

# **Simmons University**

**School of Library and Information Science**

**Ph.D. Program**

**Ph.D. Student Handbook**

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Updated June 2019

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## Doctoral Program People and Responsibilities

### Committee on Doctoral Studies

- The Committee on Doctoral Studies consists of a Committee Chair, four faculty Committee members, one doctoral student representative, and a Doctoral Program Assistant (non-voting member).

### Academic Advisor

The Academic Advisor is responsible for:

- Developing a timeline for program completion  
*Note: Students have eight years to complete the program.*
- Course selection
- Annual reviews
- Providing support for comprehensive examinations planning and preparation
- Assisting with Dissertation Chair selection

*Note: Academic Advisors may or may not serve as the Dissertation Chair of the student's dissertation.*

### Dissertation Committee

The Dissertation Chair is in charge of the Dissertation Committee and responsible for:

- Providing guidance on the formation of the Dissertation Committee (Three additional committee members; two SLIS faculty members, and one external member approved by the Doctoral Committee).
  - Students who entered the program prior to 2014 only need to have 2 additional committee members.

- The Dissertation Chair will work with the student to plan Dissertation Committee meetings, schedule and coordinate dissertation proposal review and approval meeting, assist with the IRB process (if needed), and schedule and host the dissertation defense (see Appendix I: Dissertation Defense Checklist and Appendix J: Dissertation Defense Agenda). The Dissertation Chair will also hood the student at the hooding ceremony.

The Dissertation Chair and Dissertation Committee are responsible for:

- Problem statement, research questions, and preliminary literature review approval
- Dissertation proposal defense (only the Dissertation Committee, not public)
- Dissertation defense (public) and completion

## Course Selection

### Doctoral Milestones

- Coursework (33 credit hours)
- Comprehensive examinations
- Dissertation stage (3 credit hours)
  - Problem statement, research questions, and preliminary literature review
  - Dissertation proposal
  - Dissertation

**Note:** *The Academic Advisor's responsibilities end when the Dissertation Chair is chosen. The course registration is managed through the Director of SLIS Doctoral Program. Please direct any of your questions to the Director.*

### Required Courses and Sequence (6 courses, ~ 18 credit hours)

- LIS 620- History, Concepts, and Research Opportunities (Fall, Year 1)
- LIS 621- Conducting Research: Methods and Design (Spring, Year 1)
  - An independent study is recommended the summer after LIS 621 (summer or fall) to expand on LIS 621 research
- LIS 642- Applied Statistical Analysis (Fall, Year 2)
- SW 671- Teaching and Learning in Social Work (Fall, Year 2)
- **Advanced Research Methods: Choose one of the following**
  - DEDU 653- Qualitative Research (Fall, Year 2)
  - SW 654- Qualitative Research Method (Fall, Year 2)
  - DEDU 652- Applied Statistical Analysis II (Spring, Year 2)
- LIS 699: Supervised Dissertation Research: For more detailed information about the dissertation process, see the Ph.D./LIS Program Policies and Procedures.

***Note:** LIS 699 is taken after the completion of 33 credit hours and comprehensive examinations. Students will receive an incomplete grade after that initial semester. Students are required to register for LIS 600: Supervised Study for 0 credit hours (equivalent to 1 credit hour tuition) each fall/spring semester until the dissertation is completed, at which point the grade for LIS 699 will be changed to satisfactory.*

### Elective Courses (6 courses, ~ 18 credit hours)

- LIS 601: Independent Study (See Appendices D and E for more information)
  - This is a standard elective that students take, as they are required to have two publishable quality papers during their coursework, and most students use an independent study to work on their papers. It is

- the Academic Advisor's responsibility to check whether or not the student has completed this requirement
- The Academic Advisor does not have to supervise the independent study
  - Students may take up to 3 independent studies.
- Master's electives that have a strong research emphasis, provide insight into research methodologies, or provide additional domain knowledge are suggested for doctoral students
    - Doctoral students taking a SLIS master's level course are required to do additional scholarly or research-oriented work. An agreement that describes the extra work is drawn up between the course faculty and student, and submitted to the Academic Advisor. The Academic Advisor submits this as part of the annual review.
      - Examples of additional work include a literature review, extra research activities (posters, small research project, etc.).
      - For example agreements, see Appendix C.
    - Doctoral students may choose to take an elective outside of the SLIS curriculum.
      - Prior to taking any elective course outside of the SLIS curriculum, students are required to produce a written proposal for their academic advisor outlining how the content introduced in the course will be integrated into their doctoral research.
      - Students who take an elective outside of SLIS are required to give a community presentation about the course, what they learned, and how it will be used in their research. [This presentation is the equivalent of the additional work requirement for SLIS master's electives.]

- The student's preliminary proposal may serve as an outline/guide for their presentation.

### Courses from Different Colleges/Universities

Prior to taking a course outside of Simmons, students must petition for course acceptance. Tuition for external courses will not be covered by SLIS.

- To transfer a course on the same subject content from a different university as a core course, the student must identify the course and provided a copy of the syllabus to the Committee on Doctoral Studies for review and approval.
- Students may take a graduate level course from a different university as an elective as long as the course fits their research interest. All external elective courses need to be approved by both the student's Academic Advisor and the Committee on Doctoral Studies Chair.
  - Prior to taking electives from a different university, students are required to produce a report outlining how the content introduced in the course will be integrated into their doctoral research.
  - Students who take an elective from a different university are required to give a community presentation about the course, what they learned, and how it will be used in their research. The student's preliminary report may serve as an outline/guide for their presentation.

### International Students

- There is an international student orientation in the fall.
- Students may contact Simmons Center for Global Education (CGE) at 617-521-2554. CGE is available to help with paperwork, visa restrictions, etc.
- International students are required to go full-time per U.S. Federal Law.

- At least 8 credits (8 cr = full-time)/regular semester (Fall and Spring) must be taken.
- In their last course-taking semester, international students may seek authorization from the CGE to under-enroll (i.e., fewer than 8 cr).

**Note:** *Students enrolled in LIS 699/LIS 600 are considered to be full-time.*

- International students may only take one online course in their full-time load per semester.
- International students may seek employment and/or research opportunities outside of Simmons as long as it relates to their doctoral studies. These students must seek permission from CGE.

**Note:** *Outside governments may impose additional restrictions. Students are advised to check with their government officials about specific requirements.*



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**\*\*\* The Committee on Doctoral Studies is working on updating the Doctoral Program policies. The following information is subject to change. \*\*\***

## Comprehensive Examinations

- Goals:
  - To assess the student's ability and knowledge following coursework in the doctoral program
  - To prepare the student for dissertation work
  
- Procedure (prior to Spring 2020)
  - Two-day closed-book examination (typically scheduled during two non-consecutive weekdays within a week)
    - 4 hours each day
    - Select and answer 2 questions from at least 4 questions
      - Day One: 2 or more research questions, 2 or more theory questions (The student has to answer one of each)
      - Day Two: 4 or more questions in any of LIS/MLIP research areas/interests.
    - Typically conducted in-person (remote sessions can be arranged), with a proctor on site
  - Take-home examination (typically for three days including a weekend)
    - Select and answer 1 question from at least 2 questions
    - The student is expected to present a more thorough and thoughtful answer with accurate citations.
  - It is the Academic Advisor's responsibility to notify the Committee on Doctoral Studies Chair when the student will be ready to take their

comprehensive examinations and help the student to set a time for them.

- Students are encouraged to take the Comps Workshop.
    - It is typically offered once a year in the spring semester.
  - Any questions about comprehensive examinations should be directed to the Committee on Doctoral Studies Chair.
  - Comprehensive Examinations Process:
    - The student will be asked to provide a brief description of their research interests/topic and the methods that they have used or are familiar with prior to the call for questions.
    - The call for questions will be sent to faculty who have taught the student and/or have expertise in the student's research area.
    - Questions are collected and reviewed by the Doctoral Committee.
- Revised Procedure (Effective Spring 2020. Available for students taking comps in Fall 2019):
    1. The Comprehensive Examination (henceforth referred to as *comps*) takes place over two consecutive weeks, encompassing three weekends. The student consults with their academic advisor to determine the weeks for taking their comps and informs the Chair of the Committee on Doctoral Studies.
    2. The student prepares a 500-word (maximum) statement and sends it to the Chair of Committee on Doctoral Studies at least six weeks prior to the first scheduled week of the exam. The statement includes a summary of and reflection on courses taken, research focus, research projects conducted in the doctoral program, and possibly dissertation interest, etc. The statement

is an opportunity for the student to reflect upon their work and define themselves as a scholar at this point in their career.

3. The student's Comps Committee is composed of at least three members: the student's advisor, a Doctoral Studies committee member, and a third member (a SLIS faculty member or another Doctoral Studies committee member). The Committee on Doctoral Studies will select and appoint the members (other than the academic advisor) of the Comps Committee.

The committee is responsible for generating questions for the two areas covered by the examination with a minimum of two questions offered as options in each area. The first area is the broad LIS discipline, with focal topics chosen from the doctoral core courses, reflecting current issues, historical problems, and/or future trends. The second reflects the student's specialized area of study within LIS, with focal topics chosen from the courses taken and the topics researched through the projects in which the student has been engaged.

4. The student chooses one question from each category and responds to them by composing two papers: one in the core area and one in the area of specialization. Sections on methodologies and theories used by researchers to investigate problems in the specialization area must be included.
  - Duration for writing the papers: Two weeks (including three weekends)
  - Length of the papers: 5,000-7,500 words per paper
5. Oral exams: The student's Comps Committee will host a one-hour oral exam, during which the committee members will make inquiries on the student's

written papers. Following the oral exam, the committee will deliberate and then let the student know if they have passed the Comps.

6. If the student successfully passes the comps, the student moves forward to the dissertation proposal stage.
7. If the student fails one or both comps areas, the student will retake the failed comps area(s) within a year by following the same process.
  - If the second round of results is unsatisfactory, the Committee on Doctoral Studies will make a formal decision on whether or not to dismiss the student from the program.

## Annual Review

- Annual Review Process
  1. All doctoral students (except new students in a given fall semester) are required to complete their annual report form, schedule a meeting with their advisor, and meet with their advisor.
  2. Advisors (pre-dissertation stage) or Chairs of the Dissertation Committee will evaluate the student's past year's performance using the annual report evaluation portion of the form.
  3. Doctoral Committee members will be assigned to review these completed forms.
  4. The Doctoral Committee will schedule individual meetings with:
    - a. All students who have completed their first year in the program
    - b. Any student about whom it has concerns
    - c. Any student who wishes to discuss their progress in the program

5. After the review and annual review meetings, the Doctoral Committee will complete the annual report form by incorporating its comments into the form. The completed form will be shared with the student.
6. Follow-up appointments can be scheduled upon request.

- Timeline:

- Deadline for students completing annual report form: July 31
- Deadline for meeting with advisors/chairs: August 31
- Advisors submitting annual evaluation: September 10
- Doctoral committee review and identify people to meet: October 1
- Students request to meet (optional): October 1
- Annual review meetings: October – November (Before Thanksgiving)

## Appendix A: SLIS Ph.D. Student Annual Report

# Ph.D. Student Annual Report

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**Student Name:**

**Academic Advisor Name:**

**Student email:**

**Academic Year:**

**Other contact information:**

**Projected Graduation Date:**

<b>Courses Completed</b>		
<b>Course:</b>	<b>Professor:</b>	<b>Semester:</b>

<b>Comps &amp; Dissertation Activities</b>		
<b>Activity</b>	<b>Date started:</b>	<b>Current Progress:</b>
Comprehensive Examinations		
Problem Statement and Preliminary Lit Review		
Dissertation Proposal		
Dissertation		

<b>Published or Submitted Papers</b>	
<b>Paper Title:</b>	<b>Status:</b>

<b>Teaching or TA Completed</b>		
<b>Course:</b>	<b>Professor:</b>	<b>Semester:</b>

<b>Service Conducted</b>		
<b>Activity</b>	<b>Date started:</b>	<b>Date Ended:</b>

**Please attach a reflective statement** on your course work/comps/dissertation research, scholarship, teaching and service over the past year, and how these various activities have made an impact on your doctoral program and current objectives.

**Submit this form and other related documents to your advisor and [slisphd@simmons.edu](mailto:slisphd@simmons.edu).**



## Advisor's or Chair's Review

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<b>Academic Performance (course, dissertation)</b>		
<b>Check√</b>	<b>Evaluation</b>	<b>Comments</b>
	Exceeds expectations	
	Meets expectations	
	Needs Improvement	
<b>Research</b>		
<b>Check√</b>	<b>Evaluation</b>	<b>Comments</b>
	Exceeds expectations	
	Meets expectations	
	Needs Improvement	
<b>Teaching</b>		
<b>Check√</b>	<b>Evaluation</b>	<b>Comments</b>
	Exceeds expectations	
	Meets expectations	
	Needs Improvement	
<b>Service</b>		
<b>Check√</b>	<b>Evaluation</b>	<b>Comments</b>
	Exceeds expectations	
	Meets expectations	
	Needs Improvement	

**Advisor meets with the student, then performs evaluation by filling out this page, and submits it to [slisphd@simmons.edu](mailto:slisphd@simmons.edu).**

## Committee on Doctoral Studies Comments

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## Appendix B: SLIS Doctoral Courses

### SLIS Doctoral Courses:

All doctoral level courses are 3 credits unless otherwise noted.

Doctoral students may also take LIS 400- and 500-level core and elective courses.

**LIS 600 - Supervised Doctoral Study** (1 semester hour for Ph.D. students; 2 semester hours for DA students)

Open only to students in the doctoral program. Required of all such students (1) not in residence in any regular semester in order to maintain matriculation, (2) not taking a course for credit during the fall or spring semester, and (3) working on their concept paper, proposal, or their field research project. Supervised study may not be applied toward academic credit requirements for the doctoral degree.

#### **LIS 601 - Independent Study for Doctoral Students**

Independent Study offers an opportunity for the doctoral student to pursue individual study related to aspects of management not covered in detail in the regular course offerings. Independent Study may be a reading course, a group investigation of a topic of mutual interest, or a directed research project. An end result will be a possible paper of publishable quality.

#### **LIS 605 - Special Topics Seminar**

This course offers an opportunity for elective doctoral seminars on different topics, and is designed to respond to current issues and interests. Each seminar topic must be approved by the Committee on Doctoral Studies before it is offered, and must be re-approved if it is repeated. The Committee on Doctoral Studies will bring each topic proposal to the Curriculum Committee for discussion prior to making a final decision. This course is open to master's students with the permission of the instructor.

Each seminar will contain the following elements:

1. Focus on a narrow and clearly defined topic that is not taught as a course in the master's program.
2. Focus on theoretical analysis and reflection.
3. A reading list at an appropriate level for doctoral studies.
4. A final paper suitable for publication in a peer-reviewed journal, or some other form of creative output.

Prerequisites: SLIS doctoral students: LIS 620; master's students and graduate students from other units of the University: permission of the instructor.

#### **LIS 620 - History, Concepts, and Research Opportunities**

LIS 620 serves as a foundation and a cohort-building course. The course takes an international perspective in exploring historical developments, current issues, and research activities of interest to library and information science, archival studies, and related information fields. It reviews the history and major developments in LIS education

and considers the role of scholarship in higher education. It introduces key topics related to the research process, including problem identification, funding opportunities, the communication of findings, use of human subjects, research ethics, and research misconduct. Assignments include papers, presentations, leading classroom discussions, and completion of the Simmons University Institutional Review Board "Investigator 101" module. This is the required first course for PhD students.

### **LIS 621 - Conducting Research**

This course addresses the theories, principles, and practices of social science research. It examines reflective inquiry (including the development of the problem statement, literature review, theoretical framework, logical structure, research objectives, and questions/hypotheses) and research design, data collection methods, and data analysis. The course also covers generalizability, reliability and validity, and the report and presentation of research results. Methods in quantitative and qualitative data analysis are introduced. Students are able to develop their own research proposals and select appropriate methods based on specific research questions. The course builds on themes and research concepts introduced in LIS 620 (*History, Concepts and Research Opportunities*). The course requirement might include assignments, quizzes, research projects, and presentation of the research results. Prerequisite: LIS 620

### **LIS 642 - Applied Statistics for Library and Information Science**

This course covers basic statistical methods and tools for exploratory data analysis in social sciences, focusing on basic concepts of probability theory, experimental design, descriptive statistics, inferential statistics, and regression analysis.

### **LIS 699 - Dissertation/Supervised Field Research**

Open only to students in the doctoral program who have completed 32 semester hours and have successfully passed the comprehensive examination.

*Note: while working on the dissertation or field research project, students are enrolled in LIS 600 in the fall and spring semesters. The semester in which the study is completed, the student enrolls in LIS 699.*

## Doctoral Courses from Other Graduate Schools:

### **DEDU 652- Applied Statistical Analysis II**

A two-course sequence covering modern intermediate applied statistical methods and their relationship to research design. Both courses will be offered primarily online. This first course will focus on methods for bivariate data analysis and inference. Students will also become proficient in the use of statistical software SPSS. After a review of basic univariate analysis and data organization, the course will cover data analysis and interference when (i) both variables are qualitative, (ii) one of the variables is qualitative and the other quantitative, and (iii) both variables are quantitative. Distribution-free methods and computer-intensive methods will be discussed as well as the standard parametric techniques. The course will also include a discussion of power and sample size. Issues in survey design, observational studies, and randomized experiments will also be covered. Finally, ethical issues in quantitative research will be integrated into the course.

### **DEDU 653- Qualitative Research**

Introduction to qualitative research. Explores the philosophical assumptions guiding qualitative inquiry; the basic elements of qualitative design; issues of researcher reflexivity; ethical concerns; data collection and data analysis; quality control/rigor' and the presentation of research findings. Students will write a qualitative research proposal.

### **SW 654- Qualitative Research Methods**

This one-semester course is designed to introduce students to basic elements of the qualitative research process. We will explore the philosophical assumptions guiding qualitative inquiry; the basic elements of qualitative research design; issues of researcher reflexivity; ethical concerns; data collection, and data analysis strategies; quality control; and the presentation of research findings. Students will have the opportunity to conduct a mini-research project using qualitative methods.

### **SW 671- Teaching and Learning in Social Work**

This course is meant for doctoral students considering teaching as part of their career, and for social work educators who seek an opportunity for disciplined reflection of their teaching. Considerable attention is paid to developmental and stylistic issues, teaching methods, and course planning.

## Appendix C: Master's Course Additional Work Examples

### Special Requirements for Doctoral Students Taking LIS455 Usability and User Experience Research

By Rong Tang, September 2015

Doctoral students taking LIS455 course are required to complete all of the course assignments required for Master's students in class. Percentages of individual assignments vary slightly between Master's and Doctoral students (see the assignment table below).

In addition, doctoral students are required to do the following:

1. For the **Usability Research Literature Review** Assignment, in addition to articles and book items, include relevant dissertations in the review. The quality of the assignment is required at a higher level in terms of its synthesis, depth of analysis, and discussion of research opportunities and gaps.
2. Doctoral students will complete an assignment entitled **Usability Research Methods or Tools Review** Assignment. Master's students do not have this assignment as a required assignment, but they may complete it as an extra credit assignment.
3. For the **class final project: Usability Evaluation of Web-based Information System**, the doctoral students will work with team members to complete the project. It is strongly recommended that the doctoral students work as the **Content Leader** for the team, and that they pay greater attention and put more care into the literature review and data analysis sections of the final project written report.

Below is the list of assignments (assignments 50%, usability final project 40%, participation 10%):

ASSIGNMENTS	CONTENT	% (MASTER'S)	% (DOCTORAL)
Assignment 1	Training of Usability Lab Devices and Morae Software	5%	5%
Assignment 2 (Team Assignment)	Usability Test Research Instruments (Group Assignment)	25%	20%
Assignment 3	Usability Research Literature Review	20%	15%
Assignment 4	Usability Research Methods or Tools Review	Extra Credit: 8%	10%

**Special Requirements for  
Doctoral Students Taking LIS 445 Metadata**

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By Katherine M. Wisser, September 2014

Doctoral students taking LIS 445 course are required to complete all the course assignments required for Master's students in class. Assessment of the literature review will be associated with the participation portion of the grade for this class which constitutes 15% of the final grade.

In addition, doctoral students are required to write a literature review covering some topic within the metadata field that is relevant to their doctoral research interests. This literature review will be 12-15 pages in length and will be assessed for structure, clarity and quality of analysis. It is expected that the review will constitute a synthesis of the literature around a specific topic. This includes:

Beginning of session 4  
Beginning of session 8

End of the semester

Student submits topic to instructor  
Student submits beginning bibliography of literature included  
Student submits literature review on agreed upon deadline

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## Appendix D: Doctoral Independent Study Information

### **LIS 601 – Independent Study**

An independent study offers a valuable opportunity for the Ph.D. student to pursue in greater depth an issue or specific problem related to library and information science. The study is not a substitute for the topics covered in existing courses. Projects can be adapted to individual students' interests or the common goals of a small group of students working together. The results of the study should be summarized in a paper for the faculty sponsor. Independent studies are usually for 3 credit hours.

#### **Process**

A student initiates an independent study by conceptualizing an issue or problem appropriate to their background and experience. The next step is to discuss this with a faculty member in whose area of specialization the project seems to fall and who might be willing to serve as the project's official sponsor. This discussion should take place several weeks before the start of the semester in which the independent study is contemplated. Faculty are entirely free to decline project sponsorship in any individual instance.

Once there is a faculty sponsor, the student develops a full statement of the dimensions of the investigation or examination, and the objectives to be reached using the LIS 601 independent study form. The proposal should be brief and consistent with the need to provide adequate indication of the student's research methods and objectives. The independent study proposal must be submitted in final form to the faculty sponsor for approval prior to the beginning of the semester in which the project is contemplated. After the faculty sponsor signs the proposal, the student delivers the completed form to the director of the doctoral program. Once the director has obtained the additional required signatures a copy will be returned to the student and the faculty sponsor; the original form will be retained in the student's file.

#### **Academic Credit**

The faculty sponsor assigns a final grade for an independent study project.

#### **Publication**

The student is normally at liberty to publish their own work without permission from the School. The courtesy of a footnote or introductory acknowledgement is, however, requested. SLIS is interested in actively encouraging the publication of completed independent study projects representing useful contributions to professional literature.

## Appendix E: Doctoral Student Agreement for Independent Study

DOCTORAL STUDENT AGREEMENT FOR INDEPENDENT STUDY  
Course: LIS 601

Please complete all information below before obtaining signatures.

Faculty Sponsor: \_\_\_\_\_

Student: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Address:

Tel (home): \_\_\_\_\_ (work): \_\_\_\_\_

E-mail:

Semester or Session \_\_\_\_\_ Year : \_\_\_\_\_

No. of Credits:

Title of Project :

Area of examination:

Method to be followed in examination:

Form of final presentation:

Submit this form to the sponsoring faculty member for a signature. The student will then acquire the signature of the PhD Program Director, and will deliver the form to the Doctoral Program Assistant (or email to [slisphd@simmons.edu](mailto:slisphd@simmons.edu)). If the sponsoring faculty member is the PhD Program Director, another member of the Doctoral Committee's signature will also be required. Upon obtaining all signatures, the PhD Program Director will inform the Curriculum Director to register the student.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Faculty Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of PhD Program Director/Committee Member: \_\_\_\_\_

Date: \_\_\_\_\_

### **Simmons University Human Subjects Guidelines**

Does this study involve Human Subjects?

If yes, this study **must be reviewed** by the Simmons University Institutional Review Board. Attach approval of the Simmons University Institutional Review Board.

## Appendix F: Simmons University SLIS Ph.D. Transfer of Credit Petition Form

### Simmons University SLIS Ph.D. Transfer of Credit Petition Form

#### Transfer of Credit

Under special circumstances, a student may receive credit for doctoral level work completed at another ALA accredited graduate institution.

#### Petition Procedure

In addition to filling out the form below, please include a cover letter explaining how the content of this course contributes to the student's academic program. An official transcript of the course grade, the course description, and the syllabus should accompany the form. Submit all materials to [slisphd@simmons.edu](mailto:slisphd@simmons.edu) or leave in the doctoral studies mailbox in P111 for consideration by the Committee on Doctoral Studies.

Date \_\_\_\_\_

Student's name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Course(s) you wish to transfer:

Course#	Title	Sem/Yr	Credits
	Grade		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Institution \_\_\_\_\_

Transfer of \_\_\_ credits is requested.

Waiver of a required course is requested \_\_\_\_ Yes \_\_\_\_ No

If yes, course number and title to waiver \_\_\_\_\_

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This space is for office use only

\_\_\_\_ Transfer of \_\_\_\_ credits granted

\_\_\_\_ Transfer of credit request denied

\_\_\_\_ Waiver of LIS \_\_\_\_ granted

Director of the Doctoral Program \_\_\_\_\_ Date \_\_\_\_\_

## Appendix G: Simmons University SLIS Ph.D. Course Waiver Petition Form

### Simmons University SLIS Ph.D. Course Waiver Petition Form

#### Course Waiver

Under special circumstances, a student may request a waiver of a required course.

#### Petition Procedure

Submit this form to [slisphd@simmons.edu](mailto:slisphd@simmons.edu) or leave in the doctoral studies mailbox in P111 for consideration by the Committee on Doctoral Studies.

Date \_\_\_\_\_

Student's name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Course number and title to waiver \_\_\_\_\_

Please detail the reasons this waiver is being requested.

-----  
This space is for office use only

\_\_\_\_ Waiver of LIS \_\_\_\_ granted

\_\_\_\_ Waiver of LIS \_\_\_\_ not granted

Director of the Doctoral Program \_\_\_\_\_ Date \_\_\_\_\_

## Appendix H: Simmons University SLIS Ph.D. Application for Professional Development and Research Funds Form

### Simmons University – SLIS Ph.D. Program Application for Professional Development and Research Funds

#### General Information

The use of these funds will be prioritized as follows:

1. Dissertation research
  2. Students presenting papers/posters at conferences
  3. Students serving on Committees
  4. Students attending conferences
- Students may apply for up to \$600 per application and may receive no more than \$1,000 per year
  - Distribution of the funds is at the discretion of the Committee on Doctoral Studies and will be awarded based on availability.
  - A proposed budget for the use of the funds must be included with this application
  - If you are requesting professional development funds please fill out Part A
  - If you are requesting research funds please fill out Part B
  - The requestor receives funds only when an expense report with appropriate receipts attached is submitted to the Director of the Doctoral Program and processed by Accounts Payable
  - Submit this form to the Chair of Committee on Doctoral Studies via email and to [slisphd@simmons.edu](mailto:slisphd@simmons.edu)

#### Applicant Information

Name \_\_\_\_\_

Date \_\_\_\_\_

Email Address \_\_\_\_\_

Have you ever received professional development or research funds from SLIS?

\_\_\_\_\_ If yes, when did you receive this funding? \_\_\_\_\_

Have you sought outside funding for this request? \_\_\_\_\_

If yes, what is the status? \_\_\_\_\_

### **Part A – Request for Professional Development Funds**

Name of the professional development activity

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Location and dates of activity

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How will this activity match your doctoral research interests and benefit your academic progress as a SLIS Doctoral Student?

**Include a budget for anticipated expenses to be reimbursed.**

**A paragraph or two about the professional activity (for example, a paper or poster presentation at a conference, workshop, etc.) must be sent to the Director of the Doctoral Program at the same time as the expense report. This will be distributed in the doctoral student listserv.**

### **Part B – Request for Research Funds**

**Project Title** \_\_\_\_\_

#### **Summary**

A brief summary of your project, including the significance of the project to the field of research (150 words).

#### **Proposal Narrative**

Please attach a detailed description of your project in no more than 1,250 words. Address them in the order listed below. **Include the section headings in your narrative.**

#### **Significance of this project**

- State the problem/research topic you are addressing



- Why is it significant in the field?
- How does it relate to your professional goals?
- Discuss its relationship to other research you and/or others in this field have conducted
- Discuss vehicles for dissemination of project results

### **Project objectives**

- State your objectives—or intended outcomes—in specific and concrete terms. These may be stated as hypotheses or questions to be addressed

### **Procedures/methods**

- Discuss the specific activities you will undertake to accomplish your objectives
- Include a project timetable
- If applicable, describe characteristics of population and rationale for selection of sample

### **References**

- List principal works to be used

**Include a budget for anticipated expenses to be reimbursed.**

**A one or two page report on the stage of the research supported by the funds must be submitted with the expense report. Publication of the results of the research should acknowledge the support of the Doctoral Professional Development and Research Fund of the School of Library and Information Science, Simmons University.**

## Appendix I: Simmons University SLIS Ph.D. Leave of Absence Policy

- Leave of absence may be requested by a student at any stage in the doctoral program
- Leave of absence may not normally exceed one year
- A student must provide a documented reason for leave of absence (illness, etc.)
- At the point of requesting a leave, the student must stipulate in writing or by e-mail whether the leave is for one semester or one year
- The student has no status as a student during the period of leave (this includes no access to any activity requiring a Simmons ID)
- The student must contact the coordinator at least one week before the beginning of the registration period for the spring or fall semester following the period of leave
- If there is no contact, the Committee on Doctoral Studies reserves the right to recommend that the student be withdrawn from the program
- The time spent on leave of absence does not count toward the eight years the student is given to complete the program
- It is expected that the student will complete the degree within a 10-year period, including any leaves of absence.

## Appendix J: Dissertation Defense Checklist

### Dissertation Defense Checklist

- Book a room
- Reserve a laptop (if needed)
  - The student may reserve a laptop through the SLIS Tech Lab. [Online Form](#)
- Is GoToMeeting required?
  - The Dissertation Chair is responsible for scheduling GoToMeeting for the defense.
- Create dissertation signature page
  - The Doctoral Program Assistant will send the student the signature template once the defense has been scheduled.
  - The student should return their completed signature page, at least one to two weeks prior to their defense.
- Copies of signature page (~3-4)
  - The Doctoral Program Assistant will make copies for Dissertation Committee to sign after a successful defense.
  - If the Doctoral Program Assistant will not be present on the day of the defense, a folder with the signature pages will be given to the dissertation chair.
  - After a successful defense, one of the signed copies should be given to the student. The remaining copies should be returned to the Doctoral Program Assistant.
- Parking Passes
  - If the student or dissertation committee members need a parking pass, please notify the Doctoral Program Assistant at least one week prior to the defense.

- If the Doctoral Program Assistant will not be present on the day of the defense, the parking passes will be placed in the folder with the signature pages.
- Dissertation Defense Announcement
  - The Doctoral Program Assistant or Committee on Doctoral StudiesChair will send out the dissertation defense announcement to slis\_doc, slis\_faculty, and other relevant listservs at least one week prior to the defense
- The Committee on Doctoral StudiesChair will bring/provide champagne and cups to celebrate a successful defense.

## Appendix K: Dissertation Defense Agenda

### Agenda for Doctoral Dissertation Defense

(Typically a dissertation defense is scheduled for a 2 hour session)

Timing	Activity
<b>30-15 min prior</b>	Set up the technology (including GoToMeeting) and room. Set up presentation file.
<b>Defense starting time: First 5 min</b>	Dissertation Committee Chair introduces the student, briefly explains the student's progression from doctoral student to doctoral candidate, and outlines the schedule for the defense.
<b>20-30 min</b>	Student delivers their presentation describing their dissertation research.
<b>15-20 min</b>	The Dissertation Committee members pose questions to the student about their research.
<b>15 min</b>	The community members in attendance post questions to students about their research.
<b>10-15 min</b>	Dissertation Committee Chair dismisses all attendees (including the defending student), except for the members of the Dissertation Committee.  Dissertation Committee confers about the student's dissertation.
<b>5 min</b>	Dissertation Committee invites the student back into the room to inform them if their dissertation has been accepted and their doctorate assured.  Dissertation Committee members sign the dissertation signature form.
<b>Remaining time</b>	The rest of the community members who had been excused will be invited to return (and celebrate!).