

LIU POST

PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE

GUIDELINES FOR LIS 695 - MASTER'S PROJECT

Bulletin Description:

Available for students with extensive library experience as an alternative to LIS 690 (Internship). Independent research, design, or development that may include one of the following: a research paper of publishable quality; an instructional or informational design program; a creative performance program. *Every semester*. 3 credits. This is a letter grade course only.

Pre-requisites:

LIS 510, 511, 512, 514, and Dean's Approval.

General Guidelines:

Master's projects are individually designed to enable students to read and study intensively in an area of library and information studies under the guidance of a faculty member. It provides an opportunity for in-depth exploration of a problem or subject that is not covered by the regular course offerings of the School or the University. Topics may be suggested by the student or faculty members, and should fit with and contribute to the student's plan of study and career goal.

The resulting report/paper should indicate that an extensive review of the literature has been done and there is evidence that sufficient original analysis has been done to warrant graduate level credits being awarded.

Pre-Approval for Faculty:

A faculty member (Faculty Advisor or Master's Project Instructor) who anticipates discussing LIS 695 with a student must first get approval from the Dean to do so because of its budgetary impact. See the LIS 695 Approval form attached.

Process for Students:

Students must go through the following steps *before* registering for LIS 695:

1. The student must discuss the area of interest with a faculty member. If the Dean approves the Master's Project, the student can proceed to step 2.

2. The student must complete the first portion of the Request for Master's Project form, including the Outline/Proposal for the work to be done. This Outline/Proposal is attached to the Request form and should include the following:
 - General statement of the study/project
 - Definition of terms (if needed)
 - Brief statement of objectives and delimitations
 - Justification for the study/project
 - Brief review of background readings/sources
 - Project description
 - Footnotes/bibliography
 - Procedures to be followed during the semester, including stages at which the Instructor will be consulted and a final due date
3. The student's Faculty Advisor and the Master's Project Instructor will complete the form, sign it in the appropriate places, and give it to the Dean for final approval.
4. The final approved copy of the Request form is filed in the student's file in the Office. The Outline/Proposal is returned to the Master's Project Instructor with a copy of the approved form. The student is given a copy of the approved form after all signatures are in place.
5. As the work progresses, the student is responsible for regular consultations with the Instructor so that work is monitored throughout the semester. A report or project that has not been discussed with the Instructor as it develops will not be accepted.
6. Any work submitted must be produced on a word processor, submitted on the date due, and adhere to a standardized style manual such as the A.P.A. or Chicago.
7. The final work submitted will be the primary basis for a grade for the Master's Project. The final work is usually a written paper but may also be an exhibit, a publishable article, a video or a public presentation.

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REQUEST FOR LIS 695 – MASTER’S PROJECT

Student Name _____ ID# _____

Address _____
Street City/Town State Zip

Telephone: (____) _____ @my.liu.edu
home or mobile E-mail

TO BE COMPLETED BY STUDENT

Reason for requesting LIS 695 - Master's Project:

Outline/Proposal must be attached to this form

Semester and Year: _____ Proposed Supervisor: _____

Signature of student

TO BE COMPLETED BY THE INSTRUCTOR:

Do you have pre-approval from the Dean? ____ Yes ____ No

Dean's Signature (please print name as well) Date

What is your estimate of the amount of time that the student will spend doing the research for this project? _____

Signature: _____

Master's Project Supervisor's Signature

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**APPROVAL TO SUPERVISE
MASTER'S PROJECT (LIS 695)**

APPROVALS:

I, _____ request approval for _____
Name of Faculty Member Name of Student

(_____) to register for LIS 695 in the _____ semester, 20____
ID#

for _____ credits in the general area of _____

Signature: _____ Date of Request: _____

Master's Project Supervisor's Signature

Faculty Advisor's Signature (please print name as well) **Date**

Project Approved: _____ **Date:** _____
Dean's Signature

cc: Academic Advisor
Originator