

NEW STUDENT CHECKLIST

IMPORTANT INFORMATION FOR NEW INFORMATION SCIENCE STUDENTS RELATED TO YOUR STUDIES AND STUDENT LIFE

1. CONNECT WITH YOUR FACULTY ADVISOR & DEVELOP A PLAN OF STUDY

As a student new to the program, you have been assigned a faculty advisor (see your acceptance letter). Get in touch with your advisor as soon as possible. Whether you are ready to select courses or still deciding if UB Information Science is right for you, our faculty advisors are a valuable resource for assisting you on your academic path.

Faculty members maintain office hours or are available by appointment, and can meet by email, phone, or Skype. You must contact your advisor for academic program advisement.

ADVISOR	OFFICE NUMBER	PHONE NUMBER	EMAIL
Dr. Dan Albertson	536 Baldy	716-645-1482	dalbert@buffalo.edu
Dr. Samuel Dodson	517 Baldy	716-645-1488	smdodson@buffalo.edu
Dr. Africa Hands	523 Baldy	716-645-2412	africaha@buffalo.edu
Dr. Heidi Julien	526 Baldy	716-645-1474	heidijul@buffalo.edu
Ms. Mary Jo Sicurella	513 Baldy	716-645-1483	mjsicure@buffalo.edu
Dr. Dagobert Soergel	522 Baldy	703-585-2840	dsoergel@buffalo.edu
Dr. Ying Sun	528 Baldy	716-645-1489	sun3@buffalo.edu
Dr. Amy VanScoy	525 Baldy	716-645-1487	vanscoy@buffalo.edu
Dr. Jianqiang Wang	516 Baldy	716-645-1478	jw254@buffalo.edu
Dr. Brenda Battleson White	527 Baldy	716-645-1486	blb@buffalo.edu

Be sure to visit the [IS Faculty Directory page](http://ed.buffalo.edu/information/directory/faculty) for teaching and research interests of each advisor:

ed.buffalo.edu/information/directory/faculty

2. REVIEW DEPARTMENT POLICIES & PROCEDURES

Please be sure to review the following regarding information on Academic Regulations, Advising Policy, and other important information as a new IS student.

ACADEMIC REGULATIONS: Current IS academic policies and regulations are available at: ed.buffalo.edu/current-students/is-students/academic-regulations

ADVISING POLICY: Elements of the advising process and student and faculty roles in this process can be found at: ed.buffalo.edu/current-students/is-students/advising

ONLINE STUDENTS: If you have been accepted to our online program, you are eligible to receive a partial waiver of Comprehensive Fees. To be eligible for this waiver, please request a waiver form (www.buffalo.edu/studentaccounts/forms/comprehensive-fee-waiver) directly from the Office of Student Accounts. The IS department will not need to be involved in this process.

FORMS: Plan of Study, Leave of Absence, Transfer Credit, Practicum, and Portfolio forms are available at: ed.buffalo.edu/current-students/is-students/forms

TURN OVER
for more helpful
information

3. COURSES & PROGRAM REQUIREMENTS

REQUIRED COURSES FOR INFORMATION & LIBRARY SCIENCE (MS) STUDENTS

- LIS 507 Information Life Cycle
- LIS 508 Information Users & Uses
- LIS 575 Research Methods

PORTFOLIO REQUIREMENT

The submission of an academic portfolio is a requirement for graduation. Guides and documentation on creating a professional portfolio can be found at: ed.buffalo.edu/current-students/is-students/portfolio

SPECIAL REQUIREMENTS FOR SCHOOL LIBRARIANSHIP (MS) STUDENTS

- LIS 524 School Library Media Center Field Experience (must be taken within the first 12 credit hours)
- LIS 585 Management of School Library Media Centers
- *Additional courses are required for the School Librarianship (MS)

COURSE ROTATION SCHEDULE

A list of every course offered by IS are available at: ed.buffalo.edu/content/dam/ed/information/docs/LIS-Course-Rotation-Schedule.pdf

CONCENTRATIONS

Students can choose courses within a concentration or prepare to become a generalist. Concentrations include: information management, information organization, information services, information storage and retrieval, law librarianship (with a concurrent MS in Information and Library Science and JD degrees), music librarianship (which combines an MS in Information and Library Science and master's of music), public or academic libraries, or special libraries including those serving business, museums, and law firms.

4. GET INVOLVED!

As a new IS student, we encourage you to get involved! Below are a list of ways that you can grow within the IS community.

STUDENT ORGANIZATIONS

Descriptions of all student organizations for IS students with links to each website can be found at: ed.buffalo.edu/current-students/is-students/associations

UBMLS LISTSERV

As a student, you are automatically added to this email listserv. It allows you to stay in touch with all that is going on within the program and department. We use it to convey important announcements and information to students. Additionally, you will find postings about student group activities, student concerns, books for sale, job and assistantship opportunities and more.

PROFESSIONAL ORGANIZATIONS

Joining professional organizations are great resources for networking, workshops, professional development, and job opportunities. Check for local organizations in your area as well as chapters of larger professional groups. Below are just a few of the many:

- **American Library Association (ALA):** www.ala.org
- **JobList (ALA):** joblist.ala.org
- **New York Library Association (NYLA):** www.nyla.org
- **Public Libraries Association (PLA):** www.ala.org/pla
- **Rochester Area School Libraries (RASL):** sites.google.com/site/rochesterareaschoollibrarians/
- **School Library Association of Western New York (SLAWNY):** www.slawnysite.org
- **Special Libraries Association (SLA):** www.sla.org/

5. ADDITIONAL RESOURCES

UBlearns "Orientation Course" will be added to your list of courses in UBlearns. This course contains critical information regarding your program, and you are asked to read it carefully as soon as possible.

UB Libraries – for database access, interlibrary loan, frequently asked questions, maps, hours, and staff information: library.buffalo.edu/

UB Maps and Building Information www.buffalo.edu/home/visiting-ub/CampusMaps

QUESTIONS?

Department of Information Science

534 Baldy Hall

Call: 716-645-2412

Email: infosci-information@buffalo.edu

Visit: ed.buffalo.edu/information