



OLD DOMINION UNIVERSITY
Darden College *of* Education
and Professional Studies

Library & Information Studies
MLIS Student Handbook

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Table of Contents

Table of Contents	2
Welcome—a Message from the Program Director	4
Program Overview	4
Mission Statement	4
Vision	5
Program Learning Outcomes (PLOs)	5
Accreditation	5
Key Program Contacts	6
Faculty & Staff	7
Technical Standards	8
Technology Requirements	8
Technical Support	8
Communications	9
Curriculum Overview	9
MLIS—General Track	9
MLIS—School Library Concentration	10
MLIS—School Library Concentration with Initial Licensure	11
Graduation/Degree Requirements	12
Students must successfully complete:	12
Admissions	12
Admission Deadlines	12
Application Requirements	12
Provisional Admissions	13
Transfers	13
Tuition and Financial Assistance	13
Graduate Assistantships	14
DCEPS School Partnerships	14
Scholarships	14
Tuition Assistance for ODU Employees	14
Travel Support	15
Payment Plans	15
Financial Aid	15
Course Descriptions	15
Student Advising	23
LIBS Program Canvas Space	24
Registration and Enrollment	24
Attendance	24
Continuance/Student Progression and Probation	25
Grades	25

<u>Incomplete Grades and Withdrawals</u>	<u>25</u>
<u>Incompletes</u>	<u>25</u>
<u>Withdrawal</u>	<u>26</u>
<u>Code of Student Conduct and Academic Integrity</u>	<u>26</u>
<u>Honor Pledge</u>	<u>26</u>
<u>Responsible Conduct of Research (Basic CITI Training)</u>	<u>27</u>
<u>Program Policies</u>	<u>27</u>
<u>Plan of Study</u>	<u>27</u>
<u>Core Classes</u>	<u>27</u>
<u>Literature Classes</u>	<u>28</u>
<u>Professional Conference Attendance</u>	<u>28</u>
<u>Professional Organizations</u>	<u>28</u>
<u>Spring Event</u>	<u>29</u>
<u>ePortfolios</u>	<u>29</u>
<u>Internships</u>	<u>29</u>
<u>School Librarianship</u>	<u>30</u>
<u>Background Checks</u>	<u>30</u>
<u>Research</u>	<u>30</u>
<u>Independent Studies</u>	<u>30</u>
<u>Course Delivery</u>	<u>31</u>
<u>Office Hours</u>	<u>31</u>
<u>Partner and Group Work/Presentations</u>	<u>31</u>
<u>Practical Experiences</u>	<u>31</u>
<u>LiveText</u>	<u>31</u>
<u>Student of the Year Award</u>	<u>32</u>
<u>Alumni</u>	<u>32</u>
<u>Examinations and Assessments</u>	<u>32</u>
<u>Professionalism and Ethics</u>	<u>32</u>
<u>Student Rights and Responsibilities</u>	<u>32</u>
<u>Student Resources and Support Services</u>	<u>32</u>
<u>Career Services and Job Placement</u>	<u>33</u>

Welcome—a Message from the Program Director

The faculty and I are excited to offer the only Master of Library and Information Studies degree in the Commonwealth of Virginia. The ODU Master of Library and Information Studies (MLIS) is an ALA Accredited degree program preparing information professionals for a variety of library and information settings. Old Dominion University has been preparing excellent school librarians for decades and we now extend this curriculum.

We have a history of excellence in online instruction. Our assignments, courses, and program reflect our professional values. Program faculty are dedicated to preparing library professionals with a commitment to leadership, social justice, and authentic practice. Our program strengths include:

Our faculty have years of experience preparing educators and library professionals. We understand online instruction and how to accommodate the needs of non-traditional students with busy work and family lives. We are committed to highlighting and engaging in culturally informed and inclusive practices that further the values of the library profession.

We are excited to work with you!

—Elizabeth Burns, MLIS Graduate Program Director

Program Overview

The Master of Library and Information Studies prepares students with the theoretical knowledge and practical skills necessary to become highly proficient librarians, media specialists, and information authorities. The curriculum supports a range of career paths across any type of library: academic, public, or special, or an area of library and information work such as youth services or evaluation and assessment.

Students are advised through a 30-credit-hour plan of study completed with an advisor and filed with the program director in the semester before registering for their fourth course. All coursework for the MLIS is offered asynchronously and online and is primarily project-based. Most courses require students to engage in hands-on experiences within a library setting. An internship is required of all students as part of the degree program.

Mission Statement

The mission of the MLIS program is to prepare socially responsible graduates for fulfilling careers characterized by ethical practice, professional values, analytical skills, leadership, and lifelong learning.

Vision

The vision of the MLIS program is to contribute knowledge and advance theory by working from cognitive, social, behavioral, cultural and technological perspectives; fostering interdisciplinary collaborations; cultivating an appreciation for the role of information in society; and modeling a climate of intellectual engagement, openness, integrity and with respect toward the communities they serve.

Program Learning Outcomes (PLOs)

Upon completion of the MLIS program, students will be able to:

1. Create innovative responses to the needs and interests of diverse and global communities.
2. Demonstrate leadership attributes for a variety of information environments.
3. Interpret and apply basic and applied research to improve their professional practice.
4. Access, synthesize, and evaluate information to assist information seekers.
5. Integrate evolving technologies and theories that underpin their design, application, and use with library and information services.
6. Analyse current and historical trends to forecast future directions of the library and information field.
7. Create a plan for continuous professional development and lifelong learning.

Accreditation

The Master of Library and Information Studies Program at Old Dominion University is accredited by the American Library Association Committee on Accreditation, with the status of Initial Accreditation. The next comprehensive review visit is scheduled for 2028.

ODU's School Library Program is nationally recognized by the American Library Association (ALA)/American Association of School Librarianship (AASL) and the Council for the Accreditation

of Educator Preparation (CAEP) and is an approved program by the Virginia Department of Education (VDOE) for the preparation and endorsement of school librarians.

Key Program Contacts

Depending on your questions and needs, the following individuals can assist.

Dr. Elizabeth Burns, Graduate Program Director

Dr. Burns is the Graduate Program Director and oversees coordination of the MLIS graduate program. The primary role of the graduate program director is overseeing policies and procedures outlined in the Graduate Catalog are followed by all program faculty and students. The program director is responsible for:

- Marketing and representing the program
- Overseeing recruitment and admissions of new students and managing enrollment
- Providing problem resolution for students
- Approving student plans of study
- Monitoring student academic progress
- Certifying students for graduation
- Drafting and maintaining the program catalog, handbooks, and policies
- Managing the program schedule
- Developing program curricula to include the addition of new courses and revision of course content.
- Conducting program assessment, to include the accreditation report.

Lindy Brown, Program Advisor

Lindy serves as the Program Advisor and can answer questions related to:

- Course registration
- Plan of Study
- Other general MLIS program-related questions
- Connecting students with faculty and other resources for further exploration and assistance
- Connecting students to ODU resources for help and assistance
- Other advising-related matters

Dr. Julaine Clunis, ePortfolio Coordinator

Dr. Clunis oversees coordination of the ePortfolio. She can assist with questions related to the ePortfolio.

Claire Covington, School Library Internship (LIBS 669) & Licensing Coordinator

Claire serves as the School Library Coordinator and advises students related to:

- School library licensure
- Advising for students on the school library-initial licensure track
- Tracking certifications required for school library endorsement
- School library internship (LIBS 669) and practicum placements for LIBS 655
- Letters of completion

Dr. Kristie Escobar, Internship Coordinator

Dr. Escobar serves as the MLIS internship coordinator and can answer questions related to:

- The LIBS 668 Impact Project
- The process of setting up an internship
- Internship forms, such as the application and site agreement.

Chelsea Jones, Program Coordinator

Chelsea serves as the program coordinator and assists students with:

- Orientation to ODU
- Department communications, such as social media

Faculty & Staff

Faculty

Our full-time faculty include:

Elizabeth Burns, Associate Professor

Ph.D., Old Dominion University; M.S.Ed, Old Dominion University

Teaching and Research Interests: School Librarianship, Curriculum and Instruction, Assessment, Online Education, and Information Literacy.

Lindy Brown, Lecturer

MLIS, Florida State University, M.Ed., University of Florida

Teaching and Research Interests: Public Libraries, Information Literacy, Academic Advising

Julaine Clunis, Assistant Professor

Ph.D., Kent State University, MLIS, Kent State University; M.S., Kent State University

Teaching and Research Interests: Metadata and knowledge organization, health informatics, ontologies, the semantic web, data, data curation, cultural heritage informatics, and knowledge representation.

Claire Covington, Lecturer

MLIS, University of South Carolina

Teaching and Research Interests: Children's and Young Adult Literature; School Librarianship; Museums

Kristie Escobar, Lecturer

Ph.D., Florida State University, MLIS, Florida State University, M.H., Tiffin University

Teaching and Research Interests: Information behavior; User Experience; Youth Services; Qualitative Research Methodologies

Cearra Harris, Lecturer

Ph.D., University of South Carolina, MLIS, University of North Carolina-Greensboro

Teaching and Research Interests: Public Librarianship, Trauma-Informed Librarianship, Community Outreach, Youth Services

Kim Krutka, Assistant Professor

Ph.D., University of North Texas, MLIS, Texas Woman's University,

Teaching and Research Interests: Librarianship; Critical Librarianship; Social Justice and Libraries; Intellectual Freedom, Emerging Technologies

Jonathan Lee, Lecturer

MLIS, Wayne State University

Teaching and Research Interests: Academic Librarianship; Leadership and Management; User Services and Programming; Art and Arts Integration

Amber Matthews, Assistant Professor

Ph.D., Western University, MLIS, Western University

Teaching and Research Interests: Community-based Knowledges and Librarianship, Community and Fund Development; Anti-Racism in Library and Information Science

Miriam Thomas, Visiting Lecturer

Ed.D., Sam Houston State University, MLIS, Sam Houston State University

Teaching and Research Interests: School Librarianship; Information Literacy; Leadership and Management

Sharon Wood, Visiting Lecturer

MLIS, Old Dominion University, M.Ed., Old Dominion University

Teaching and Research Interests: School Librarianship; Information Literacy; Collection Development

Staff

We have one staff member who supports the program administratively:

Chelsea Jones, Program Coordinator

B.S., Howard University

Technical Standards

Technology Requirements

The MLIS program requires a basic level of technology skills. All students should be familiar with technology required for online, asynchronous classes prior to the beginning of their first semester. To attend online courses, students must meet the [current system requirements](#) (Internet connectivity, software, hardware, RAM, processor, etc.) recommended by ODU's Information Technology Office.

ODU Provides free access to Microsoft 365 and other resources. For more information, refer to ODU's Information Technology website which includes additional information about [technology resources](#) available for students.

Technical Support

If you need technical support, you can contact the ITS Help Desk by emailing itshelp@odu.edu or calling 757-683-3192.

Communications

Students are expected to use ODU email or Canvas for all official, written communications with ODU faculty, staff, and offices. MLIS students are expected to check ODU email regularly, as faculty will use ODU email addresses for important information, questions, and alerts regarding student progress and status in the program.

Students are also encouraged to use the MLIS Program's Canvas organization space (["LIBS PROGRAM" Canvas space](#)), the program's website, and social media to obtain current program information and to stay in touch with one another and the program faculty and staff.

Curriculum Overview

We offer a general MLIS and an MLIS with a school library concentration for students with a teaching license. We also offer the school library concentration for students who do not have a teaching license, but students who are seeking initial licensure must complete additional coursework before they are admitted to the school library concentration (see curriculum outline below). Students in the general MLIS will complete a plan of study to help them map coursework to their educational and career goals.

MLIS—General Track

Core Courses (12 credits)	
LIBS 608	Foundations of Libraries and Information
LIBS 658	Knowledge Resources: Planning, Selecting, and Managing Collections
LIBS 674	Library Management and Leadership
LIBS 677	Knowledge Organization and Access
Required Internship (3 credits)	
LIBS 668	Internship in Libraries and Information Workplaces (prereqs: 608, 658, 674, 677)
Area of Emphasis/Pathway (9 credits)*	
LIBS 6XX	600-level LIBS elective that, combined with other electives, creates a cohesive emphasis focused on a career pathway.
LIBS 6XX	""
LIBS 6XX	""
Electives (6 credits)	
LIBS 6XX	600-level LIBS elective that supports your pathway/career interests.
LIBS 6XX	""

*Use these to carve out a career path. Students pursuing the general track can choose from pathways in academic librarianship, public librarianship, and assessment and evaluation. We also offer electives in eleven areas of emphasis: Archives and Special Collections, Collection Development, Community Outreach, Data and Information Foundations, Information Organization,

Instructional Librarianship, Leadership and Management, Reference Services, Social Justice and Inclusion, User Services and Programming, and Youth Services.

Emphasis and elective courses may also come from outside the LIBS program. All selections are subject to the approval of the program advisor and Graduate Program Director.

School Librarianship

Students seeking an endorsement or an initial teaching license in school library media have specific requirements related to coursework, internship, and other requirements from the Virginia Department of Education. Students are strongly advised to seek advising and pay attention to deadlines and requirements of particular school divisions.

Background Checks

Old Dominion University candidates in approved professional educational programs, including school library preparation, are required to provide a background clearance check when registering for a course that requires a field experience. The process and requirements are outlined on the [Office of Clinical Experiences' Background Checks page](#).

Students enrolled in a placement course requiring a background check must have the clearance complete before the drop/add date of the semester. Students not meeting this requirement will be required to drop the course.

THE CLEARANCE BACKGROUND CHECK PROCESS MAY TAKE UP TO EIGHT (8) WEEKS.

MLIS—School Library Concentration

The following track is for students **who already have a teaching license**.

Core Courses (12 credits)	
LIBS 608	Foundations of Libraries and Information
LIBS 658	Knowledge Resources: Planning, Selecting, and Managing Collections
LIBS 674	Library Management and Leadership
LIBS 677	Knowledge Organization and Access
School Library Courses	
LIBS 602	Production of Instructional Materials

LIBS 676	Library Media Services and the Curriculum (prerequisites: admission to the school library concentration, 608, 658, 674, 602) (pre- OR co-requisites: 677, literature req: 642 or 644)
Literature Req.	Choose between: LIBS 642 (Children's Literature) OR LIBS 644 (Literature & Media for Young Adults)
Electives (6 credits)	
LIBS 6XX	600-level LIBS elective that supports your career interests.
LIBS 6XX	""
Required Internship (3 credits)	
LIBS 669	Internship in School Libraries (prereq: 24 credits— 608, 658, 674, 677, 602, 676, Literature Requirement, and one elective)

MLIS—School Library Concentration with Initial Licensure

The following track is for students **seeking initial licensure** while pursuing the school library concentration. Each of the courses listed must be met to obtain School Library Media licensure.

Core Courses (12 credits)	
LIBS 608	Foundations of Libraries and Information
LIBS 658	Knowledge Resources: Planning, Selecting, and Managing Collections
LIBS 674	Library Management and Leadership
LIBS 677	Knowledge Organization and Access
Preprofessional Education Courses (12 credits)	
TLED 608	Foundation of Education and Instruction
TLED 640	Classroom Management
SPED 613	Human Growth and Development
READ 680	Reading to Learn Across the Curriculum
School Library Courses (15 credits)	
LIBS 602	Production of Instructional Materials
LIBS 655	Methods and Strategies for the School Library
LIBS 676	Library Media Services and the Curriculum

	pre-requisites: admission to the school library concentration: 608, 658, 674, 602, 655 Pre- OR co-requisites: 677, literature req: 642 or 644, TLED 608, TLED 640)
Literature Req.	Choose between: LIBS 642 (Children's Literature) OR LIBS 644 (Literature & Media for Young Adults
Required Internship (6 credits)	
LIBS 669	Internship in School Libraries (prereq: 36 credits - 608, 658, 674, 677, 602, 676, 655, literature req, TLED 608, TLED 640, SPED 613, READ 680).

Graduation/Degree Requirements

Students must successfully complete:

- 30 credit hours of approved coursework to meet the degree; no courses with less than a B minus may be used for graduation
- Responsible Conduct of Research Training; provided through the Graduate School
- ePortfolio
- Internship

Students are advised to apply for graduation at least six months before they plan to graduate and must complete the university's Graduate Assessment Survey. Students who wish to participate in May or December commencement ceremonies are advised to pay attention to university deadlines to apply and get tickets for family members. August graduates may participate in either the May or the December graduation ceremony. More information about graduation and commencement may be found at [Graduate Guidelines and Requirements](#).

Degrees post to transcripts several weeks after graduation. Students requesting transcripts through the registrar may indicate if they desire to wait for transcripts showing degree conferral.

Admissions

Applicants may hold a bachelor's degree in any field. Applicants to the School Library Concentration must have a teaching license. Applicants interested in school library licensure but who do not have a teaching license may require additional coursework and testing.

Admission Deadlines

New students are admitted twice each year and may begin in the fall, spring, or summer semesters.

- The priority deadline for Summer admission is March 1.
- The priority deadline for Fall admission is April 1.

- The priority deadline for Spring admission is November 1.

Application Requirements

- Transcripts for all undergraduate (expected GPA of 3.0 or greater) and graduate coursework
- Application to the Graduate School
- Current resume/CV
- A 500-word essay addressing how this degree will forward the applicant's pursuit of lifelong learning, specifically:

You are applying to graduate school for a degree in library and information studies. In a 500-word essay, please address how an MLIS degree from Old Dominion University fits into your future career plans:

- What kind of professional role(s) and/or setting(s) are you considering after graduation?
 - What lifelong learning or professional goals will this program help you attain?
 - Why do you believe you will be successful in an information studies program?
- If the applicant's primary language is not English, they must submit a current score for the Test of English as a Foreign Language (TOEFL) that meets the University's current standard.

Provisional Admissions

Faculty may waive some admissions requirements for a student whose application otherwise shows promise for success. Provisional admission requires a 3.25 GPA for the first 12 credits in MLIS coursework. After 12 credits of coursework, provisional status may be lifted. During the provisional period, faculty will monitor student progress prior to registration and will communicate any concerns about the student's status. In the event a student's GPA is not 3.25 after completion of 12 credits, the student may be dismissed from the program. This dismissal will be documented with Form G8.

Transfers

Old Dominion University's transfer policy provides the following guidelines:

- No more than 12 credit hours may be transferred.
- 51% of a degree must be completed with ODU coursework.
- Students may not apply graduate credits to more than one degree.
- Transfer courses must be approved by the Graduate Program Director (GPD).
- Only graduate courses transfer to a graduate degree.

The MLIS Program has further guidelines:

- All coursework must be from the 5 years prior to application to the program. All students must take Foundations of Library and Information Studies (LIBS 608) at ODU; a foundations course from another program can not be used as a replacement.
- All transfer courses are subject to approval from the GPD and faculty.
- Only courses with a grade of B or better will be accepted for transfer.

Students are responsible for:

- Requesting consideration for course transfer in writing to the GPD.
- Providing an official transcript.
- Providing copies of course descriptions and/or syllabi when requested.

Tuition and Financial Assistance

Tuition rates are set by the Board of Advisors (BOA) every April. For current information about Tuition rates, deadlines, calculator, and billing, please refer to the [Tuition website](#).

Graduate Assistantships

Graduate assistantships (GA or GAship) may be available for full-time students. A full-time GA student is required to maintain full-time enrollment (9 credit hours per semester in the fall and spring and 6 credit hours in the summer) during their appointment. GAs work 20 hours per week throughout the semester(s) they are contracted. Additionally, GAs supported by the department may not hold outside employment. Please contact the Graduate Program Director for more information.

DCEPS School Partnerships

The Darden College of Education has Memorandums of Understanding (MOUs) with many school districts in the state of Virginia. Students who work in these school districts may qualify for a 25% discount on their tuition if they meet certain criteria. Qualifying students must apply for the discount every semester. Information about the requirements and application is available via the [uDarden Store at DCEPS School Partnership](#).

Scholarships

Blankenship Scholarship

The Florence Pavlides Blankenship Scholarship is an annual \$2000 scholarship that is awarded through the program based on academic potential and financial need. This scholarship requires an

application, essay, and a FAFSA on file. Students who qualify (based on financial need determined by the Office of Financial Aid) will be contacted around mid-June to apply.

ODU Online Scholarships

ODU Online may have scholarships available, depending on funding. Learn more at [ODU Global Scholarships](#).

Other Library-Related Scholarships

We maintain a spreadsheet of library- and information profession-related scholarships available to graduate students pursuing their MLIS. Information about sponsoring organizations, amounts, due dates, and application requirements are located in the [LIBS Program Canvas space](#).

Tuition Assistance for ODU Employees

ODU offers tuition assistance for ODU Employees. Refer to [Tuition Assistance](#) for information about eligibility and other requirements.

Travel Support

The STEMPS Department has limited money available to support students attending conferences. Students can start the application process by contacting the Program Advisor.

Payment Plans

ODU offers payment plans for the fall and spring semesters. Learn more at [Payment Plans](#).

Financial Aid

All questions regarding financial aid must be directed to [ODU's Financial Aid Office](#). They are the best office to guide you. It is the student's responsibility to be aware of requirements and deadlines. Keep in mind that any changes to your plan of study, enrollment, or registration may affect your aid and it is your responsibility to confirm changes with the financial aid office.

Course Descriptions

A list of our courses and their descriptions are available in [the Graduate Catalog](#).

Student Advising

MLIS students must develop a personalized program of study in consultation with the program advisor. Faculty-designed pathways and areas of emphasis are available to help guide course selection and align with specific academic and professional interests.

Students pursuing the school library concentration develop plans that align VDOE requirements with support from both the program advisor and school library coordinator.

Students are encouraged to connect with LIBS faculty members whose expertise aligns with their professional goals. These connections foster lasting engagement with the program and informed academic planning.

Student Responsibilities

Graduate students are expected to take an active role in planning their studies. This includes:

1. Partnering with the program advisor and faculty to select appropriate courses.
2. Understanding graduation requirements and University policies.
3. Contacting their advisor with questions about registration or academic planning, or if they are having academic difficulties.
4. Completing and submitting a Plan of Study for advisor and Graduate Program Director approval before registering for their fourth course.
5. Registering early, as courses may fill quickly or be cancelled due to low enrollment.

LIBS Program Canvas Space

The LIBS PROGRAM Canvas space is our online advising center. It includes information about program policies and requirements (such as the Plan of Study, ePortfolio, and Internship), access to required program forms, and important announcements.

Students are expected to add themselves to the LIBS Canvas Space after they enroll in their first class at ODU. Additionally, students are expected to update their Canvas communication settings to receive announcements from the Canvas space and read these announcements regularly and in a timely manner.

After you have signed up for classes, add yourself to the LIBS PROGRAM Canvas space by selecting the following link: <https://canvas.odu.edu/enroll/XFB8HY>

Once you select the self-enroll button, you will receive an email. To complete the process, you must accept the invitation emailed to your ODU email to enroll. Once you accept the invitation, the LIBS PROGRAM Canvas card will show up in your Canvas Dashboard at canvas.odu.edu.

Registration and Enrollment

The [Course Schedule](#) is the official notification of courses offered by Old Dominion University for a specific semester and is available online approximately 1-month prior to pre-registration. For longer-term planning, students can refer to the LIBS Program's Course Rotation Schedule (available via the LIBS Program Canvas space).

Nine (9) credits is considered full time for graduate students. Students who would like to enroll in more than 9 credits in a given semester must seek approval from the Graduate Program Director.

Attendance

Courses in the MLIS Program are online and primarily asynchronous. Students are expected to be engaged throughout the semester and should consult the syllabus, schedule, assignments, and rubrics for participation expectations.

Students are advised to check the university academic calendar for important dates such as drop/add and withdrawal dates. Failure to log in to an online class does not result in an automatic drop; tuition and fees will remain charged to a student's account. Students who want to disenroll in a course after the withdrawal date of a semester must request a withdrawal from their instructor.

Students who are experiencing academic difficulty or issues due to health, family, or other life circumstances should communicate with the instructor, a faculty advisor, and/or the Graduate Program Director (GPD). Students may withdraw from a class up until the ODU Official withdrawal date with a grade of W. Students experiencing academic or personal difficulties are encouraged to contact [Student Outreach and Support](#).

Continuance/Student Progression and Probation

Students must earn at least a B-minus in all coursework and maintain at least a 3.0 GPA in the MLIS Program overall. Courses in which a student earns less than a B-minus must be repeated to be applied to the degree. A student whose overall GPA falls below 3.0 may be suspended or dismissed from the program. This decision is made in consultation with faculty and the student will be notified in writing of the decision. Students are expected to follow the procedures outlined in the Graduate Catalog to appeal a dismissal or apply for reinstatement following suspension. Students who interrupt their studies for one or more semesters should consult with their advisor or the GPD.

about their plan of study when they return to the program. Following lengthy separation, (a) courses more than 8 years old will not apply toward a degree, and (b) students may be required to re-apply and be admitted into the program.

Grades

Students should consult course syllabi for information about how grades are assigned. Grades are posted and available in LeoOnline at the end of each semester. Questions about grades should be directed to the instructor. Grades are assigned points and a [grade point average \(GPA\) is calculated](#). Many courses and assignments in the program allow students to submit drafts for instructor feedback. Students are encouraged to submit work for this formative assessment and to review and comment on classmate drafts.

Incomplete Grades and Withdrawals

Incompletes

Incomplete grades are issued on a case-by-case basis when students cannot complete the assigned work for a particular course due to unforeseen circumstances, e.g., illness, natural disaster, or family catastrophe. Supporting documentation may be required. To be considered, the majority of the coursework must be complete before the published withdrawal deadline.

To secure permission for an incomplete grade, the student and faculty member must communicate in writing, drafting an incomplete contract clearly stating the reason for the incomplete, the work to be completed, and the due date. The faculty member is required to submit a copy of the contract to the Program Director. In cases where the course is taught by an adjunct or temporary instructor, approval from the Program Director will be required before the incomplete grade is recorded. It is the responsibility of the faculty member to consult with the Program Director before awarding a grade of I.

If appropriate, students must drop any subsequent course for which the incomplete course is a prerequisite. Students must complete the course work by the specified contract date which will be no later than the last day of classes of the subsequent semester, whether enrolled in University course work or not. A grade of F will be applied automatically to the course after the completion deadline has passed if the student fails to complete the work or the faculty member submits no other grade.

Withdrawal

Withdrawal from classes occurs after the official drop deadline has passed. Students considering withdrawal are strongly encouraged to consult with their instructor, academic advisor, and financial aid counselor to understand the academic and financial implications.

A grade of W will be assigned for courses withdrawn from during this period. For additional guidance and important considerations, refer to the University's [Withdrawal page](#).

Additional information, including detailed policies regarding [Withdrawals and Incompletes](#), can be found in the Graduate Catalog.

Code of Student Conduct and Academic Integrity

The [Office of Student Conduct and Academic Integrity](#) (OSCAI) oversees the administration of the student conduct system, as outlined in the Code of Student Conduct. Old Dominion University is committed to fostering an environment that is: safe and secure, inclusive, and conducive to academic integrity, student engagement, and student success. The University expects students and student organizations/groups to uphold and abide by standards included in the Code of Student Conduct. These standards are embodied within a set of core values that include personal and academic integrity, fairness, respect, community, and responsibility.

Honor Pledge

By attending Old Dominion University, you have accepted the responsibility to abide by the Honor Pledge:

I pledge to support the honor system of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community, it is my responsibility to turn in all suspected violators of the honor system. I will report to Honor Council hearings if summoned.

AI Policy

In the MLIS program, you may use generative AI programs (e.g. ChatGPT) to help generate ideas, brainstorm, and create outlines **only with explicit instructor permission and correct citation**. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use may also stifle your own independent thinking and creativity.

You may not submit any work generated by an AI program as your final submission. It is expected that you complete work on your own unless the instructor specifically allows AI tools for a specific assignment. If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor).

Using AI-generated content without giving proper attribution is a form of academic dishonesty and a violation of the University Honor Code. Plagiarism or other forms of cheating are an act of academic dishonesty that have serious consequences per ODU [policy](#).

Responsible Conduct of Research (Basic CITI Training)

ODU has a policy of training all graduate students in the fundamentals of Responsible Conduct of Research. As such, all graduate students must complete the CITI basic course in the responsible conduct of research prior to the completion of 12 semester hours. Students not meeting this requirement will have a hold placed on their account and will not be eligible for future registration until complete. We suggest Library and Information Science students select the Social Behavioral modules option. More information about the policy, including instructions on how to get started, is available on the [Responsible Conduct of Researching Training](#) page.

Program Policies

Literature Classes

While access to and knowledge of a wide variety of literature is one component of librarianship, the library profession is grounded in the ability to select, evaluate, and recommend literature to various users based on an information need. This knowledge, situated within the context of different types of literature, is introduced and practiced within each of the literature courses in the LIBS program, making them different from literature courses found in other disciplines. Because library principles are the focus of each literature course in the program, students are limited to selecting a maximum of two in their plan of study. Additional literature courses will require a statement of rationale describing how the courses will benefit a specific career goal and the approval of the program director.

Professional Conference Attendance

Professional engagement is a value of the program and an important aspect of becoming an information professional. Students are encouraged to attend professional conferences, such as a state or regional conference organized by a professional LIS association. When possible, students are encouraged to attend a conference to meet faculty and classmates. Information about relevant conferences and faculty attendance will be shared with students.

Professional Organizations

Students are encouraged to participate in professional activities, including joining relevant professional organizations. Many of these organizations offer student chapters and discounted

membership rates for students. Participation in professional organizations is an excellent way to build knowledge and skills that support your professional practice, stay informed about current trends and issues in the field, develop leadership experience, and expand your professional network.

Spring Event

Every spring the program hosts an annual event in which the MLIS Program brings together students, alumni, local and regional practitioners, and experts from the field. Attendance is not mandatory, but highly recommended.

ePortfolios

Students will complete an ePortfolio that is evaluated at the end of their coursework. Students in the school library concentration will complete the ePortfolio the semester before they begin their internship. Students not in the school library concentration will complete the ePortfolio in their final semester of coursework and may complete the ePortfolio concurrently with their internship. The ePortfolio should not be completed more than one semester before the completion of all coursework, as the ePortfolio serves as the program's comprehensive exam and is required for graduation.

Students are asked to select artifacts from completed assignments to provide evidence and reflection regarding how they have attained the MLIS Program's Program Learning Outcomes (PLOs) during their coursework in the program. As the ePortfolio is also designed to showcase a student's professional accomplishments and aspirations, students will include a current resume, a statement of philosophy, and a curation of professional resources relevant to their future careers. The ePortfolio is evaluated by faculty using a rubric provided to students. Students are responsible for independently creating and submitting their e-Portfolio following this rubric and other guidance provided. More information regarding e-Portfolio completion, submission, and policies may be found through the MLIS Program Space in Canvas.

For the completion of their ePortfolio, it is the responsibility of the student to save and back-up their work, assignments, and other materials. Students are provided access to Google Drive for purposes such as these by the university.

Internships

Completion of a 160-hour internship is a requirement for all graduates of the General MLIS Program. After meeting eligibility requirements, students are placed in an appropriate information setting that is aligned to their personal and professional goals. The internship is an opportunity to focus on learning experiences and authentic professional engagement alongside other professionals

in the field. During the internship experience, students document their progress toward meeting their goals and reflect on their personal and professional growth. Additionally, they develop and plan a project that allows the student to measure impact and implement data-driven decision making. More information regarding internship policies and procedures may be found through the LIBS Program Canvas space.

Students pursuing certification for School Library Media may have additional requirements for the internship. A full outline of MLIS Internship requirements and policies can be found in the MLIS Internship Handbook:

<https://docs.google.com/document/d/126Eeh2wB37QdMHfFCwOg7dg0C0cWFyrQ/edit>

Research

MLIS students are expected to be thoughtful consumers and producers of research. Throughout the program, students will be encouraged to contribute to the research conversation at an appropriate level (e.g., through online communities, guided discussions, submission to research and practitioner journals, or participation in conference sessions). They will also be asked to critically evaluate contributions made by others in research and participatory information environments. When appropriate, MLIS students may be included on faculty research projects.

Independent Studies

LIBS 697 Independent Study in Library Science is available for special topics and can be taken for 1-3 credit hours. Students are responsible for (a) proposing the study to a faculty member who agrees to serve as the instructor, and (b) working with the faculty member to develop an approved syllabus with course objectives, readings, schedule, and major deliverables. A request must be submitted to the GPD for scheduling.

Course Delivery

Courses in the MLIS Program are delivered in an online, asynchronous format. However, students should be aware of the following synchronous and in-person opportunities or expectations.

Office Hours

Faculty will post regular online office hours in the syllabus and the course. Office hours are optional for students unless otherwise specified by the instructor. Students are encouraged to attend.

Partner and Group Work/Presentations

Library and information professionals do not work in isolation. Collaboration is a core value of the program and the profession; accordingly, most courses in the MLIS Program have projects that need

to be completed with a partner or group. Students are expected to find the time and means to complete work with their classmates. Additionally, there may be synchronous class presentations that students need to schedule. Presentations may also be recorded.

Practical Experiences

Most courses in the MLIS program include some type of observation or practical experience in a library or information workplace. Students are expected to identify the sites for these experiences and negotiate access that fits their schedule. Students experiencing difficulty with this process should consult with the instructor as soon as possible.

LiveText

LiveText is an accountability management system required by the MLIS Program; this online application provides evidence of meeting standards for accreditation purposes. Accreditation of the University, the College, and specific programs is essential, as academic communities, employers, and other constituents recognize it as evidence of quality. LiveText is purchased by the student once while enrolled in the program. Most students will purchase Livetext while enrolled in LIBS 608. The online tool is available for student use while registered and enrolled at Old Dominion University and for one year following graduation. It will be used in several courses, for student teaching or internships, and for the ePortfolio. More information can be found at <https://www.odu.edu/oce/tep-requirements/livetext>.

Student of the Year Award

The MLIS faculty selects two students each year for a Library Studies Student of the Year recognition. One student in the General MLIS and one student in the School Library Concentration are selected. Criteria include excellence in coursework, engagement with peers, unique and creative expression and synthesis of ideas, and display of professional dispositions.

Alumni

The MLIS faculty want to keep in touch with alumni. We look forward to seeing you at professional conferences. Following graduation, please provide your advisor or the GPD with an alternate email or other contact information. Please also share new jobs and other celebrations with us, and continue to follow the program via our social media channels:

- Instagram: [@odumlis](#)
- Facebook: [ODU MLIS](#)
- LinkedIn: <https://www.linkedin.com/company/odumlis>

Student Rights and Responsibilities

Students are individually responsible for understanding the information outlined in [the Graduate Catalog](#). Failure to read and comply with University Regulations will not exempt students from whatever penalties they may incur.

Student Resources and Support Services

ODU provides a range of services and supports for students, including:

- [Center for Career Leadership and Development](#)
- [Counseling Services](#)
- [ePortfolio Studio](#)
- [Financial Aid](#)
- [Information Technology Help Desk](#)
- [Military Connection Center](#)
- [ODU Library](#)
- [Office of Educational Accessibility](#)
- [Student Health Services](#)
- [Student Outreach and Support](#)
- [Technology Resources for Students](#)

Additional resources are available on [ODU's Student Resources page](#).

Career Services and Job Placement

As a member of the ODU community, you have access to the [Center for Career & Leadership Development](#) throughout your time at ODU and beyond. The CCLD offers a wide range of services, including career coaching, leadership development, resume reviews, job search support, access to Handshake (a job search database), and more.