McGill University School of Information Studies

MISt
Student Handbook
The McGill Master of Information Studies (MIST) Student Handbook is intended to provide information and resources to assist students as they progress through the requirements of the MIST degree. Please note that this handbook is not intended to replace communication with academic advisors; students should contact their advisor to discuss courses, program options and career plans.

In some cases, University policies and regulations may take precedence over the information provided in the MIST Student Handbook. It is the student’s responsibility to read and understand University and program requirements and to complete the MIST program in a timely fashion.

The School of Information Studies reserves the right to make changes in regulations, courses, or other information in this handbook without advance notice.

For more information, refer to the faculty and staff contacts listed in this handbook, or contact the School at:

McGill University School of Information Studies
3661 Peel St., Montreal, Quebec H3A 1X1
Tel.: 514.398.4204 | Fax: 514.398.7193 | sis@mcgill.ca
www.mcgill.ca/sis
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CONTACT INFORMATION

- **Administrative and Student Affairs Coordinator**: administrative questions about admissions, tuition fees, funding, transcripts, procedures for course registration. Ms. Kathryn Hubbard, Email, 514.398.4204, Ext. 0742.
- **Academic Advisor**: All questions related to advising, including course selection, career paths, research plans, and issues affecting your academic life. > mcgill.ca/sis/people/faculty
- **Graduate Program Director**: Broader questions and concerns regarding the MIST program. Dr. Karyn Moffatt, Email, 514.398.1878
- **School Director**: Broader questions and concerns regarding the program and School. Dr. Kimiz Dalkir, Email, 514.398.3368

Additional contact information:  > mcgill.ca/sis/people/staff  > mcgill.ca/sis/about/contact

LOCATION & HOURS

The School is located at 3661 Peel Street, Montreal, QC. The School is home to administrative, faculty, PhD and student group offices, a seminar room, and various common spaces and lounge areas for student use. Classes and learning facilities are located in various locations on the McGill campus.

The School’s office hours are listed on the School’s contact page at mcgill.ca/sis/about/contact. Please note that the School's building and office hours can vary, in particular during the summer and holiday seasons.

SIS mission & history

The School has a distinguished history, with programs offered at McGill since 1897. The mission of the School of Information Studies is the advancement of learning through education, scholarship, and service in library and information studies. As a student of the School, you're now part of our story. Take a moment to get to know the School's roots and goals.

> SIS mission & history: mcgill.ca/sis/about/mission-history

SIS dates & events

> Important dates for SIS students - mcgill.ca/sis/students/dates
> SIS internal event calendar (shared Google calendar)
> SIS timetables - mcgill.ca/sis/courses/timetables
II. New Students

Getting started

MINERVA

Minerva is McGill's web-based information system for students, faculty, and staff. You will register for courses in Minerva, update personal information, etc. Please maintain your current and permanent addresses and phone numbers on Minerva as soon as you have new information.

> Minerva - horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin

EMAIL

You will be given a McGill email address and mailbox automatically when you confirm your acceptance to McGill. Notification about your McGill email address is sent to the non-McGill email address you entered on your application form.

> McGill Knowledgebase article on email for students

Please note: In accordance with McGill email policy, you are required to use your McGill email address to correspond with the School’s administration and instructors. As well, you are responsible to check this email address periodically throughout the duration of your studies for emails from the School and from McGill.

ID CARDS

You can obtain your ID card after registering in courses. Register in at least 1 course and wait 24 hours after registration.

> Instructions for obtaining a McGill Student ID Card

ACADEMIC INTEGRITY TUTORIAL

All incoming graduate students must complete a mandatory online academic integrity tutorial accessed through MINERVA's Student Menu->Academic Integrity Tutorial. New students must complete the tutorial within their first term, or a Hold will placed on their student record.

HUMAN SUBJECTS ETHICS TUTORIAL

New mandatory training required for all ethics certificate requests must be completed by all students (and their supervisors) who will be submitting a Research Ethics Board application for an ethics certificate. More information is available at:

To complete the online tutorial go to the TCPS2 Course on Research Ethics (CORE) website (http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/) and create an account selecting McGill as your institution and using your McGill email address. Completion can then be verified online by the REB office. You will also be able to print a certificate of completion for your records. The tutorial is available in English and French.

LINKS FOR NEW STUDENTS

- Welcome to Graduate & Postdoctoral Studies. More information on how to proceed through your registration, get your McGill ID, etc.
- Campus Life & Engagement. An excellent resource re: settling into Montreal & McGill.
- McGill Student Rights & Responsibilities site
- Map of McGill branch libraries
- McGill Bookstore
- McGill Classifieds

Orientation

As a new student in the MISt program, you will attend the MISt Introduction Program. In addition, you are encouraged to familiarize yourself with this handbook and the "Students" section of our website.

MIST INTRODUCTION PROGRAM & ADVISOR MEETINGS

The MISt Introduction Program is an annual event for all incoming MISt students, held in September prior to the start of classes. The Introduction Program will orient you to the program, the School, and the University, and give you an opportunity to meet your advisor and fellow incoming students. You will be sent details via email.

Advisor/student listings will be sent to you by email and will also be posted at the School on the day of the Introduction Program. Please note: You may contact your advisor prior to the Introduction Program.

In addition to the MISt Orientation Program, you are strongly encouraged to attend the following, as applicable:

- McGill Graduate Orientation. Registration required. For information and to register, visit McGill's Graduate Orientation page.

Recommended technology skills

You are strongly encouraged to ensure that you are comfortable with the following before arrival:

1. Windows operating system:
• Accessing various drives and creating folders (directories) and sub-folders (sub-directories) using My Computer and/or Windows Explorer.
• Saving, copying, moving and deleting files and folders.
• Viewing the properties of files and folders.
• Finding and running (executing) programs.
• Printing documents, including configuring printer options (e.g., printing multiple pages per sheet)

2. **Office software:**
   • Ease with using the Microsoft Office suite of software, especially Word and PowerPoint.
   • Inserting images and other media into documents, and manipulating and editing them as needed.
   • Generating PDF documents from Microsoft Office documents.

3. **Web browsers:**
   • Ease with using and printing from Microsoft Internet Explorer and Firefox.

It is also recommended that you have some knowledge of:

4. **Hypertext Markup Language** (HTML), the language for constructing web pages.
5. **Database software** (Microsoft Access etc.)
6. **Spreadsheet software** (Excel, etc.)

There are many places to gain technology skills, including online tutorials. The more you learn before arrival, the easier it will be to settle into your program at SIS.

### III. Programs & Courses

**MIST Program Overview**

The Master of Information Studies is a 48-credit non-thesis program, accredited by the American Library Association (ALA).

The program provides the intellectual foundation for careers as information professionals; fosters competencies in managing information and knowledge resources; advocates the ideal of equal access to information; promotes the appropriate use of technology in meeting information needs; encourages research in the field of library and information studies; and cultivates commitment to professional service for individuals, organizations, and society.

All MIST students take the four required courses upon entrance to the program and the fifth one in their last term.

The program’s goals, objectives and learning outcomes are detailed on the [MIST program overview page](https://www.mcgill.ca/sis/).

**Academic advising**

All full-time and part-time students are assigned academic advisors, who are members of full-time faculty at the School (see faculty profiles at: [https://www.mcgill.ca/sis/people/faculty](https://www.mcgill.ca/sis/people/faculty)).
Throughout the program, your academic advisor is your primary contact regarding your academic and career plans, course selection, and research plans. As well, your advisor is available to answer questions about the program, the field, related professions, and other issues affecting your academic life. During your studies, you may contact your advisor at any time to book a one-on-one advising session. Please note: while your advisor provides guidance in the completion of your academic plan, it is your responsibility to ensure you complete the MIST program requirements.

New students: You will receive their advisor's name in the welcome email from the Director. If you have misplaced this information, please contact the Administrative and Student Affairs Coordinator, Ms. Kathryn Hubbard. At the MIST Introduction Program, you will have a group meeting with your advisor. This meeting will give you a chance to get to know your advisor, ask questions, and meet fellow students.

You'll find additional links on the School's Services & resources page in the “Current Students” section of the SIS website for academic support, health services, dispute resolution resources, and more.
The following is a typical course plan for students in the MISt program:

**Term 1**

**ALL MISt STUDENTS**

- Four (4) Required MISt courses (12 credits) - complete in the first term:
  - GLIS 601 Information and Society
  - GLIS 607 Organization of Information
  - GLIS 617 Information System Design (and lab)
  - GLIS 619 Information Behaviour and Resources (and lab)

During the first term, you will then select one of the two streams (Course-based or Research Project) and select complementary courses. Please note: not all courses are offered every year. Refer to the SIS course timetables or the Minerva schedule for current offerings. Information on course registration follows.

**Term 2**

**COURSE-BASED STREAM**

- Complementary courses and/or elective* courses (12 credits)

**RESEARCH PROJECT STREAM**

- GLIS 603 Research Project 1.

*Note: GLIS 603 is 6 credits for students entering the MISt program in 2015/16, and 3 credits for students entering the MISt program in 2014/15.*

AND

- 1 course from the following:
  - GLIS 611 Research Principles and Analysis;
  - EDEM 690 Research Methods: Philosophy and Practice;
  - EDPE 605 Research Methods

**Term 3**

- Complementary courses and/or elective* courses (12 credits)

- GLIS 604 Research Project 2
- GLIS 647 Research Project 3 (ideally this 6-credit course is taken over two terms)
- Complementary and/or elective* courses (3 credits if entered in 2014, 6 credits if entering in 2015)

**Term 4**

- GLIS 602 Integrating Research and Practice (Required course for all students)
- Complementary courses and/or elective* courses (9 credits), including optional GLIS 699 Practicum

- GLIS 602 Integrating Research and Practice (Required course for all students)
- GLIS 647
- Complementary and/or elective* courses (9 credits), including optional GLIS 699 Practicum
* Electives policy: A request for approval form is required before registering in any course outside SIS. See more about this policy below.
PROGRAM OF STUDY

You will develop a program of study in consultation with your academic advisor. If you are interested in research options, or for any questions about course and program planning or requirements, contact your academic advisor. Throughout the program, you are responsible to ensure that the required courses are completed and program requirements are met.

AREAS OF INTEREST

You are strongly encouraged to identify areas that interest you as early as possible and in consultation with your academic advisor, in order to plan your course selection accordingly. Note that you will be preparing a study plan as part of your coursework in 601. An area of interest corresponds to a particular set of courses in which you can gain specific skills and knowledge that interest you without a particular number of credits attached to it. The areas of interest described in the link below are intended as general suggestions based on current course offerings; please note that course offerings may change during your studies.

> MISt areas of interest and recommended courses

RESEARCH PROJECT STREAM

The Research Project stream is intended for students interested in gaining experience in developing and executing a research project from beginning to end. The final goal is to have a paper that can be published in a professional or scholarly journal. This option is designed for students who have a clearly defined topic, can find a supervisor, and can meet tight deadlines. The research project is broken down in three courses: GLIS 603 for writing a literature review and research proposal; GLIS 604 for collecting data; and GLIS 647 for analyzing data and writing a research report.

Students are generally admitted to the Research Project stream at the time of admissions. Students in the Course-Based stream interested in transferring to the Research Project stream, should discuss this with their advisor as soon as possible after registration in the MISt program in order to identify potential research supervisor(s). To approach a prospective research supervisor, students should write and submit a summary of their project in 1-2 pages (500-1000 words.) Students should also plan their path of studies carefully with the guidance of the instructor of GLIS 601 Foundations in Information Studies. Students interested in transferring to the Research Project stream should note that the program is competitive and approval will depend upon the student's academic performance in the program, the suitability of the student’s proposed research area, and the availability of a supervisor (from the School’s full-time faculty) with the appropriate expertise for the proposed topic.

There will be an information session on the research project option in the fall. You will receive more information by email.

PRACTICUM

The Practicum (GLIS 699) is a an optional, 3-credit course which gives 2nd-year MISt students the opportunity to gain professional skills in supervised field practice, and apply knowledge and skills gained over the program. Prerequisites are listed in the GLIS 699 syllabus. The application process for the
Practicum (generally held in Winter) begins in the preceding Fall term. In Fall of your second year, you will be invited to attend a Practicum information and will then submit an application to the program. Once your application has been approved, you will be able to register in Minerva. For more information about the Practicum, please visit the Practicum section of the SIS website or contact the SIS Practicum Coordinator.

There will be an information session on the research project option in the fall. You will receive more information by email.

Course registration

TIMETABLES & SCHEDULES

> Minerva Dynamic Schedule
> SIS timetables

COURSE REGISTRATION

To avoid late registration fees, ensure that you register for courses (including the REGN codes) during the regular course registration period. See more important dates.

**Full-time students (4 courses per term)**

Consult the timetables and contact your advisor to discuss your course plan for the year. After course registration opens, register in Minerva for:

1. **Fall REGN: (CRN 2334) AND Winter REGN: (CRN 2262)** (for more information about the REGN, see "What is the REGN code?" below)

2. **Fall courses: 4 required MIST courses (to be completed in your first term)**
   - GLIS 601 Information and Society
   - GLIS 607 Organization of Information
   - GLIS 617 Information System Design, and corresponding lab section
   - GLIS 619 Information Behaviour and Resources, and corresponding lab section
   
   Note: GLIS 617 and GLIS 619 have mandatory labs which you must also register for.

3. **Preliminary Winter course selections.** (Optional. Students normally plan and select their winter courses towards the end of the Fall term, as part of GLIS 601)

**Part-time students (1-3 courses per term)**

Consult the timetables and contact your advisor to discuss your part-time course plan for the year. After course registration opens, register in Minerva for:
4. **Fall REGN: (CRN 2334) AND Winter REGN: (CRN 2262)** (for more information about the REGN, see "What is the REGN code?" below)

1. **Fall courses: 1-3 required MInst courses.** Note: GLIS 617 and GLIS 619 have mandatory labs which you must also register for.

2. **Preliminary Winter course selections.** (Optional. Students normally plan and select their winter courses towards the end of the Fall term, as part of GLIS 601)

**WHAT IS THE REGN CODE?**

The "REGN" registration confirmation code is a required administrative code used by McGill University to confirm registration for graduate students. Registration in Minerva of the REGN registration confirmation course is mandatory for all graduate students each term. Note: There is no charge associated with registering for the REGN.

**POLICY ON ELECTIVE COURSES OUTSIDE OF SIS**

If you are interested in taking any course outside of the School, including courses offered by other McGill units, you must first obtain formal approval from the MInst Graduate Program Director using an external electives approval request form. The application form and more information is found on the website:

> [MInst external electives policy](#)

*Please note that the total number of permissible credits (from 0 credits to a maximum of 12 credits) will depend on factors such the fulfilment of MInst program requirements and academic standing, and are subject to approval by your academic advisor, the MInst Graduate Program Director, McGill Graduate Studies, and the external department or institution.*

**IV. Resources & Services**

Your first stop for a listing of resources for SIS students is the School’s [services & resources](#) page in the “Current Students” section of the SIS website, including information about the McGill Library and our Liaison Librarian. In addition, we’d like to draw special attention to the following services and resources:

**Mail & fax**

With prior arrangement, the office staff will accept special mail or packages delivered to the School for a student during the work day. You will be advised by email of their receipt. Fax service will be given as time permits during the normal work period. The office staff will send faxes for students at the following rates: $.25 per page in Quebec/Montreal; $.50 per page outside Quebec in Canada or the US; $1.00 per page outside North America; $.25 per page for faxes received.
Student services & resources

PHYSICAL & MENTAL HEALTH

Your health is important. Don't hesitate to make use of health and support resources at McGill, including Student Health Service, Counselling Service, and Athletics. Find links on the School’s services & resources page. For information on student health insurance, please visit the following sites:

> PGSS Health & Dental Plan, (Canadian students). Note: Coverage for new students begins in September. See the PGSS website and enquire with PGSS if you have any questions.

> McGill International Student Health Insurance (International students). All international students and their accompanying dependents are required by the university to participate in this plan.

SPECIAL NEEDS AND/OR MEDICAL PROBLEMS

The Office for Students with Disabilities (OSD) offers you support if difficulties and impairments are hindering your academic performance while at McGill, or if you require assistance with access. It is highly recommended that you contact the OSD even if you are being followed by a medical, mental health or counselling unit, as the OSD will be able to guide you in reducing the impact your diagnosis may have on your academic performance, attendance or learning. You should also contact the OSD if you will require any type of accommodation in your classes. See: services & resources.

GRADUATE STUDENT BUSINESS CARDS

As a Graduate Student, you may wish to order Graduate Student Business Cards from Printing Services:

> Graduate Student Business Cards

Funding

Obtaining and maintaining funding throughout your studies is an important component of life as a graduate student. You can find information on funding, scholarships, awards, travel grants, financial aid, and student group funding in the “Current Students” section of the SIS website at the following page:

> Funding & financial aid

Career & skill development

You’ll find information on working while in the program and resources for career development on the following pages of the SIS website:

> Page for SIS students on working at SIS, McGill, and off-campus
> Career resources page for SIS students & graduates, including the School’s employment email list

CAREER PLANNING SERVICES
The McGill Career Planning Services (CaPS) offers a range of services for graduate-level students, including one-on-one consultations. You're encouraged to familiarize yourself with CaPS early after your arrival to the School and stay connected with them through the course of your studies.

> CaPS page for Masters, PhD & Post-Docs

MCGILL WORK STUDY PROGRAM

Students entering the program are often interested to know if they are eligible to apply to work at the McGill Library and other locations on campus. Most student positions at the Library are made available through the McGill Work Study program, which offers eligible students with demonstrated financial need with the opportunity to apply for library, archival, clerical, research, technical, and other Work Study job postings on the McGill campus. If you are interested in the Work Study program, please visit the McGill Scholarship & Student Aid's Work Study website. All questions about the program or eligibility requirements, should be addressed directly to the Work Study program.

SKILL DEVELOPMENT

SKILLSETS is a program providing interdisciplinary academic, personal, and professional development offerings to all graduate students and post-doctoral fellows. Take advantage of their offerings!

> SKILLSETS

Graphos teaches graduate students and postdocs how to become better scholarly communicators. The program offers courses, workshops, peer writing groups, and a tutorial service.

> Graphos

V. Communication Channels & Technology

Communication channels

MCGILL EMAIL

The School uses email as an official electronic communication channel. In accordance with McGill policy, you must correspond with faculty, staff, and instructors through you official McGill email addresses ([name.name]@mail.mcgill.ca). The full policy is available here.

EMAIL LISTS

1. LIS list: General email list for School and LIS (library and information studies)-related announcements of interest to students, faculty, and staff. All students, faculty, and staff are included. To unsubscribe, see footer. Administrated by the School.
2. **MISSA list**: SIS student email list for student-only announcements and events. All masters, PhD, and postdocs at SIS are included. To unsubscribe, see footer. Administered by the McGill Information Studies Student Association (MISSA).

3. **SIS-JOBS list**: Employment email list for LIS-related job postings. [To join the list, follow subscription instructions here](#). Administered by the School.

**SOCIAL MEDIA**

The School has a number of social media accounts, including Facebook, Twitter, and LinkedIn. Please join us! Please note: the School will use McGill email for official communication with students.

- [SIS social networks](#)
- [SIS social media guidelines](#) are listed on the “Forms and Guidelines” page.

**SIS WIKI**

The [SIS Wiki](#) is a collaborative, unofficial SIS community information spot which includes student profiles, knowledge continuity resources for student groups, and more. You can access the SIS Wiki as soon as you have a McGill email address. [Find instructions on becoming a Wiki editor here](#).

**Technology**

A directory of technology-related resources and services for SIS students is found in the “Current Students” section of the SIS website. The page contains information on McGill email, IT labs, software available to McGill students, and more. Please familiarize yourself with technology resources through the link below:

- [Technology](#)

**VI. Student Life**

The School is home to the McGill Information Studies Student Association, professional association student chapters, and other student groups. Involvement in SIS student groups and at SIS events will add to your experience and create connections which will benefit you in years to come.

**McGill Information Studies Student Association (MISSA)**

The role of the McGill Information Studies Student Association (MISSA) is to co-ordinate the activities of the students of the McGill School of Information Studies and to ensure representation of MIST and PhD student interests in the school, in the university, and in the library and information profession. Get involved with MISSA or contact MISSA council members to share ideas for making the student experience at SIS the best it can be. Read more about MISSA and find contact information at:
MISSA REPRESENTATION

Elected members of MISSA act as formal representatives for students at SIS Departmental meetings and SIS Curriculum Committee meetings. These members are charged with both representing and informing the student body. In addition to other feedback channels at the School, students may at all times bring issues and questions to their MISSA student representatives for formal representation to the School.

A guideline document with information about student representation and meeting protocol can be found in the “Forms and Guidelines” area of the “Current students” section of the SIS website.

Student events & involvement

The McGill Information Studies Student Association (MISSA) and other SIS groups and committees organize a number of annual events, including student welcome and holiday events, used book sale, and various symposia. Student group activities provide great CV-building opportunities for leadership, event coordination, networking, and general volunteer experience. Consider getting involved!

As well, we encourage you to engage with the School through events and talks such as the SIS Research Seminars. These events give you the opportunity to learn about advancements in the field, ask questions, and connect with other students and faculty.

You'll find events on the homepage of the SIS website, advertised on the MISSA email list, and on the SIS shared Google events calendar. A link to the internal shared calendar and instructions on how to post events is found on the SIS website “Current students” page.
Student groups

The School is home to McGill Information Studies Student Association (MISSA), and a number of professional chapters and student groups. You are encouraged to participate in MISSA and to join at least one professional chapter or group.

- L'Association des bibliothécaires du Québec Library Association McGill Student Chapter helps SIS students get more connected to the Montréal and Québec library scene, whether for the short term while in school or with a long-term career in mind. [Site]
- Association of Canadian Archivists (ACA) McGill Student Chapter seeks to foster awareness, advocacy and professional development within a Canadian archival context. Holds an annual symposium on archival trends and issues. [Site]
- Association for Information Science & Technology (ASIS&T) McGill Student Chapter brings together student members to participate in information science programs. [Site]
- Association for Moving Image Archivists (AMIA) McGill Student Chapter brings together student members interested in the field of moving image materials and archiving. [Site]
- Canadian Association of Professional Academic Librarians (CAPAL) McGill Student Chapter is an advocacy group which brings together student members interested in the field of professional academic librarianship. Site coming soon.
- Canadian Library Association (CLA) McGill Student Chapter helps students become active in the professional library community before graduation, runs mentoring programs, and act as a liaison between our School's students and the Canadian Library Association. [Site]
- Corporation des bibliothécaires professionnels du Québec (CBPQ) McGill Student Chapter. [Site]
- Librarians Without Borders (LWB) McGill Chapter is a university committee of Librarians Without Borders, a non-profit organization which seeks to improve access to information resources, particularly books for young people, regardless of language, geography, or region. [Site]
- Multilingual Children's Library (MCL) is a small library located on McGill campus designed to serve the McGill Student Parent Network by providing multilingual children's books and language resources. [Site]
- Special Libraries Association (SLA) McGill Student Chapter: made up of students with an interest in corporate information centres, government libraries, etc. or, as they have been called, "special" libraries. [Site]

POST-GRADUATE STUDENT SOCIETY (PGSS)

In addition, all graduate students and postdoctoral researchers registered in the School of Information Studies are members of the McGill Post-Graduate Students' Society. The interests of SIS students are represented in PGSS by elected MISSA representatives. PGSS offers many services and resources for students and operates Thomson House, located just behind the School at 3650 McTavish.

[Site]
VII. Policies, Guidelines, & Forms

McGill Student Handbook on Rights & Responsibilities

You are expected to familiarize yourself with the McGill Student Handbook on Rights and Responsibilities.

> McGill Student Handbook on Rights & Responsibilities

McGill email policy

While a student at McGill, you are to correspond with the School (including faculty, staff, and instructors) through your official McGill email addresses ([name.name]@mail.mcgill.ca).

> The McGill Policy on Email Communications with Students is available here.

Graduate guidelines & policies

McGill information for graduate students are found in the eCalendar.

> Graduate Guidelines and Policies (eCalendar)

SIS guidelines, policies, & forms

School-specific forms and guidelines, including SIS Social Media Guidelines, SIS Meeting Representation & Attendance Guidelines, funding forms, etc., are listed on the Forms & guidelines page in the “Current Students” section of the SIS website:

> Forms & guidelines

As mentioned in the “Course Registration” section in this Handbook, it is School policy that students interested in taking courses outside of SIS must receive prior approval from the MISSt Program Director. Read more here.

Do you still have questions after reading this handbook?
Please contact your advisor, or contact the School at:
514.398.4204 | sis@mcgill.ca | www.mcgill.ca/sis/about/contact