

Subject: Certificate of Advanced Graduate Study in Library and Information Science

Policy: A5.52

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The Certificate of Advanced Graduate Study in Library and Information Science is tailored to complement the Master of Library and Information Science program by providing post-Master's degree instruction designed to enhance the student's career opportunities in his or her chosen area of specialization. Completion of the Certificate of Graduate Study in Library and Information Science will acknowledge to the prospective employer the student's additional preparation for specific job responsibilities.

GOAL

To enable Certificate program graduates to perform effectively in the library and information science professions by demonstrating skills and/or knowledge in a specific chosen area of the field.

LEARNING OUTCOMES

1. Students will demonstrate an understanding of their professional development goals.
2. Students will demonstrate an understanding of what specialized knowledge and/or skills are needed to meet their professional development goals.
3. Students will demonstrate specialized knowledge and/or skills in a specific chosen area of the field.

PROCEDURE

In order for a student to matriculate and graduate, the following conditions apply:

Admissions Requirements:

1. A USC Graduate School application and the non-refundable \$50.00 application fee.
2. The School of Library and Information Science Supplemental Application which is accessible through the Graduate School application. The Supplemental Application includes an essay requirement. Applicants must respond to the statements provided on the application.
3. Master of Library and Information Science degree earned from an ALA-accredited university. An official transcript with MLIS degree posted from a college or university accredited by a regional accrediting agency and ALA-accreditation. The recommended GPA is 3.0 on a 4.0 scale.
4. An official transcript with baccalaureate degree posted from a college or university accredited by a regional accrediting agency. The required GPA is 3.0 on a 4.0 scale.
5. Official transcripts from all other colleges or universities attended.

6. Two letters of recommendation. The recommenders should be in a position to evaluate (a) your academic performance at the undergraduate or graduate level (e.g. faculty or instructors) or (b) your job performance (e.g. supervisors or administrators). Letters from friends and relatives which speak only of the applicant's personal attributes will not be accepted. Applicants are required to provide contact information for recommenders who may be contacted by the School of Library and Information Science.
7. Standardized test score report for either the GRE or MAT:
 - A. Graduate Record Examination (GRE) Official score report for the GRE taken within the last five years must indicate:
 - i. A combined score requirement for the GRE must be 294 with at least 153 on the verbal section.
 - ii. SLIS requires a minimum score of 4.0 on the writing portion of the GRE. The score is considered in the application process, particularly if the GRE score and/or GPA is weak or does not meet the minimum requirement.
 - B. Miller Analogies Test (MAT) Official score report for tests taken within the last five years must indicate a score of at least 410. For MAT information and testing center locations go to www.milleranalogies.com.
8. International Students: Test of English as a Foreign Language (TOEFL) International students whose native language is not English must also submit an official score report with a minimum score of 80 internet-based (IBT) or 570 paper-based (PBT). TOEFL scores are available from ETS for two years. Information can be found at www.ets.org/toefl.

Upon admission to the Certificate of Advanced Graduate Study in Library and Information Science degree program, the Student Services Office will assign an advisor for each student. The student or advisor may, at any time, ask for a change of advisor. The advisor will assist in the development of the student's program but it is the responsibility of the student to ensure that all of the degree requirements are met.

Degree Requirements:

The certificate program consists of 18 credit hours of required and elective course work in a specific area of library and information science. A student may pursue the certificate simultaneously with the M.L.I.S. or following completion of the M.L.I.S. School of Library and Information Science students who are admitted to the certificate program prior to completion of the M.L.I.S. are allowed to use 6 hours of M.L.I.S. credit toward the certificate provided the 6 hours are related to the proposed area of specialization for the certificate. If there is a lapse of time between completion of the M.L.I.S. and enrollment in the certificate program or if the student is a graduate of another ALA-accredited master's program, 18 hours of course work will be required to earn the certificate. Courses which will be more than six years old at the time the Certificate is awarded may not be included on the student's Program of Study.

All students must complete an end-of-program portfolio. (See Policy A5.85, Portfolio, Student). Students must complete a minimum of 3 credit hours of internship (SLIS 794) and an additional

nine or 15 credit hours, depending upon whether admission was prior to or following completion of the MLIS degree. Students may choose their elective courses in library and information science or a related discipline after consultation with an academic advisor. Each student's program of study will be tailored according to prior course work and the student's professional objectives.

Students must present a grade point average of at least 3.0 (B average) on all courses taken in the program at the time of graduation. Students who earn a grade below B on more than six hours of course work or who make a grade below C in any course will not be allowed to continue in the program. Students who receive a grade below C in a course cannot apply the course toward graduation. Students who receive a grade of D+ or D in a required course (i.e. joint program requirements or CAEP requirements) must retake the course upon reinstatement to attain a grade of at least C (see Policy A5.80, Grade Requirements for Degree Credit).

The student will apply for and be awarded the MLIS degree upon completion of the 36 hours required for that degree. Subsequently the student will be awarded the Certificate of Graduate Study in Library and Information Science upon completion of the additional 12-18 hours as specified above.