



2014 - 2015

ROADMAP

M.S.

**A MASTER'S DEGREE GUIDE
FOR INFORMATION SCIENCES
AND TECHNOLOGY STUDENTS**

PENNSTATE



COLLEGE OF INFORMATION
SCIENCES AND TECHNOLOGY

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About the College of Information Sciences and Technology

Vision: The Penn State College of Information Sciences and Technology is a premier information school (i-school), both in the US and internationally. Our academic enterprise is noted for excellence in learning, scholarship, and innovation. We produce graduates who are innovators by profession. We achieve this through partnerships for excellence. We are a new breed of College, founded on and organized for the achievement of outstanding outcomes in all that we do.

Mission: Through teaching, research, and service activities, our faculty and students seek to change the world with inspired socio-technical solutions. In so doing, we empower people, organizations and communities to make effective and humane decisions. Through this work, we not only help ourselves and others to better understand the information age, we also become thought leaders who affect the course of development of the digital, global society.

Founded in 1999, the College of Information Sciences and Technology (IST) is Penn State's visionary response to the rapidly growing need across many fields of study for leadership in information sciences and related technologies.

We are a community of scholars and practitioners comprised of faculty, students, and partners from industry, government and other academic institutions. We value collaboration and interdisciplinary thinking. Our collaborative efforts, in both education and research, are producing advances in technology and our understanding of the way IT shapes our lives.

IST offers interdisciplinary programs at both the graduate and undergraduate levels, with courses designed to provide students with a broad knowledge base and the skills needed to address complex problems through technology.

To shape the leaders of our digital society, we have engaged a diverse community of renowned faculty who are thought leaders in a wide range of fields that include computer science, sociology, engineering, psychology, education, chemistry, artificial intelligence, and more. By synthesizing their varied expertise, they work together to inform and guide development of the diverse and expanding field that is information sciences and technology.

Research in IST impacts nearly every aspect of people's lives: education, work, entertainment, health, safety, and national security. We fuel our research through dynamic partnerships with corporations, government, and other learning institutions. These partners provide important connections for the exchange of data and information, the creation of new knowledge, opportunities for internships, and funding to support initiatives by IST faculty members and graduate students.

The physical and symbolic center of our college is the state-of-the-art IST Building on Penn State's University Park campus, a place that brings academics and professionals together on common ground for learning, research, and collaboration.

I. Faculty Advisor and Annual Review

Each IST M.S. student is assigned a member of the IST Graduate Faculty to serve as his or her faculty advisor. The role of the faculty advisor, process used to make initial assignments of faculty advisors to students entering the M.S. program, and explanation of the annual review are all described below.

A. Role of Faculty Advisor

The faculty advisor provides advice and mentoring to the M.S. student (advisee) on issues related to research and academics. During the first year of a student's M.S. study, the advisor helps the student to identify potential research topics and to begin the reading and synthesis of related literature; as appropriate the advisor also guides the student toward specific research projects and outcomes, either individually or as part of a larger ongoing research team. The advisor also provides feedback to the student about research ideas, research progress, and research outcomes. The advisor helps the student regarding his or her academic studies and in formation of the student's committee. In general the faculty advisor helps the student become familiar with the program and its requirements. Finally, the advisor assists and advises the student on career planning.

B. Advisor Matching Process for Newly Admitted Students

The IST Graduate Programs Office coordinates the assignment process for new students, working with the students and faculty members to ensure a good match. In some cases, new students have already been in contact with their preferred advisors (e.g., through email or as part of the recruiting and decision process). In other cases, the office assists students in scheduling face-to-face meetings with faculty members whose research interests seem to match their own. While these meetings will take place between August and September, students are encouraged to interact with faculty members of interest using e-mail/phone conversations during the summer. New students should arrive on campus before mid-August so these face-to-face meetings can be conducted before the start of the fall semester.

Based on the preferences of new students, the availability of preferred faculty advisors and funding, advisors are assigned by filling out a [Student-Advisor Agreement Form \(p. 12\)](#). New students are expected to begin their work with their advisor by mid-September.

Advisor Request Forms are located on the IST intranet. Fill out form and return to Graduate Programs. https://intranet.ist.psu.edu/grad_prog/default.aspx

C. Annual Review

An annual review will be conducted each March to evaluate the progress of M.S. students in their graduate studies. As a part of the review process, each M.S. student completes an Annual Activity Report (p. 20) and updates his/her curriculum vitae (CV). Then, each student meets with his/her advisor to discuss coursework completed or to be taken, research progress, related issues, and to plan for the following year. After this meeting, the advisor rates your performance and provides comments to explain the rating. This form should then be submitted with the student's CV to the IST Graduate Programs Office.

In the event that a student's progress is viewed unsatisfactory by the faculty advisor, steps are taken to understand the nature of the problems and to develop a plan for addressing these issues. On some occasions, an advisor change will be recommended; in other cases, the student may be required to complete specific tasks on a stated timeline.

II. General Assistantship Policies

A. Assistantships

In some cases, M.S. students will be offered assistantships to support their studies and research activities. Assistantships into two categories: Research Assistantship (RA) and Teaching Assistantship (TA). Research assistantships are provided by a student's faculty advisor (or by another faculty member who has extra funds available), while teaching assistantships are provided by the college.

Assistantship appointments in IST are generally on a half-time basis requiring service of approximately 20 hours per week. Students with half-time appointments receive tuition to cover the mandatory course load of 9 to 12 credits per semester. Most appointments automatically end at the conclusion of each semester, if not before, and appointments carry no guarantee of renewal. Both research and teaching assistantships are contingent on satisfactory performance of assigned duties. Students may lose funding in the event that they fail to meet the responsibilities of the position.

1. Research Assistantships

An RA's supervisor is most often the student's faculty advisor, and will, to some degree, dictate the supporting course work and other aspects of the research assistant's preparation needed to fulfill the assistantship responsibilities. When the two roles are performed by the same faculty member, supervision of research assistant duties and progress towards completion of the doctoral thesis are difficult to separate. The combination of the research appointment and the registration for thesis credits must represent a realistic workload, particularly when the research assistant is still pursuing supporting course work.

RAs may be expected to do any of the following: design and implement software; design and conduct experiments involving human subjects, including applications for Institutional Review Board (IRB) approval; collect and process data; search for materials at the University Libraries or perform Web research; interact with sponsors and vendors; prepare reports and related presentation materials; attend meetings and seminars; participate in writing manuscripts for conference and journal submissions; participate in preparing presentations for conferences; and assist in preparing research funding proposals as directed.

The RA's supervisor will clarify the specific work needed for a given research assistantship position, regularly oversee the work, and evaluate the work, dependability, and readiness of the RA to move to higher levels of responsibility such as taking the lead on data analysis, helping to supervise undergraduate research assistants, crafting of manuscripts, and making presentations.

2. Teaching Assistantships

A TA is assigned to support one or more specific courses for a particular semester, not to support a faculty member. In other words, if a faculty member other than the student's advisor teaches a course to which a TA is assigned, the student is supervised in his/her teaching-related responsibilities by this other faculty member. We will refer to the faculty member who teaches the course section(s) to which a TA is assigned as the TA's supervisor.

TAs should meet with their supervisors prior to the start of the semester, as well as during the semester. Once assignments have been announced, TAs should contact their supervisors to let them know when they are available for meetings prior to the start of the semester. Initially, the TAs should expect to receive a course syllabus, a textbook if one is used, any information to be distributed to the students, and specific details about what they are expected to do over the course of the semester. TAs and their supervisors should

discuss the instructional goals and objectives of the course and the means to accomplish them. Periodically, meetings should be held to emphasize how specific assignments or projects and how these should be evaluated. TAs should expect to attend course lectures and labs, and be aware of the instructor's emphasis and expectations of the students.

TA's may expect a wide variety of assignments including the following: grading homework, projects, and examinations; preparing assignments; preparing solutions for posting or distribution; maintaining office hours and holding special lab or review sessions; helping to prepare, photocopy, and administer examinations; prepare and set up demonstrations; processing grade data, and perhaps, assigning grades.

If a TA must be absent from an assigned job due to illness, a personal emergency, or professional trips, they must notify the supervisor at the first knowledge of such an absence and work with the supervisor to ensure that his/her responsibilities are covered.

IMPORTANT: *TAs should not make travel plans the week before the semester begins, during the last week of the semester, or the week immediately following the end of classes.* These periods are critical for preparation before the semester begins, and for end-of-semester grading and grade calculations. In exceptional conditions a supervisor may agree to allow a TA to depart early or arrive late, but this should never be assumed by the TA. Permission for such exceptions must be requested in advance.

Before the first week of the semester, the TA and supervisor should meet and complete a check sheet to assure that all start-up details have been discussed and arranged. At mid-semester and again at the end of the semester, the TA and the supervisor should complete separate evaluation forms. Copies of these forms are available from Graduate Programs.

B. Student Insurance

All international graduate assistants and any dependents who accompany them must have health insurance. A student may choose to purchase insurance separately and provide evidence that their policy meets the standards of Penn State. Otherwise, a student will be enrolled in a group policy for students. More information can be obtained by contacting the Graduate Student Association (<http://www.clubs.psu.edu/up/gsa/>) or the Graduate Student Insurance Office (<http://studentaffairs.psu.edu/health/services/insurance/>)

C. Stipends

Stipends are delivered electronically into the student's local bank account five times each semester on the last working day of the month and twice during the summer (if hired for summer). **Please note - a newly appointed graduate assistant arriving in August may not receive his or her first paycheck until the end of September.**

D. AEOCPT

All international students are required to take the American English Oral Communication Proficiency Test (AEOCPT) upon arrival. No international student will be assigned to a teaching assistantship until this test is passed or remediation steps (typically taking English language courses) have been completed. Enrollment in IST 602 (Supervised Experience in College Teaching) is required for all students TA'ing during their first semester regardless of their assistantship appointment. This course is offered every fall semester and is designed to help new teaching assistants become more effective in their teaching. It also provides teaching assistants with the opportunity to learn some pedagogy and to discuss problems that arise in the classroom.

III. Current M.S. Degree Requirements

A. Full-time Matriculation

Graduate students in the IST M.S. program are expected to matriculate on a full-time basis at the University Park campus. There are no exceptions to the requirement for full-time on-site matriculation. In addition, applicants to the M.S. program are ordinarily expected to start in the fall semester of each year.

B. General Requirements

Master students must complete a minimum of 30 credits for both the thesis or paper option with 27 of these credits must be earned at University Park. These include 9 credits of core requirements and 21 credits of primary and supporting field requirements. Reflecting the interdisciplinary nature of the program, many of the approved elective courses are offered by other colleges.

1. Core Requirements (9 credits)

All M.S. students are expected to develop a broad understanding of the core constructs of people, information, technology, and the significant interactions among those elements by choosing 3 from the following: IST 501, IST 511 or IST 512, IST 521 or IST 522, IST 531 or IST 532.

2. Research Methods Requirements (3 credits)

All candidates must develop a basic understanding of the research methods utilized in the information sciences, by taking at least one research methods course offered in IST or elsewhere. The focus of the course must be on the methods being learned rather than application of some method to a research topic.

3. Specialty Area Requirement (12 - 15 credits)

In consultation with his/her advisor, a candidate is expected to choose courses in one or more areas customized to support the thesis or project requirement. In addition to advanced courses in IST, a support area could be in law, business, education, engineering, the liberal arts, science, or any area that is linked to the information sciences. Students pursuing the thesis option must take 12 credits of specialization courses; those pursuing the project option must take 15 credits. Students who register for IST 596 as part of their coursework must fill out a Request for Independent Study form (p. 13).

4. Thesis or Project (3 - 6 credits)

Students may choose a thesis or project option. Students who choose the thesis option must write a thesis and register for 6 credits of IST 600. The thesis should focus on a well-defined problem relevant to the information sciences. Students who choose the project option must complete a project and register for 3 credits of IST 594. The project is to be a focused piece of technical work that applies the student's expertise and knowledge base, and that is documented and presented as a research paper. The student must present the thesis or project in a public presentation and successfully defend the thesis/project to the adviser and committee.

C. Proposed MS Degree requirements* (upon approval of the University in Fall 2014)

***The information presented below reflects the new MS course requirements that will be implemented once the University has given final approval in Fall 2014.**

The M.S. in Information Sciences and Technology requires a minimum of 30 credits at the 400 level or above, with at least 18 credits at the 500 level or above; 27 of the 30 credits must be earned at University Park. These credits are distributed among the following requirements:

1. Core Requirements (6 credits)

All candidates are expected to develop a broad understanding of the core constructs of people, information, technology, and the significant interactions among those elements by taking IST 504 and IST 505.

PROPOSED-THESIS	PROPOSED-PAPER
30 credits	30 credits
6 credits core courses: - IST 504 (597C) - IST 505	6 credits core courses: - IST 504 (597C) - IST 505
12 credits specialization	12 credits specialization
6 credits research methods	6 credits research methods
6 credits 600 for thesis	6 credits 594 for project

2. Research Methods Requirements (6 credits)

All candidates must develop a basic understanding of the research methods utilized in the information sciences, by taking at least two research methods courses offered in IST or elsewhere. The focus of the course must be on the methods being learned rather than application of some method to a research topic.

3. Specialization Courses (12 credits)

In consultation with his/her adviser, a candidate is expected to choose courses in one or more areas customized to support the thesis or paper requirement. In addition to advanced courses in IST, a support area could be in law, business, education, engineering, the liberal arts, science, or any area that is linked to the information sciences.

4. Thesis or Paper (3-6 credits)

Students may choose a thesis or paper option. Students who choose the thesis option must write a thesis, orally defend the thesis to the thesis committee, and register for 6 credits of IST 600. The thesis should focus on a well-defined problem relevant to the information sciences. Students who choose the paper option must complete a paper, and register for at least 3 credits of IST 594. The paper is to be a focused piece of technical work that applies the student's expertise and knowledge base, and that is documented and presented as a scholarly paper report. Students who choose the paper option must write a scholarly paper and submit to their M.S. committee. An oral presentation is at the discretion of the student's advisor.

5. Language and Communication

All candidates must be competent in the English language and must have demonstrated skills in the communication of ideas both orally and in writing commensurate with the requirement of professional work. The foreign language and communication requirement may be fulfilled through demonstrating computer language proficiency (assessed through courses taken).

IV. M.S. Committee Selection

An M.S. degree-seeking student must formally select his or her M.S. degree committee no later than the completion of their general degree requirements. This normally occurs after completing the first year of studies. A completed M.S. Degree Committee Appointment Signature Form (page 17) must be submitted to the IST Office of Graduate Programs.

This committee will be composed of at least three Penn State graduate faculty members. At least two of the committee members should be graduate faculty members of IST. At least two of the committee members should be tenured or tenure-track. The chair of the committee (normally the student's advisor) must be a tenured or tenure-track graduate faculty member of IST.

By the end of the first semester of study, the student should formulate a plan of research and begin to identify members of the Master's Degree Committee.

V. M.S. Thesis Defense

A. Objective

The objective of the M.S. Thesis Defense is to assess a M.S. candidate's research accomplishments based on the completion of a final draft of the candidate's thesis. This is to be facilitated by the M.S. candidate submitting the final draft of the dissertation to the candidate's M.S. committee and by presenting the thesis at a formal meeting of his or her committee that is open to the University community. The final draft should be in a format that meets the editorial standards of the Graduate School.

B. Graduate School Guidelines

Changes to the official Graduate School publication take precedence over the content of this section. Please see <http://bulletins.psu.edu/graduate/degree/requirements/masters>

The M.S. candidate who has satisfied all other requirements for the degree will be scheduled by the Graduate Programs office on the recommendation of the M.S. committee chair, to take a final examination. Two weeks' notice is required for scheduling this examination. Please fill out the Exam Request Form (page 19). The deadline for holding the examination is four weeks before commencement. It is the responsibility of the M.S. candidate to provide a copy of the thesis to each member of the M.S. committee *at least two weeks* before the date of the scheduled examination.

Both the thesis advisor and the student are responsible for ensuring the completion of a draft of the thesis and for adequate consultation with members of the M.S. committee well in advance of the final oral examination. Major revisions to the thesis should be completed before this examination. The dissertation should be in its final draft, with appropriate notes, bibliography, tables, etc., at the time of the final oral examination; both the content and style should be correct and polished by the time this final draft of the thesis is in the hands of the M.S. committee.

The M.S. thesis defense is an oral examination administered and evaluated by the entire M.S. committee. It consists of an oral presentation of the thesis by the candidate and a period of questions and responses. These will relate in large part to the dissertation, but may cover the candidate's entire program of study, because a major purpose of the examination is also to

assess the general scholarly attainments of the candidate. The portion of the examination in which the thesis is presented is open to the public.

At least two members of the M.S. committee (including the thesis advisor or chair) must be physically present at the final oral examination. The graduate student also must be physically present at the exam. No more than one member may participate via telephone or video conferencing. The M.S. thesis defense request and a request for exceptions must be submitted to the graduate programs office for approval at least two weeks prior to the date of the exam. Special arrangements, such as requirements for meeting participation via distance, should be communicated to the student and the M.S. committee members well in advance of the examination.

The student does not need to be registered as a full-time or part-time degree student for the semester in which the final M.S. Thesis oral examination is taken if the student is not funded on a graduate assistantship and has already completed all the required coursework.

A favorable vote of at least two-thirds of the members of the committee is required for passing the final M.S. oral examination. The results of the examination are reported to the IST Office of Graduate Programs via the Completion of Master's Final Defense form to become part of the student's graduate file. Students should go to the Thesis Office website and print a copy of the Master's Signatory Page (<http://www.gradschool.psu.edu/current-students/etd/mastersapprovalpagepdf/>) and have each committee member sign this form. If a candidate fails, it is the responsibility of the M.S. committee to determine whether or not another examination may be taken.

VI. General Thesis Requirements

The Graduate School, the University Libraries, and the graduate faculty of Penn State have established format standards that a thesis must meet before it receives final approval as a fulfillment of a graduate requirement. The Thesis Office is the unit of the Graduate School responsible for certifying that dissertations/theses have been prepared in accordance with these established regulations (<http://www.gradschool.psu.edu/current-students/etd/>)

Every dissertation/thesis must be reviewed and approved by the Thesis Office staff. That office reviews for format only and does not edit for spelling, grammar, or punctuation. When a dissertation/thesis is submitted to the Thesis Office, it must meet the formatting and deadline requirements set forth in the latest edition of the *Thesis Guide*, which is available for download from <http://www.gradschool.psu.edu/current-students/etd/thesisdissertationguidepdf/>. Information Technology Services provides a list of thesis resources to facilitate the writing process and offers PSUThesis (<http://css.its.psu.edu/node/66>), a Penn State thesis package for Microsoft Word users that includes Word templates, styles and functions to help produce a dissertation, master's thesis or Schreyer honors thesis according to guidelines set forth by Penn State University. In addition, the Statistical Consulting Center (<http://scc.stat.psu.edu/>) gives free advice to graduate students working on thesis research.

An M.S. thesis must be submitted electronically. For more information on electronic dissertations/theses (eTDs), visit the eTD Web site at <http://www.gradschool.psu.edu/current-students/etd/about/>

In all cases, the dissertation/thesis author bears the ultimate responsibility for meeting Graduate School requirements. It is the dissertation/thesis author who must pay the dissertation/thesis fee, activate the intent to graduate, meet deadlines for submission and corrections, and obtain faculty signatures.

A summary of the dissertation/thesis submission requirements is provided below. The dissertation/thesis author should:

- Become familiar with the format requirements by reading the Thesis Guide carefully <http://www.gradschool.psu.edu/current-students/etd/thesisdissertationguidepdf/>. Be aware of all Graduate School and Thesis Office deadlines as indicated on the Graduate School Calendar at <http://www.gradschool.psu.edu/currentstudents/etd/thesisdissertationperformance-calendar/>
- Activate the intent to graduate on eLion during the semester in which you plan to graduate. Go to <http://www.gradschool.psu.edu/current-students/etd/thesisdissertationperformance-calendar/> for deadline.
- Upload a draft of your thesis for format review (Word or pdf file) to the eTD Web site <http://www.gradschool.psu.edu/current-students/etd/about/> by the specified deadline. Corrections and detailed instructions will be returned to you by e-mail within two weeks.
- Make any changes required by the advisor and readers. Receive approval in the form of signatures on the Master's Signatory Page. <http://www.gradschool.psu.edu/current-students/etd/mastersapprovalpagepdf/>
- Review the thesis one final time to be sure that no further changes are needed. It will not be possible to make corrections after final approval by the Thesis Office. If submitting electronically, convert the file into a PDF for eTD submission. If you cannot do this, contact the Thesis Office for assistance.
- Go to the eTD website <https://etda.libraries.psu.edu/author/> and upload the final eTD; submit supporting materials to the Thesis Office (Note: It doesn't matter if you upload first or submit the materials first). Supporting materials are: signed Master's Signatory Page and \$25 thesis fee (cash or check payable to Penn State).
- Await notification of thesis approval by e-mail. If changes are required, you will be notified. Your eTD will be accessible on the eTD website immediately after graduation unless you have restricted access.
- If bound copies are needed, contact any Multimedia & Print Center on campus <http://www.multimediaprint.psu.edu/> or you may use an off-campus source. All copies are the author's responsibility. The Graduate School does not provide copies.

VII. Additional Information

A. Transfer of Credits

Students may request a transfer of up to five credits into the IST M.S. program by addressing a memo to the Graduate Program Director with a detailed description of the coursework taken, the credits of each course and the comparable course in the IST field. In addition, a memo from the student's advisor should be submitted that he or she is in agreement with the transfer. This memo will then be presented to the IST Graduate Advisory Committee for consideration and approval or denial of the request.

If the request is denied, the student may not petition the committee again regarding the issue of the transfer of credits from another program.

Credits earned to complete a previous master's degree, whether at Penn State or elsewhere, may not be applied to a second master's degree program at Penn State.

B. Intent to Graduate

Students who plan to graduate at the end of the semester are responsible for indicating their intent to graduate on eLion by the deadline stated on the Graduate Calendar <http://www.gradschool.psu.edu/current-students/etd/thesisdissertationperformance-calendar/> Any changes to a student's graduation status after the designated time period must be made by contacting the IST Office of Graduate Programs.

All degrees conferred are tentative until final grade reports have been received and all requirements fulfilled, even though the student's name may appear in the commencement program. A student's transcript or diploma, or both, may be withheld until any outstanding financial obligations to the University have been paid.

C. Independent Study Policy

The College of Information Sciences and Technology (IST) allows students to take independent study courses with IST graduate faculty members to learn about areas that are not taught in regular IST graduate courses or in graduate courses in other department and programs. The College will use the following guidelines for the Independent Study policy:

1. Students requesting an independent study course must submit a completed Independent Study Form to the Graduate Programs Office.
2. The maximum number of independent study credits a student can obtain is six. The maximum hours per independent study course is three but can range from 1-3 depending on the work proposed. These credits will count towards the specialization area requirements.
3. Independent study is not to be used for thesis research. Rather, it is for students to do independent coursework on a subject that is not being offered in IST or elsewhere at Penn State.
4. The student must meet with their independent study instructor for the contact hours related to the number of requested credits. For example, a three-credit independent study would require three contact hours a week.
5. The output of the independent study course must be a deliverable that is relevant to the course and agreed upon by the student and the instructor.

Forms

There are various forms students will need. These forms are located on the Grad Programs Intranet https://intranet.ist.psu.edu/grad_prog/default.aspx and in the Graduate Student Mailroom (329B). Graduate School forms are available on the Graduate School Website <http://www.gradsch.psu.edu/faculty-and-staff/forms/ges/#studentforms>

A MESSAGE TO ALL FACULTY, STAFF AND STUDENTS ABOUT REPORTING AND ASSISTANCE RESOURCES

As we welcome new and returning students to campus for the Summer 2014 semester, all members of the Penn State community are asked to be mindful of their individual responsibility to help keep the University a safe and ethical institution and an accountable steward of University funds whether generated from state, federal, student, or any other sources.

The University does not condone wrongful conduct by any member of the Penn State community no matter what position he or she may hold.

Thus all members of the University community are urged to speak up if they see or suspect illegal, unethical, or unsafe conduct. If you do so, be assured that the University will protect you from retaliation. See AD67 (<https://guru.psu.edu/policies/AD67.html>) or contact the Office of Ethics & Compliance for more information (<http://www.universityethics.psu.edu/>).

The following resources are available for faculty, staff, students, and others:

TO MAKE A REPORT

Crime or emergency situation

- Contact the campus police or security office
- In an emergency, dial **911**

Child abuse, including child sexual abuse

- Contact the Pennsylvania Child Welfare Services "ChildLine" at **800-932-0313**
- If the child is in immediate danger, dial **911** first
- Penn State Authorized Adults (per AD39) are to also email AD39@psu.edu communicating that a report has been made. For more information on AD39, see <https://guru.psu.edu/policies/AD39.html>

Behavioral threat

- Contact the Behavioral Threat Management Team at **855-863-BTMT (2868)**, **814-863-BTMT (2868)**, reportBTMT@psu.edu or <http://btmt.psu.edu/>

Bias or discrimination

- Contact the Affirmative Action Office at **814-863-0471**
- Visit the Report Hate website: <http://equity.psu.edu/reportbias/statement>
- Students at University Park should call the Lion Support Help Line at 814-863-2020 to report acts of intolerance
- Students at other campuses may contact their campus Student Affairs office to report acts of intolerance

Sexual Harassment

- Contact the Affirmative Action Office at **814-863-0471** or another appropriate office listed here: <http://www.psu.edu/dept/aaoffice/sexharass.htm>
- To file a complaint outside of the University, contact the Office for Civil Rights (Philadelphia Office) at **(215) 656-8541** or email OCR.Philadelphia@ed.gov

Research-related

- Contact the Office for Research Protections at **814-865-1775** or ORProtections@psu.edu

Suspected ethical or policy violations

(including fraud, theft, conflict of interest, retaliation, athletics compliance)

- Use Penn State Ethics and Compliance Hotline at **800-560-1637** or <http://www.mycompliancereport.com/brand/psu>. Both are anonymous and available 24/7

TO ASSIST VICTIMS

Sexual violence, sexual abuse or sexual harassment

- The Penn State Sexual Assault and Relationship Violence Hotline is available 24/7 at **800-550-7575 (TTY 866-714-7177)**
- The University-wide designated sexual harassment resource person for students, regardless of sex or gender, is the Director of the Center for Women Students at **814-863-2027** or <http://studentaffairs.psu.edu/womenscenter/>
- Each campus location provides a list of sexual assault resources: <http://studentaffairs.psu.edu/womenscenter/resources/ccsar.shtml>

All others

- Contact the Center for Counseling and Psychological Services (CAPS) at **814-863-0395** or <http://studentaffairs.psu.edu/counseling/>
- Contact the Employee Assistance Program at **866-799-2728** or <http://ohr.psu.edu/health-matters/employee-assistance-program/>

RESOURCES

All employees should be aware of Penn State's Conflict of Interest policy. Please see the following for more information:

- <http://news.psu.edu/story/143476/2013/01/04/employees-reminded-disclose-conflicts-interest>
- <https://guru.psu.edu/policies/OHR/hr91.html>
- <https://guru.psu.edu/policies/RA20.html>
- <https://guru.psu.edu/policies/AD83.html>

If it is not clear where to turn for assistance, any of these offices will guide the individual to someone who can help:

- Office of Human Resources Employee Relations Division at **814-865-1412** or <http://ohr.psu.edu/employee-relations/>
- Office of University Ethics and Compliance at **814-867-5088** or <http://www.universityethics.psu.edu/>
- Office of Internal Audit at **814-865-9596** or <http://www.internalaudit.psu.edu/>
- Clery Act Compliance Manager at **814-863-7459** or <http://www.police.psu.edu/clery/>
- Your campus, college, or unit's Human Resources representative. Contact information is available <http://ohr.psu.edu/hr-representatives>

TRAINING

Training is available on many of the above topics. Please contact the Office of Human Resources' Center for Workplace Learning and Performance at **814-865-8216** or <http://ohr.psu.edu/learning/>.

College of
Information Sciences and Technology

STUDENT/ADVISOR

AGREEMENT FORM

Name _____ PSU ID# _____

STUDENT

I agree to have _____ as my advisor for my M.S./Ph.D. (circle one) studies at IST.

Student Signature

Date

ADVISOR

I agree to advise _____ during their M.S./Ph.D. (circle one) studies at IST.

Advisor Signature

Date

Return form to Grad Programs, 321F IST Building for Graduate Program Director approval.

Grad Program Director Signature

Date



Request for Independent Study* IST 596 -2014-2015

IST 596 is available for all graduate students. However, you are responsible for finding an IST faculty member willing to serve as your instructor. Please complete the following information with the instructor. *Please remember, you are only allowed to take a maximum of 6 units' total (3 per semester) of IST 596 and it must have a deliverable.*

Name of Student: _____ PSU I.D. #: _____

Email: _____

Faculty member you will be working with: _____

Number of credits for which student is enrolling: _____

Semester for which student is enrolling: please CIRCLE appropriate semester/session

FA 2014 SP 2015 SU 2015 (1st 6-week) SU 2015 (2nd 6-week) SU 2015 (all semester)

Brief description of course - Please complete full description on back page as well.

A statement indicating why the applicant's interest cannot be served by a regularly scheduled Penn State course:

Approved:

Instructor: _____ Date: _____

Grad Director: _____ Date: _____

Fill out back side and return form to Graduate Programs, 321F IST Bldg., to obtain Grad Director's signature and add the course.

*Be sure you fully understand how your independent study credits will be used in your overall plan of study.

Request for Independent Study (Page 2)

Title:

Course Description:

Learning Objectives:

Course Activities:

Assessment (Please be specific on how the course activities will be assessed):

Meeting Times (Please be specific on when you will meet with the instructor):

College of Information Sciences and Technology

Request for Research Study Credits 2014-2015 IST 594/600/601/610/611

IST 594, 600, 601, 610 and 611 research courses are available for all IST graduate students. Please complete the following information with the faculty member who is directing (Chair of your committee) your thesis/project or dissertation research.

Please circle appropriate course and semester below (and fill in credits if appropriate).

Name of Student: _____ I.D. _____

Email: _____

Faculty Member who is directing your research (Chair of your committee) _____

MASTERS STUDENTS OR PHD STUDENTS WHO STILL HAVE COURSE REQUIREMENTS TO MEET.

IST 594 – Number of credits for which student is enrolling: _____

A letter grade is not assigned for these courses—you will receive a grade of “R” for successful project research completion. If project research is unsatisfactory, you will receive an “F”.

IST 600 – Number of credits for which student is enrolling: _____

A letter grade is not assigned for these courses—you will receive a grade of “R” for successful thesis research completion. If thesis research is unsatisfactory, you will receive an “F”.

IST 610 – part-time research -- only to be used by students not in residence.

Number of credits for which student is enrolling: _____

A letter grade is not assigned for these courses—you will receive a grade of “R” for successful thesis research completion. If thesis research is unsatisfactory, you will receive an “F”.

PHD STUDENTS—successfully completed comps and no longer need to take courses.

IST 601 is full-time dissertation research on-campus. Number of credits for which you are enrolled is Zero (0)—however, **your enrollment will reflect full-time status.**

IST 611 is part-time dissertation research off-campus. Only to be used by students not in residence.

Number of credits for which you are enrolled is Zero (0)—**your enrollment will reflect part-time status.**

Semester for which student is enrolling: please CIRCLE appropriate semester/session

FA 2014 SP 2015 SU 2015 (1st 6-week) SU 2015 (2nd 6-week) SU 2015 (all semester)

Approved:

Faculty: _____ Date: _____

Grad. Program Approval: _____ Date: _____

Return form to Graduate Programs, 321F IST Building to add course.



College of Information Sciences and Technology

Graduate Programs

Exam Request Form

_____ Ph.D. Dissertation Proposal (Oral Comprehensive)

_____ Final Thesis Defense (M.S. or Ph.D.)

Name of Student: _____ Student ID: _____

Degree: _____ Date of Exam: _____ Time: _____

Title of Thesis (for final defense only): _____

Note: Please send electronic copy of thesis abstract to Michelle Hill mhill@ist.psu.edu if your last name begins with A-M, or Sue Kelleher skelleher@ist.psu.edu if your last name begins with N-Z, seven to ten days before exam date.

Room will be scheduled by Graduate Programs office: Room _____

Committee Chair: _____

Committee Co-Chair: _____

Major Field Member(s): _____

Outside Unit Member
(formerly External Member) Email Address _____

Outside Field Member:* _____

Special Member: _____
Email Address _____

Minor Field Member: _____

*Can be the same as the Outside Unit Member.

If a committee member cannot be present, due to extenuating circumstances, we need to know as soon as possible so that we can get Graduate School permission.

Return form to IST Graduate Programs Office. Thank you.

Graduate Student Committee Procedures and Master's Committee Appointment Signature Form

(For a complete list of master's committee policies, please refer to the Graduate Bulletin or on-line at www.bulletins.psu.edu/bulletins/whitebook/index.cfm)

I. Justification:

A graduate student's committee is responsible for approving a student's program and promoting communication among the graduate student, the committee chair (or adviser), and the members of the committee, and, more generally, for helping to ensure the successful completion of a student's program. The committee should be appointed no later than the completion of their general degree requirements. This normally occurs after completing the first year of studies. The following **Master's Student Committee Policies and Procedures** are designed to achieve these goals, minimize misunderstandings, and help foster a collegial relationship among the graduate student, the committee chair, and the members of the committee throughout the graduate student's program. **Each master's student, chair and committee member should receive a copy of these policies and procedures.**

II. Policies and Procedures for Master's Students and Committees:

1. The **master's committee** should meet with the student **at least once per year** to (1) provide guidance, (2) finalize and approve the research proposal of the student so that there is a clear understanding of the research goals and objectives, (3) assess the quality and progress of the research, and (4) discuss programmatic issues (e.g., course requirements).
2. Both the **chair** and the **student** are responsible for providing a copy of the final draft of the dissertation/paper to the committee **at least 2 weeks** prior to the scheduled date of the final oral examination. The chair should schedule a date for the examination **at least three weeks** prior to the examination.
3. Both the **chair** and the **student** are responsible for ensuring the completion of a draft of the dissertation/paper and **for adequate consultation** with members of the **master's** committee well in advance of the final oral examination. Major revisions of the dissertation/paper should be completed before this examination. The dissertation/paper should be in its "final" draft, with correct and polished content and style, appropriate notes, bibliography, tables, etc., at the time it is distributed to the committee members. **If committee members find that the draft submitted to them is not in this form, the chair is notified and postponement of the examination is considered.**
4. **If a committee member finds that the "final" draft is not correct and polished with respect to content and style, it is his/her responsibility to notify the committee chair (or advisor) at least one week in advance of the final oral examination date.** The **committee member** should indicate his/her concerns regarding the draft and recommend consideration of postponement of the examination to the committee chair (or advisor). The **committee chair** (or advisor), in consultation with committee members, is responsible for notifying the student and assessing whether the student can make the necessary revisions to the "final" draft before the examination date. If it is determined that revisions cannot be made in time, the examination should be postponed. If differences exist among committee members, the **dean of graduate programs** should be consulted to hear the expressed concerns and determine whether the examination should be postponed.
5. **If the dissertation is deemed unsatisfactory at the time of the examination by at least two-thirds of the committee, the student will fail the examination.** If a candidate fails, it is the responsibility of the committee to determine whether another examination may be taken by the student.
6. The primary responsibilities of The Outside Member are to (1) maintain the academic standards of the Graduate School and (2) assure that all procedures are carried out fairly. The Outside Member represents the Graduate School and, as such, The Outside Member shall be a member of the Graduate Faculty but need not have direct expertise in the research area of the candidate. The Outside Member may contribute technical expertise, but this role is subordinate to the aforementioned primary responsibilities. The Outside Member shall not hold an appointment having a budgetary connection to or other conflict of interest in the department or academic unit to which the master's program belongs, or to the department or academic unit of the chair or dissertation advisor, and cannot serve as either chair or co-chair of the committee.

Master's Committee Appointment Signature Form

Student Name (Print or Type)

Student Number

- III. Master's Committee Appointment Signature Page: This committee will be composed of at least three members of graduate faculty with the majority of the members being tenured or tenure-track. These may all be within IST or two within IST and one external member. (The committee must have an odd number of members.) The chair of the committee must be a tenured or tenure-track graduate faculty member.

As the student/chair/committee member, I have carefully read and agree to the policies and procedures outlined on page 1, and, if a committee member, agree to serve as a chair/committee member for the student specified.

Student: _____
Signature

Date

Chair of the Committee:
(Must be a tenured
or tenure-track
graduate faculty member of
IST)

Printed Name

Signature

Date

Co-Chair (if applicable):

Printed Name

Signature

Date

Thesis Advisor

Printed Name

Signature

Date

**Major Field
Member(s):**
(In addition to the chair or
co-chair)

Printed Name

Signature

Date

Printed Name

Signature

Date

Printed Name

Signature

Date

Outside Member:

Printed Name

Signature

Date

Department

**IST Dean of Graduate
Programs**

Printed Name

Signature

Date

Please note:

- (1) If the composition of the master's committee changes, a new committee appointment signature page must be resubmitted to the IST Office of Graduate Programs to be signed by the Dean of Graduate Programs but only the new committee member needs to sign the form.**

Information Sciences and Technology (IST) Graduate Student Annual Evaluation Form
*Instructions: Complete/discuss with advisor, both of you sign/date, submit to Grad Office **with current CV***

Student name:	IST Program: <input type="checkbox"/> Masters <input type="checkbox"/> Ph.D.
Date:	
GPA:	Program Milestones: Candidacy Date _____ Comprehensive Date _____
PSU Graduate Credits: _____	
Cohort/year entered IST graduate program: _____	
Advisor's Name:	

Recent coursework (Sum2013; Fall2013; in progress Spr2014)	Term	Grade

In what ways have you collaborated on research or other activities over the past year – with your advisor, with other IST professors, or with any other collaborators?

How would you characterize your current progress in gaining relevant research understandings and skills? Are you satisfied with your progress – why or why not?

What are your current feelings about your academic progress, e.g. course work that is required or expected of you, milestones that you have completed or are striving to achieve?

Advisor's overall rating: Outstanding Satisfactory Unsatisfactory

Advisor's comments generated DURING advising meeting to explain rating:

_____	_____	_____	_____
Student signature	Date	Advisor Signature	Date
_____	_____	_____	_____
		Co-Advisor Signature (if applicable)	Date

