hard deadlines. It is important to submit the Dissertation as early as possible so that unforeseen delays do not cause students to miss these deadlines. Students must maintain active student status (e.g., by enrolling in G901 or Z799) until the Dissertation is submitted. For more information, please review the UGS website.

# Application for Graduation

The Ph.D. degree is conferred by the University Graduate School (UGS). The Dissertation in its final form and the Abstract must be submitted to UGS at least 30 days before the expected date of degree conferral. Students who intend to participate in the Commencement are required to fill out a graduation application e-doc, which is available at the University Graduate School webpage. Diplomas are mailed by the Office of the Registrar two to three months after the degree is conferred. It is the student's responsibility to verify that the Office of the Registrar has the proper mailing address on file. For more information, please review the UGS website.

## Graduate Evaluation Day (GED)

After completion of the first academic year in the program and on an annual basis thereafter until successful defense of the proposal, the student must submit self-evaluation of their progress in the doctoral program. Students will submit it electronically into the GEMS, after consulting with their Chair and the members of their Advisory Committee or Research Committee.

The student self-evaluation summarizes the student's accomplishments and goals reached over the past academic year. The report provides detailed information about the student's coursework, teaching, research, and service accomplishments that help the ILS faculty assess the student progress in the Ph.D. Program.

The student self-evaluation includes the following sections:

1. *Current CV*
2. *Statement of research interests.* The statement of research interests will describe the student's primary area(s) of research interest; summarize experiences in research over the past year; identify competencies yet to be acquired and plans for acquiring them; and outline plans and goals for the upcoming year. It will also address the student's progress toward key milestones in the doctoral program (e.g., completion of required courses, work toward the qualifying exam, or plans for the dissertation proposal).
3. *A summary of the student activity in the past year that includes:*
  - 3.1 *Coursework.* The progress report will include a list of courses the student completed over the past year and the grades received as well as any courses for which an outstanding grade of I (Incomplete) and their plans for completing them.
  - 3.2 *Teaching activities.* The student will provide information about courses the student taught during the past year and guest lectures given.
  - 3.3 *Research activities.* The student will provide complete references for all research that has been published, accepted for publication, or submitted to journals, as well as information about unpublished manuscripts, software, demos, and any other creative activities; the name, date, and location of each professional conference, seminar and/or workshop in which they participated; and information about funding received, whether from ILS, IU, or another source.
  - 3.4 *Service activities.* List any national, regional, University, and ILS professional service activities

(e.g., reviewing papers for conferences, journals or edited volumes; participation in the Doctoral Student Association or local chapters of national organizations), as well as community service activities during the past year.

The student self-evaluation will also contain a section for additional comments, allowing the student to expand on any achievement not sufficiently covered in the preceding sections or to address comments to the members of their advisory Committee, to the DGS, or to the Director of the doctoral program.

## Academic Integrity

Academic integrity is required of all students at Indiana University and the Department of Information and Library Science.

*Code of Academic Ethics (from the Preamble of the IU Schedule of Classes):*

The central functions of an academic community are learning, teaching, and scholarship. They must be characterized by reasoned discourse, intellectual honesty, mutual respect, and openness to constructive change. By accepting membership in this community, an individual neither surrenders rights nor escapes fundamental responsibilities to the entire University community.

## Code of Student Rights, Responsibilities, and Conduct

**Preamble:** Individual rights are best protected by a collective commitment to mutual respect. A student who accepts admission to Indiana University agrees to:

- be ethical in their participation in the academic community,
- take responsibility for what they say and do,
- behave in a manner that is respectful of the dignity of others, treating others with civility and understanding, and
- use university resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable policies.

**Academic Misconduct:** The faculty member must report all cases of academic misconduct to the Dean of students, or appropriate official.

**Plagiarism:** Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged unless the information is common knowledge.

What is considered "common knowledge" may differ from course to course.

a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

b. A student must give credit to the originality of others and acknowledge indebtedness whenever:

1. directly quoting another person's actual words, whether oral or written;
2. using another person's ideas, opinions, or theories;
3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4. borrowing facts, statistics, or illustrative material; or
5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment

*What are the consequences of academic dishonesty?*

The ordinary departmental level penalty for cheating is a failure in the course and notification of the department chair, with copies to the student, dean of the Luddy School of Informatics, Computing, and Engineering, dean of the student's school, and Dean of Students. University may enforce additional sanctions, especially for repeated offenses. Besides facing the sanction at the university and school level, the student will no longer be eligible for the guaranteed financial aid provided by the ILS program. In all cases, the penalty will be more severe than not turning in the assignment. For more information, consult the Indiana University Code of Student Rights, Responsibilities, and Conduct which is the final authority on matters involving academic misconduct.

## Student Rights and Resources

### Counseling and Psychological Services (CAPS)

CAPS provides support for students who are looking for an opportunity to discuss problems with someone they can trust, including but not limited to serious mental health crises. Contact CAPS at the IU Health Center, 4th floor, or by phone at 812-855-5711.

### Student Disabilities

The Luddy Graduate Studies Office works closely with the office of Disability Services for Students (DSS) to provide accommodation to students with learning and/or physical disabilities. If seeking accommodations, a student must register for services with DSS, provide appropriate documentation to verify his/her disability, and then meet with a DSS staff member. DSS will then prepare an Academic Accommodation Memo, which the student should take to a face-to-face meeting with each professor. For professors to make appropriate and adequate accommodations, they must receive such requests by the end of the first week of classes.

### Religious Holidays

Indiana University respects the right of all students to observe religious holidays and will make reasonable accommodation, upon request, for such observances. Each year, instructors are provided with the dates of major religious holidays for which students may request accommodation. Students must submit written requests for accommodation in writing by the end of the second week of the semester. Instructors are expected to give students the opportunity to do appropriate make-up work that is intrinsically no more difficult than the original exam or assignment.

### Sexual Misconduct

Our responsibility is to create a positive learning environment for all students. Federal law (Title IX) and IU's Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, and dating and domestic violence. If you have experienced sexual misconduct, or know someone who has, the University can help. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with Sexual Assault Crisis Services (SACS) at (812) 855-8900 (for counseling services), Confidential Victim Advocates (CVA) at (812) 856-2469 (for advocacy and advice services), or IU Health Center at (812) 855-4011 (for health and medical services). Title IX and University policy require us to share any information brought to our attention about potential sexual misconduct with the campus Deputy Title IX Coordinator or IU's Title IX Coordinator. In that event, those individuals work to ensure that appropriate measures are taken, and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist. Visit [stopsexualviolence.iu.edu](http://stopsexualviolence.iu.edu) to learn more.

### Student Ethics and Anti-Harassment Programs

If you have any questions or want more information about student responsibilities and campus codes of



conduct, contact the [Student Ethics and Anti-Harassment Programs](#), Alice McDonald Nelson Bldg. 801 N. Jordan Avenue (812.855.5419) or the [Student Advocates Office](#), Eigenmann Hall West 229 (812.855.0761).

## Emergency Preparedness

Although rare, emergencies can and do occur, and it's important that you know how to handle them. Below is a brief summary from Protect IU.

- Tornado: Seek shelter. Move to an interior room on the lowest level. Stay away from windows and exterior doors. Listen to a weather radio for updates. Stay away from hazardous materials.
- Fire: Evacuate. Pull the fire alarm. Call 911. Leave the building, closing doors behind you. If unable to exit go to the nearest stairwell or place of refuge, don't use elevators. Assemble in designated area.
- Medical emergency: Call 911. Do not move the victim unless in immediate danger. If trained, administer first aid, CPR/AED.
- Suspicious activity, e.g., object is out of the ordinary, person is behaving strangely, gut feeling that something is wrong: If you see something suspicious, call 911
- Hazardous materials: Stay back. If life-threatening, pull the fire alarm, evacuate and call 911. If non-life-threatening, call 911 and provide information on type of incident and location.
- Bomb threat: Remain calm. Get as much information as possible from the caller: location of device, what it looks like, what will cause it to explode. Note background sounds, gender of caller, other notable characteristics of the caller's voice. Call 911.
- Active shooter: Call 911. Leave the building if possible, otherwise hide in a concealed place. Lock and barricade door, turn off lights. Wait for law enforcement. As a last resort, overpower the shooter.

## Writing Tutorial Services (WTS)

WTS offers free help at any phase of the writing process, from brainstorming to polishing the final draft. When you visit WTS, you'll find a tutor who is a sympathetic and helpful reader of your prose. Contact WTS at the Herman B. Wells Library 1st floor (West Tower), Learning Commons Area, or by phone at 812-855-6738.

## Doctoral Student Association (DSA)

The Doctoral Student Association in ILS was organized to support the needs of doctoral students. All ILS doctoral students are automatically members of the DSA. The DSA meets as needed to gather student opinions on issues of interest or to make proposals or suggestions to the faculty. DSA meetings also serve an important social function by fostering communication among doctoral students.

The doctoral students elect students to positions including the DSA chair, the listserv moderator, the Doctoral Research Forum coordinator, and student representatives appointed to the ILS Doctoral Steering

Committee, the ILS Curriculum Committee, and the IU Graduate and Professional Student Organization.

## Doctoral Student Research Forum

The ILS Doctoral Student Research Forum is an annual mini-conference organized by the DSA to give students additional experience in making conference presentations. It provides a venue for students to present their own research, to gather feedback on their work, and to increase their awareness of the breadth of research of other doctoral students in ILS.

The Doctoral Student Research Forum welcomes presentations from doctoral students working in all areas of research within information science. Submissions should demonstrate student research conducted over the past year, including early reflections on or exploration and development of research questions and problems. Submissions may be for full presentations or for posters and may have been previously published.

## Administrative Entities

### Doctoral Steering Committee

The Doctoral Steering Committee (DSC) consists of members of the ILS faculty, appointed by the departmental Chair, and one doctoral student representative selected by the doctoral students; the DSC is chaired by the Director of the IS doctoral program. The main function of the DSC is to monitor the quality of the program by periodically reviewing its goals, requirements, curriculum, and procedures and by making recommendations to the full faculty as needed.

Decisions about the rules and procedures of the doctoral program are determined by a vote of the full faculty.

The DSC screens applications for admission and forwards applications that meet ILS minimum requirements to the full faculty for consideration. The faculty members on the DSC have two additional responsibilities: (1) reviewing student progress and (2) awarding financial support for doctoral students when such funding is available.

### Director of the doctoral program

The Director of the IS doctoral program is appointed by the Chair of ILS and serves as Chair of the Doctoral Steering Committee. The Director is responsible for overseeing day-to-day administration of the doctoral program, for maintaining close contact with the Luddy School Graduate Office, UGS and for assuring that doctoral procedures are followed consistently and equitably. The Director is also responsible for monitoring student progress toward the degree and for making recommendations to the University Graduate School regarding nomination to candidacy, appointment of research committees and conferral of the doctoral degree. To contact the Director email [fichman@indiana.edu](mailto:fichman@indiana.edu)

### ILS Recorder

The Associate Director of Graduate Student Services for ILS is also known as the Recorder. The Recorder handles all administrative tasks necessary for maintaining the academic records of doctoral students. The Recorder works closely with the University Graduate School, responds to inquiries regarding student status and degree requirements, and is an important resource person for both doctoral students and faculty. To contact the Recorder, email [gradvise@indiana.edu](mailto:gradvise@indiana.edu).

# Appendix A

## Optional Timeline(s) for Doctorate in Information Science

Timeline assumes no transfer of previous graduate coursework.

\* = Required course.

### First Semester (1st Fall)

Z701 (6)\*

Z706 (3) [9]

### Second Semester (1st Spring)

Z702 (3)\* Z765  
(1)

Statistics (3)\*

Z764 (3)\* [18-19]

### 1st Summer (Optional)

Z702/Z703 (3)\*

Z765 0-4 credit hours [18-25]

### Third Semester (2nd Fall)

Z702/Z703 (3)\* Z765 (1)

Z764 (3)\*

Outside minor (3)\* --or--  
Methods (3)\* [26-34]

### Fourth Semester (2nd Spring)

Z764 (3)

Z710 (3)

Outside minor (3)\* --or-- Methods (3)\*  
[34-42]

### 2nd Summer

Optional 0-6 credit hours [34-48]

### Fifth Semester (3rd Fall)

Z764 (3)\* Z765 (3-6)

Outside minor (3)\* --or-- Methods (3)\*  
[43-57]

### Sixth Semester (3rd Spring)

Z764 (3)\* Z765 (3-6)

Outside minor (3)\* --or-- Methods (3)\*  
[52-66]

3rd Summer

[81-90]

Optional 0-6 credit hours [52-72]

**Seventh Semester (4th Fall)**

Z764  
(3)\*  
Z765  
(3-6)

Outside minor(3)\* [61-81]

**Tenth Semester (5th Spring)**

Z764 (3)\* Z765  
(3-9)

[90]

**Eighth Semester (4th Spring)**

Z764 (3)\*

Outside minor (3)\* -- or --

Z765 (3-6) [72-90]

**DEFENSE OF  
DISSERTATION  
PROPOSAL**

**MUST HAVE FULFILLED  
TEACHING REQUIREMENT**

**MUST HAVE  
COMPLETED 75 CREDIT  
HOURS**

**TO DEFEND QUALIFYING  
EXAM**

**DEFENSE OF DISSERTATION**

4th Summer

Optional 0-6 credit hours [72-78]

**Ninth Semester (5th Fall)**

Z764 (3)\*  
Z765 (3-  
9)

# Appendix B

## Z702/Z703 Research Practicum Guidelines

### Purpose

Because the Doctor of Philosophy in Information Science is a research degree, it is incumbent upon the prospective student to begin the process of learning to conduct independent research as early as possible in their doctoral studies. Some of this learning will come through classroom study; however, research is a process that must be learned through experience as well as coursework. The purpose of the doctoral research practica is to provide this experience in a structured, supervised setting.

### Requirements

All ILS doctoral students must satisfactorily complete Z702 and Z703 before taking Z710. These courses are open only to students enrolled in the ILS doctoral program and are graded by the faculty member supervising the practicum.

### When and with whom practica are conducted

All ILS doctoral students will take two research practica which must begin within two semesters after completing Z701. During each practicum, the student will assist an ILS faculty member in some ongoing aspect of the faculty member's research. The two semesters must be taken during the first three consecutive semesters during which the student is enrolled following Z701. Consecutive in this context refers to consecutive Spring and Fall semesters. Students may elect to take one practicum during the summer provided they have received written permission from the PhD program director.

Practica are to be taken with ILS faculty. In order to gain a broad background in research practices, doctoral students will normally conduct research with different faculty members during each practicum semester. Exceptions will not normally be granted, although students may continue a research project as an independent study. An independent study may not be substituted for the research practicum.

Students are not normally allowed to work independently on their own research topics for either Z702 or Z703. Students work on independent research during the Z710 course.

## Faculty responsibilities

The practicum should be a structured learning experience for the doctoral student. Students in the course are participants in the research experience, not graduate assistants. As part of the process of having students assist in research, faculty members are obliged to provide experiences for doctoral students that meet the following criteria:

The research must provide the doctoral student with complex, practical research experience. Students may perform some clerical and repetitive tasks as part of the experience, but these cannot constitute the majority of the practicum work. It is understood that the sophistication and depth of a student's involvement may be limited initially by their inexperience, but it is the responsibility of the faculty sponsor to structure the practicum in a way that allows the student to increase their expertise. This can include additional reading for the student provided it fits within the normal weekly workload specified below.

The research duties must be assigned with a reasonable expectation that they can be completed within one semester. This assumes a workload on the part of the student of approximately ten hours per week. Research that extends beyond the semester is not encouraged but may be negotiated on a case by case basis. A practicum that extends beyond one semester still counts as only one practicum.

## Student responsibilities

Students are enrolled in practica to expose them to the experience of research under the guidance of a faculty member. This may require additional study to become familiar with a research topic, technique or research in an area that is not connected with the student's personal research interests. Students are expected to conduct their practica responsibilities in a professional manner. This assumes that the student performs their research duties with a reasonable level of effort and initiative. Faculty members have the responsibility to provide guidance, but it is also expected that doctoral students will work with a minimum of direct supervision.

## Academic Policies & Procedures

### Student Services

The Luddy Graduate Studies Office is the point of contact for graduate student services. Please email [gradvise@indiana.edu](mailto:gradvise@indiana.edu) for assistance. Make sure to include your full name, program, and admit year in the body of the email.

### Registering for, Adding, and Dropping Courses

Newly admitted students will receive information about course registration during orientation. The timetable for course registration, as well as for adding and dropping courses, is set by the University and published in the Official Academic Calendar. All students are responsible for becoming familiar with the policies, procedures, and deadlines of the Office of the Registrar and the Office of the Bursar.

The Office of the Registrar assists students with a variety of services relating to registration,

immunization, residency and more. Students should become familiar with calendars, schedules, policies, and other student-related information that the Registrar maintains.

## Registration Requirements

Unless permission has been granted through the Leave of Absence any student who does not enroll in classes for a period of two years is considered to have left the program and must apply for re-admission if they wish to continue the program. They must meet current admission criteria, and if re-admitted, fulfill current program requirements.

### Registration Requirements during Ph.D. Student Candidacy

For Ph.D. students, unless permission has been granted through the Leave of Absence policy below, during the Dissertation portion of the program (after the student has passed the Oral Qualifying Examination), students must enroll in at least 1 credit hour per term in order to maintain active student status. Students do not need to register for Dissertation credit during the summers unless they plan to graduate or defend the Dissertation in the summer. Students who fail to register for any semester must back-enroll for all semesters missed in order to graduate. There is a charge per semester (plus tuition) for back-enrollment.

### Class Permission

Some courses require course permission prior to enrollment. Please follow the instructions listed on the Indiana University Schedule of Classes for permission. If the course is listed as requiring permission from the instructor, please contact the instructor listed for the course, via email, to obtain permission. Some courses require department permission for enrollment. Please contact the Luddy Graduate Studies Office for department permission via email at [gradvise@indiana.edu](mailto:gradvise@indiana.edu).

### Drop and Refunds

Students should finalize their schedule promptly; failing to do so may have significant financial implications. For course drops in the first week, IU refunds the full tuition for the course. After that, IU refunds 75%, 50%, and 25% when a course is dropped in the second, third, or fourth week, respectively. Later drops receive no refunds. We strongly encourage you to become familiar with the Office of the Bursar policies and fee payment information. It is the student's responsibility to know the policy and deadlines governed by the IU Office of the Bursar and Office of the Registrar.

### Withdrawals

During the automatic withdrawal period, students who withdraw will be assigned an automatic grade of W; see the Registrar's official calendar for exact dates. After that period, withdrawals are only possible with approval from the Dean, which is normally given only for urgent reasons such as illness. Note that ILS students must successfully complete at least 9 credits of courses towards their degrees each semester to be considered making satisfactory progress.



## Leave of Absence

The IS doctoral program realizes that some life circumstances may interfere with a student's ability to make progress in the program, such as a serious long-term illness, care of a newborn child, death of a close family member, or long-term illness of a close family member requiring the student's care. To request a Leave of Absence from the program, a student should discuss the nature and length of the leave with the ILS Recorder. The student will then need to complete a Leave of Absence e-Form for faculty review and approval.