# School of Information Sciences 2016-2017 Doctoral Student Handbook

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Adopted by the Doctoral Studies Committee September 2, 2015; Updated August 15, 2016

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**Doctoral Program Overview**

http://www.ischool.illinois.edu/academics/degrees/phd

The School of Information Sciences PhD program is the oldest Library & Information Science (LIS) doctoral program in the nation. It continues to grow and change in response to new social and technological opportunities for producing, disseminating, and accessing information. The program is research-oriented and interdisciplinary.

A PhD in LIS opens up many possibilities for individuals from multiple disciplinary backgrounds. Graduates pursue careers in academia, public institutions, and private corporations. For example, recent graduates have joined the faculty at academic institutions such as the University of Oklahoma, UCLA, Florida State University, the University of Washington, and the University of Texas at Austin. Others have gone on to work in Research and Development labs at Microsoft, Google, and Yahoo!, and some fill key roles in academic libraries such as the University of Missouri at Columbia, Princeton University, and the University of Chicago.

The program seeks outstanding students who have demonstrated the necessary educational background, professional experience, scholarly potential and keen interest to conduct independent and exemplary research in the LIS field. Applicants who can demonstrate the intellectual capacity, leadership, communication and analytical skills, potential to contribute significantly to research and education in LIS, and the enthusiasm to do so at the highest levels are welcome to apply to this doctoral program. The admissions committee, known as the Doctoral Studies Committee (DSC), also considers the fit between an applicant's research interests and the research directions supported by the School.
Doctoral Studies Committee (DSC)

From the iSchool Bylaws
http://www.ischool.illinois.edu/our-school/policies/bylaws

The Doctoral Studies Committee shall be responsible for all aspects of the PhD program, subject to the approval of the full Faculty on substantive issues, including but not limited to: reviewing the credentials of applicants to the PhD program and recommending admissions to and financial aid for the PhD program; establishing degree requirements, beyond those of the Graduate College, for the PhD program; and proposing courses unique to the PhD program in consultation with the Curriculum Committee.

Doctoral Studies Committee (DSC), 2016-2017

Lori Kendall, chair
Peter Darch
Bertram Ludäscher
Bonnie Mak
Carol Tilley
Vetle Torvik
Stephen Downie, ex officio
Allen Renear, ex officio
Penny Ames, staff
Student Representative – TBD
International Student Representative – TBD

The Doctoral Studies Committee (DSC) oversees much of the content of this handbook, including admissions, assignment of initial advisors, annual reviews, field exams administration (including secondary approval of reading lists, after the student’s committee), and annual review processes. Two student representatives serve on DSC. They are volunteers, and student-run elections should be held each spring to choose representatives for the following school year.
Funding Your Studies

The iSchool is generally able to offer support for four years. Continued support decisions depend upon remaining in good standing and making progress toward graduation. Students are assessed in annual reviews from the student's annual review committee (Advisor and one other faculty member) and the Doctoral Studies Committee (DSC). Support usually takes the form of the following, which typically are awarded throughout a student's course of study, depending upon funding opportunities and school needs:

1. Research assistantships (typically 50%, or 20 hours per week)
2. Teaching assistantships (typically 50%, or 20 hours per week) and/or
3. Fellowships, which are tied to the dissertation process and students may submit an application for the 4th year; fellowships are only available to students who have passed the dissertation proposal exam.

These forms of financial aid generally include full or partial tuition and fee waivers for 11 months (2 out of 3 months in summer). Students will owe additional fees assessed by the University of Illinois, approximately $450 (in Fall and Spring) and $300 (in Summer) (see http://www.registrar.illinois.edu/tf-rates-term for details).

Students should work with their advisors to express their assistantship interests to the Associate Dean for Academic Programs, Linda Smith, who coordinates assignments each term (fall, spring, summer) for the following term (spring, summer, fall). Financial support is awarded at the time of admission, and information about the overall support awarded will be included in the admissions letter. However, your form of financial support may vary from semester to semester. Please note: closely monitoring emails from Dean Smith about assistantship assignments in upcoming semesters is of crucial importance for finding appointments suited to your needs and interests.

Students are expected to maintain satisfactory academic progress (minimum GPA 3.25 on a 4.0 scale) in order to be eligible for continued support. Students holding fellowships must register as full-time students (12 hours in Fall and Spring and 4 hours in Summer Session II). Those holding 50% assistantships awarded and/or administered by the school must be registered for at least 10 hours each semester during the academic year. Students with assistantships in the library or elsewhere on campus must follow the enrollment requirements of the units employing them. Students may seek additional opportunities in the forms of hourly funding or additional assistantships, but total assistantship appointments may not exceed 67% in order to remain eligible for full or partial tuition and fee waivers. See the Graduate College handbook for details, including restrictions on % time employment for international students.

Graduate hourly positions are usually supplemental to assistantships at the doctoral level, and do not come with stipends or tuition waivers. See also Graduate College resources for seeking funding:
http://www.grad.illinois.edu/funding-jobs.
Advising

The doctoral program gives students many choices and opportunities. Students are encouraged to discuss their plans and seek advice from faculty members and other graduate students as they make decisions. While students may consult anyone on questions of curriculum, research methods, and other program aspects, they will establish a more formal relationship with their Advisor.

New students are assigned a faculty member who will serve as their Advisor when they are admitted to the program. Students are free to change their Advisor as they progress through the program and their research interests become more clearly defined. Students consult with their Advisor in order to develop a program of study. All courses, for example, are chosen in consultation with the Advisor. The iSchool office (Penny Ames) and the Doctoral Studies Committee (DSC) must be notified of changes of advisors.

For the dissertation proposal defense and the final dissertation defense, special committees are constituted according to UIUC Graduate College rules. These committees are called the Preliminary Examination Committee and the Dissertation Committee, respectively. The membership of these committees, however, is usually similar. Committees

- **Annual Review Committee**: This committee consists of two iSchool faculty members: the student's Advisor, who serves as chair, and one additional faculty member who serves in consultation with the student's Advisor. After the annual review meeting, the Advisor uploads the review, and the DSC issues a formal progress letter in early summer.

- **Field Exam Committee**: This committee consists of three core iSchool faculty members. At least one of the three members will be an assigned member of the Doctoral Studies Committee (DSC), and the student's Advisor may serve as member of the Field Exam Committee. Field Exam Committee members should be drawn from faculty with expertise in the student's exam field.

- **Preliminary Examination Committee**: This committee consists of a minimum of four voting members. At least three members must be members of the UIUC Graduate Faculty and at least two members must be tenured. One faculty member from a department other than the iSchool is strongly recommended. The committee can include a qualified member from another institution who can contribute needed expertise to the committee.

- **Dissertation Committee**: This committee has a minimum of four members. At least three members of the committee must be members of the UIUC Graduate Faculty; at least two members of the committee must be tenured. This committee is usually, but not necessarily, composed of the same members as the Preliminary Examination Committee.
Annual Review

Each spring, students submit an annual report to an Annual Review Committee that is chaired by their Advisor, consisting of the advisor and one other faculty member. This committee determines if they are making satisfactory progress and offers guidance in planning for the next academic year.

The deadline for written annual reports will be established each year by the DSC, typically in mid April (check the iSchool website for specific date). In preparation for this deadline, students are responsible for taking the following steps.

1. **The student puts together an Annual Review Committee.**
   The student's Advisor chairs the committee. In consultation with his or her Advisor, the student identifies one other iSchool faculty member to serve on the Annual Review Committee. Annual Review Committee membership may change from year to year; these changes must be communicated to the iSchool Main Office (Penny Ames) and Doctoral Studies Committee (see iSchool Committees on the website). Members may be drawn from faculty whose courses the student took during the previous academic year; faculty with whom the student has been consulting, particularly about research; or, where appropriate, from members of the Preliminary Examination Committee (at proposal stage) or Dissertation Committee (at dissertation stage).

   Connecting with advisors regularly outside of the annual review process to discuss coursework, examination preparation, and dissertation direction supports student success at all levels.

2. **The student prepares the written annual report.**
   The annual report includes the following items:
   - a current curriculum vitae (including information such as education, work experience, teaching experience, publications, and presentations);
   - a list of all courses taken and milestones met to date in the doctoral program at the iSchool, including those taken in other units on campus. This information is recorded on a standard checklist (see Appendix B: Annual Report Checklist);
   - a statement that outlines the progress made over the past year and describes the student's projected plans for the next year.

   Students with questions about the content of these reports should confer with their Advisor.

3. **The student sets up a meeting with the Annual Review Committee.**
   The student arranges a time, usually in April, for a meeting with the two members of the Annual Review Committee. As decided with the committee, the student provides the committee with a copy of their annual report before or at that meeting. After the meeting, the student provides a copy to the office for deposit with their student files.

   At this point, the responsibility for the process shifts to the committee. The meeting will serve as a chance to discuss issues that arise from the report and will give the committee members an opportunity to offer advice on how the student might best progress.

   The meeting will have one of two outcomes: **satisfactory** or **unsatisfactory**. Factors used to assess progress may include grades, successful completion of the field exam, fulfillment of other program requirements, or progress towards completion of the dissertation. A satisfactory outcome requires no additional action on the part of the committee. The student's Advisor will issue a brief written report to the DSC on the outcome of the meeting and any recommendation made on the part of the committee. A copy of this report is placed in the student’s folder. **Based on the DSC’s discussion of the annual review materials, brief comments will be sent to the Advisor via email. These comments will also be added to the student's file.**
In the event of an unsatisfactory outcome, the committee will produce a list of activities that the student is required to complete in order to receive a satisfactory result at the next annual review. For the student's benefit, a timetable will be established for periodic review of the successful achievement of those activities. After a second consecutive unsatisfactory annual review, the Annual Review Committee and the DSC may recommend to the Dean that the student's continuation in the doctoral program be terminated at the end of the academic year.

Students can appeal to the Dean at any point in this process. The school encourages students with a grievance to first attempt informal resolution of their problems. Guidelines for this process are available at: http://www.ischool.illinois.edu/current-students/student-concerns. In addition, students may make use of the grievance procedure of the Graduate College. Details are available at: http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict
Program Overview

Course Requirements

The Doctoral Program is a 48-hour research degree where students work closely with their advisor to create educational experiences both within and outside the classroom that help to prepare the student for their future research career. Students will choose, but are not limited to, 36 hours of elective courses to provide the intellectual breadth and depth required for a solid LIS foundation. At least 20 of these 36 hours of electives must be taken in the iSchool. Students admitted without a master's degree must complete an additional 32 hours of graduate level coursework to satisfy the requirements of the doctoral program. Courses are selected in consultation with the student's advisor.

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<th>COURSES</th>
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<td>LIS 587 History and Foundations of LIS (taken the first year)</td>
<td>4</td>
</tr>
<tr>
<td>LIS 588 Research Design in LIS (taken the first year)</td>
<td>4</td>
</tr>
<tr>
<td>One additional methods course selected in consultation with the student's advisor</td>
<td>4</td>
</tr>
<tr>
<td>Elective courses</td>
<td>36</td>
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<tr>
<td>Completion of coursework</td>
<td>48 total</td>
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Courses outside the iSchool: Up to 16 hours of electives may be transferred in from other departments at University of Illinois at Urbana-Champaign with the approval of the Advisor and the Dean or Assistant Dean. However, courses or independent studies taken outside of the iSchool will not automatically count towards the degree. Prior to taking the transfer course, the student must fill out a form for the course to be recognized as part of his or her degree program (http://webdocs.ischool.illinois.edu/registration/PHD_non_lis_course_form.pdf).

Independent study courses: Courses of independent study may be taken for credit of 2 to 4 graduate hours. Of the 36 hours of elective courses, students may take up to 16 hours of independent study. The student's Advisor and the instructor must approve course proposals for independent study courses. Requirements for earning independent study credit are jointly agreed upon by the faculty member and student. For full details on independent studies, see the course catalog listing for LIS592: Independent Study.
Field Exam

Aims

The iSchool Ph.D. Field Exam has several aims:

- Demonstrate that the student has read broadly in a significant sub-area of LIS, is able to discuss issues and understand connections in that sub-area, and is able to apply that knowledge in a manner that is typical in scholarly work.
- Certify that the student has a sufficient breadth and depth of knowledge in the sub-area to pursue scholarly research, teaching, and practice.
- Involve the faculty at large (i.e., not just the Doctoral Studies Committee) in evaluating student's competence.
- Conduct the preparation and the Field Exam itself in a format that realistically mirrors some important aspects of actual scholarly work in which a breadth of knowledge is required, such as participating in journal editorial board discussions, conference and proposal review committees, peer reviews, accreditation visits, and other such evaluations.

Process and Format

Each student taking the Field Exam in a given semester will establish a Field Exam Committee to administer and evaluate her/his Field Exam. The student's Field Exam Committee should be comprised of three iSchool faculty members. Usually, one of those members will be the student's Advisor, who will chair the committee. The student should select a second committee member. The third committee member will be assigned by the Doctoral Studies Committee (DSC).

Field Designation

The student, in collaboration with his or her Advisor will determine the student's Field. This should be a recognized and broad subfield within the area of LIS. It is not intended that the Field Exam will cover a narrow specialization geared solely towards the student's dissertation work. The student will write a one- to two-page description of the Field, which should be submitted to the DSC for approval. This description should be submitted to the DSC no later than the due date in the semester previous to the semester in which the student plans to take the exam.

Students who entered the doctoral program prior to the fall of 2016 have the option of taking the exam as described above or choosing one of the previously established LIS Fields. Current students can view the previous fields and access previous field exam lists here: https://courses.lis.illinois.edu/course/view.php?id=2389.

Reading List

Upon approval of the Field, the student, in collaboration with his or her Advisor and Field Exam Committee, will devise a Reading List of at least 30 works covering the body of knowledge of the Field. This Reading List should consist of works that reasonably span the scope of the Field, including both enduring classics as well as more recent ground-breaking work. The list should not be the student's or committee's unique view of the Field or of their own research area(s), but instead should create a basis for a general examination of competence in the Field.

Practically speaking, the Reading List is compiled over an extended period before the semester in which the Field Exam is taken. The Reading List must be supplied to the DSC for review significantly before the date of the Field Exam; the specific timeline is given below. Thus, three groups oversee and validate the Reading List: the student and their Advisor, the student's Field Examination Committee, and the DSC. Once approved, lists will be shared with the iSchool community. Lists from previous semesters can be found here: https://courses.lis.illinois.edu/course/view.php?id=2389.
After the Reading List is fully approved, the Field Exam Committee writes questions, which are reviewed by the DSC. The Chair of the DSC administers the written exam, and the Field Exam Committee evaluates the written and oral portions of the exam. The format of the exam is described below.

**Format**

The Field Exam has two parts: written and oral.

The written part of the exam is a take-home exam, governed by regulations set forth by the Graduate College. A student's written exam consists of a set of questions that draw on the student's Reading List and any other relevant knowledge of the Field. There are about seven questions presented; the student will be asked to choose and answer five of them. The total length of the completed exam is not to exceed 7500 words (approximately 25-30 pages of double spaced text).

Students have two weeks to complete the exam. In any semester, all Field Exams are administered to all students during a single two-week period. Two weeks provides ample time to write the exam and allows sufficient time so that minor schedule interruptions such as short illness or short absences for work will not necessitate extension of the exam period. Any changes in this procedure must be approved by the DSC. In submitting the completed exam, you certify that it represents your own thinking and work. The exam process is governed by university's academic integrity guidelines: [http://studentcode.illinois.edu/article1_part4_1-402.html](http://studentcode.illinois.edu/article1_part4_1-402.html)

In the oral part of the exam, administered by the student's Field Exam Committee, the student will be questioned in greater depth about their answers to the exam questions they have picked, and more generally about the Field and the works on the student's list. While it is generally expected that the student and faculty participating in the oral exam will all be physically present, it is possible to arrange for the student and/or one or more members of the committee to join virtually.

Evaluations of both the written and the oral parts of the exam will be made by the student's Field Exam Committee. To pass, the student must demonstrate a breadth and depth of knowledge in the Field sufficient to conduct a reasonable scholarly analysis of the research literature, including:

- Establishing the significance of issues, problems, and works
- Situating works in discourses of related research
- Evaluating the quality of the works' content, background, methodology, etc. and defending those evaluations with evidence
- Suggesting new, promising lines of inquiry or discussion.

The Field Exam will be graded "pass" or "not pass" for the whole exam (both written and oral parts) only. If the evaluation is "not pass," the student may re-take the Field Examination once within the following two semesters.

**Important Dates**

Before taking the exam, students must have completed all course requirements, and must have the approval of their advisor. Students should begin planning for the exam in the semester prior to the semester in which they intend to take the exam. As noted above, students are advised to submit their Field Description to the DSC in the semester prior to the semester in which they intend to take the exam. In general, a declaration of intent to take the exam (including description of the Field and names of the committee members), is due by the third week of the semester, and reading lists are due
two weeks after that. The written portion of the Field exam normally begins for all students two weeks before Thanksgiving Break in the fall, and during the first week of April in the spring. The oral portion follows thereafter, to be completed prior to the end of classes.

Specific dates for each semester will be posted on the website, under “Field Exam Dates.”
http://www.ischool.illinois.edu/academics/degrees/phd/requirements/field-exam
Research Presentation

Each student is required to give a public presentation that demonstrates his/her research competency. It is likely that this will take place in the second or third year of a student's program, and can be given at any point in the program before the dissertation proposal defense. The venue for presentation must be approved by the student’s advisor as appropriate for the completion of the program requirement. Acceptable venues include but are not limited to:

- presentation at a conference or workshop
- an advertised public presentation at the iSchool (not given as part of any course)
- presentation as part of an iSchool seminar series
- other public presentations as approved by the faculty advisor and the DSC

Successful completion of this requirement should be documented in the student's annual review.
Dissertation

The dissertation process formally begins with a public presentation and defense of a proposal and culminates in the public presentation, defense, and submission of the dissertation itself. The activities and procedures are outlined in more detail below. The dissertation process is governed by the University of Illinois and generally reflects conventions adhered to by other U.S. academic institutions.

Establish the Preliminary Examination Committee

Students establish a Preliminary Examination Committee in consultation with their Advisor. The committee is responsible for advising on the construction of the proposal as well as evaluating the final product. Committee members are chosen for their expertise in the research area, but may also be chosen to provide diversity of viewpoint, expertise in methodology, or coverage of an academic discipline. The committee must be constituted in accordance with the rules of the Graduate College. A minimum of four voting members is needed. At least three members must be members of the UIUC Graduate Faculty and at least two members must be tenured. One faculty member from a department other than the iSchool is strongly recommended. The committee can include a qualified member from another institution who can contribute needed expertise to the committee.

There are two official positions for committee members on the Preliminary Examination Committee: the chair of the committee and the director of dissertation research. These are often the same person, and it is likely that the Advisor will fill both of these positions. The chair is responsible for paperwork associated with the student’s progress toward completion of the dissertation and for scheduling and chairing the oral defense. The research director is responsible for guiding the actual research process.

Dissertation Proposal

After the field exam is completed and passed, students write and defend a proposal of their dissertation research. The form and content of the dissertation proposal are negotiated with the Preliminary Examination Committee. Typically, the proposal includes a definition or statement of the problem to be addressed, a comprehensive review of the literature, and an outline of the methodology to be used. This document forms a blueprint for the dissertation itself and provides the student with an important opportunity to try out ideas and identify potential problems. For these reasons, doctoral students are strongly advised to work with their committee on drafts of the document, allowing sufficient time for reading and revising prior to the formal defense.

When both the student and his or her Preliminary Examination Committee believe the proposal is ready to be defended, a formal application for the Preliminary Examination must be made to the Graduate College. The defense is a public oral examination open to all members of the iSchool and UIUC community, and a copy of the proposal is made publicly available. The examination consists of the following parts:

- an oral presentation by the student, summarizing the problem and proposed methodology
- questions and comments from members of the committee
- questions and comments from other attendees (where time permits)

The chair conducts the examination, and recognizes members of the committee and attendees for questions. At the conclusion of the defense, the student and all observers are asked to leave the room while the committee determines the outcome of the examination. When the committee has come to agreement, the student returns to the room and is informed of the committee’s decision by the chair (details in "rules" section).

The defense is graded "pass," "fail," or "decision deferred" by the Preliminary Examination Committee. If the student does not pass the Preliminary Examination, the committee has the option of (1) deferring a decision for up to six months, (2) recording a failure but granting the student another opportunity, or (3) considering the failure to be final.
These rules follow those outlined by the Graduate College (see http://www.grad.illinois.edu/gradhandbook/2/chapter6/committees-exams#prelim. At the iSchool, a second failure is considered final.

Establish the Dissertation Committee

The Dissertation Committee is usually, but not necessarily, composed of the same members as the Preliminary Examination Committee. The Dissertation Committee guides the student's work toward completion of the dissertation. This committee has a minimum of four members. At least three members of the committee must be members of the Graduate College; two members of the committee must be tenured. The Dissertation Committee is appointed as early as possible after the successful completion of the proposal defense. There is no time limit on the duration of service of the Dissertation Committee, other than the length of time the student is allowed to complete the degree.

Members of the committee include a chair of the committee and a director of dissertation research, who may or may not be the same person. Emeritus faculty who have been awarded continuing membership on the Graduate Faculty may serve on or chair committees.

The Dissertation

Dissertations vary in methodology, length, and presentation according to the problem to be investigated. These details are decided in consultation with the Dissertation Committee members. However, the content of the dissertation is expected to follow the proposal defended and approved by the Preliminary Examination Committee. The proposal can be thought of as a contract for the work of the dissertation. Exceptions to this (i.e., a significant change in research topic, area, or method) must be discussed and approved by the Dissertation Committee.

When both the student and his or her Dissertation Committee believe the dissertation is ready to be defended, a formal application for the Final Examination must be made to the Graduate College. The dissertation defense is a public oral exam open to all members of the iSchool and UIUC community. Attendance by iSchool doctoral students at these defenses is encouraged. The examination has the following parts:

- An oral presentation by the student, summarizing the problem, methodology, and major findings of the research
- Questions and comments from members of the committee
- Questions and comments from other attendees (where time permits)

The chair of the committee conducts the examination and recognizes members of the committee and attendees for questions.

In the same manner as for the Preliminary Examination, at the conclusion of the defense, the student and all observers leave the room while the committee determines the outcome of the examination. When the committee has come to agreement, the student returns to the room and is informed of the committee’s decision by the chair (details in "rules" section).

Results: Decisions of the Committee for the Final Examination are recorded on the Final Exam Result form. The voting members of the committee must make one of two decisions:

1. Pass the candidate. The candidate passes the final exam if the Director(s) of Research vote Pass and no more than one of the remaining Committee members votes Fail. The Committee will indicate on the Final Exam Result form if revisions are required. The Committee will sign the Thesis/Dissertation Approval form after the completion of the examination and the completion of any required revisions.

2. Fail the candidate. The candidate fails the Final Exam if a Director of Research votes Fail or if two or more Committee members vote Fail. A program may, but is not required to, grant the student another opportunity to take the examination after completing additional research or writing, as recommended by the committee. However, a new committee must be
appointed by the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee. At the iSchool, a second failure is considered final.

iSchool doctoral dissertations must follow the requirements established by the Graduate College. Information about this can be found in the Graduate College Handbook and in the Thesis & Dissertation section of the Graduate College website (http://www.grad.illinois.edu/thesis-dissertation). The student is responsible for making sure that the dissertation meets the requirements of the Graduate College.

For both the preliminary examination and the final exam the following participation guidelines apply:
The committee chair, defending student, and at least one additional voting member of the committee must be physically present for the entire duration of the examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media for the entire duration of the final examination, and the deliberation and determination of the result.

**Forms and Timeline**
This section lists rules that must be followed and forms that must be filed. They are not negotiable, and complying with these rules and filling out the forms are the student's responsibility.

### Proposal

| Constitution of the Committee | **Forms:** A form from the Graduate College must be filed listing the members of the Preliminary Exam Committee (submitted by the iSchool office with information provided by the student). |
| Intention to Defend | **Timeline: three weeks before defense** |

#### Intention to Defend

**Forms:** At least three weeks prior to the planned proposal defense date, Graduate College forms must be completed indicating that the student is to take the Preliminary Examination. These forms are prepared by the iSchool office staff in consultation with the student and his or her Advisor. Once the Graduate College registers and approves the committee, the student has six months in which to successfully complete the proposal defense. If not, forms must be re-submitted.

#### Proposal Dissemination

**Document:** dissertation proposal in paper and electronic form
The Preliminary Examination Committee must receive the Dissertation Proposal at least two weeks prior to the proposal defense date. The student must supply the proposal in paper and electronic form, allowing copies to be made for public review. The chair of the Preliminary Examination Committee announces the time and place of the examination on the iSchool Events Calendar at least two weeks prior to the examination.

### Dissertation

| Constitution of the Committee | **Forms:** A form from the Graduate College must be filed listing the members of the Dissertation Committee (submitted by the iSchool office with information provided by the student). The filing of this form is required even if the composition of the committee is identical to that of the Preliminary Examination Committee. |
| Intention to Defend | **Timeline: three weeks before defense** |

#### Intention to Defend

**Forms:** At least three weeks prior to the planned dissertation defense date, Graduate College forms must be completed indicating that the student is ready to
take the Final Examination. These forms are the same as those completed for the Dissertation Proposal defense, and the procedures and conduct of the examination are much the same.

**Timeline: two weeks before defense**

**Document: dissertation in paper and electronic form**

At least two weeks prior to the dissertation defense date, the student must deliver a complete copy of the dissertation to the Dissertation Committee and to the iSchool's front office for public view. The chair of the Dissertation Committee announces the time and place of the defense on the iSchool bulletin board at least two weeks prior to the defense.

**Depositing the Dissertation**

Details of the specifications of format and style of the dissertation are outlined in information available from the Graduate College. Students in the iSchool are required to have their dissertation's format and style checked by the designated staff member from the iSchool office. These details must be correct before the dissertation can be deposited in electronic form with the University.

For more information, contact:
Penny Ames, Admissions and Records Representative, Room 112C, 333-7197, pames@illinois.edu

If your query is outside of normal business hours, contact:
Linda Smith, Associate Dean for Academic Programs, Room 112E, 333-7742, lcsmith@illinois.edu
Meg Edwards, Assistant Dean for Student Affairs, Room 122, 244-3776, mbedward@illinois.edu
Contacts for Further Questions

For questions about your plans and path through the program:
Contact your advisor

For questions about procedures related to exams, proposals, and defenses:
Penny Ames, Admissions and Records Representative, rm 112C, 333-7197, pames@illinois.edu

For questions about the doctoral program and funding your studies:
Work with your advisor, and contact Linda Smith, Associate Dean for Academic Programs, rm 112E, 333-7742, lcsmith@illinois.edu

For questions about student representatives and resources for support across campus:
Meg Edwards, Assistant Dean for Student Affairs, rm 122 244-3776, mbedward@illinois.edu
Appendix A: iSchool Students’ Tips and Resources for new PhD Students

This section of the handbook was created by students for students after conversations in Summer 2014 showed that some of the informal knowledge that students have gathered through their experience would be useful for incoming students. While this is unofficial information, we hope that having students’ own thoughts gathered in one place will be a useful supplement to this handbook.

Tips for Organizing Your Work

1) Create a personal timeline with goal milestones and academic deadlines (like Annual Review, field exam, etc.) based off the program requirements (http://www.ischool.illinois.edu/academics/degrees/phd/requirements). This can be helpful in structuring conversations with your advisor, keeping yourself centered amid the craziness of the academic year, and as a reference to track goals during the Annual Review process.

Tips for Health Costs

2) Having University-subsidized health insurance and health resources requires enrollment in courses. iSchool funding does not require summer enrollment. Be careful when considering whether or not to enroll as a student in Summer semesters since this will affect your access to health resources. If you do not enroll for courses in the Summer semester, you will not be assessed student fees automatically, and as such will not receive health benefits. Student insurance and access to health resources may be extended during summer months in which you are not enrolled as a student, but this extension does not happen automatically, and it requires paying additional fees. For more information on University of Illinois health services and recreation services, see: http://www.mckinley.illinois.edu/general/student_health_insurance.htm & https://campusrec.illinois.edu/membership-fees/

Tips for Understanding Assistantships

3) Paychecks are issued monthly to graduate students.

4) As of Fall 2016, a 50% Research Assistantship (RA) / Teaching Assistantship (TA) appointment includes a $1,864.82 per month stipend. This amount may change during your time in the PhD program. To be in good standing, a PhD student may not hold assistantships that exceed 67% time. Most RA/TA/Graduate Assistantship (GA) positions for PhD students are 50% time (20 hours work/week). University of Illinois PhD students may seek additional funding, up to 67% time total (equivalent of 27 hours/week total). See University of Illinois Graduate College Handbook for more information: http://www.grad.illinois.edu/gradhandbook.

5) There are many forms which financial support may take during your time in the PhD program. These include GA/RA/TA, fellowships, as well as graduate hourly positions. Graduate hourly positions are usually supplemental to assistantships at the doctoral level, and do not come with stipends or tuition waivers. To get a better sense of these terms and their differences, consider attending free orientations provided by University of Illinois Graduate College in the fall. See also Graduate College resources for seeking funding: http://www.grad.illinois.edu/funding-jobs. Linda C. Smith, Associate Dean for Academic Programs at the iSchool, coordinates assistantships for PhD students at the school. Your adviser normally plays an important role in this process as well. Your iSchool-assigned assistantship may change from semester to semester, and closely monitoring emails from Dean Smith about assistantship assignments in upcoming semesters is of crucial importance for finding appointments suited to your needs and interests.

6) Also be aware that assistantships leave one month of the year unfunded. This one unfunded month does not alter your health coverage during the year, as long as you stay enrolled in the requisite number of courses during the three annual semesters. According to an email sent from Linda C. Smith, Associate Dean for Academic Programs at the iSchool to the iSchool PhD student listserv: "Summer support is for 2 months, to be decided between you and the [RA/TA] supervisor--either May 16-July 15 or June 16-August 15."

7) Also be aware that depending on your sources of income during the academic year (fellowships versus assistantship versus graduate hourly), you may have to pay less or more on your annual federal and state taxes. Source for information on graduate student tax forms and taxation: https://nessie.uirhr.illinois.edu/cf/comp/index.cfm & https://illinois.edu/massmail/20439.html. If you have a fellowship you will have less taxes withheld from your stipend (you may have none withheld). As a result you will owe more on end-of-year taxes than GA/RA/TA holding PhD students. For more information on tax withheld for
8) Fellowships are available for iSchool dissertation-writing PhD Students. According to the iSchool website, “The Fellowship is tied to the dissertation process and students may submit an application for the 4th year; fellowships are only available to students who have passed the dissertation proposal exam.” Be aware that the fellowship covers only the months when school is in session, and that you should plan for two month-long gaps in summer and in January. See the Graduate College’s Fellowship Office for resources regarding fellowships and how to find them: http://www.grad.illinois.edu/fellowships/about

Tips for Financial Wellness

9) After tuition waivers are applied, iSchool PhD students are responsible for some fees: https://registrar.illinois.edu/g-fee-cr-1617.

10) Options for paying fees: http://paymybill.uillinois.edu/TopQuestions. Note that the amount of student fees assistantship holding PhD students are assessed per semester is less than the amount required to take advantage of University of Illinois payment plans, making this not an option: http://paymybill.uillinois.edu/PaymentPlan, which states “Only tuition, mandatory fees, housing, and meal plan charges are eligible to be included in your Payment Plan budget – a minimum budget of $500.00 is required.”

11) The iSchool and the University also have resources to support PhD student travel for conferences and academic encounters: http://www.ischool.illinois.edu/current-students/travel-student/ & http://www.grad.illinois.edu/general/travelaward.

12) Emergency funding is also available for PhD students: http://www.grad.illinois.edu/general/emergencygrant & https://illinois.edu/fb/sec/5574731.

13) The Graduate College maintains a Guide for Being Smart with Money as a Graduate Student: http://publish.illinois.edu/cultivatingcurrency/.

Additional resources

14) Alternative enrollment options for graduate students also exist, which may be of use to you if you are planning or considering completing a portion of your PhD at a distance from Champaign-Urbana: http://www.grad.illinois.edu/sites/default/files/pdfs/alternativeregistrationoptions.pdf.

15) The Graduate College maintains a general Resource Page for New Students http://www.grad.illinois.edu/current-students The Graduate College also makes available a Professional Development Timeline for PhD students: http://www.grad.illinois.edu/sites/default/files/pdfs/profdevtimelines.pdf.

16) The Graduate College maintains a page on how to make the most of the mentoring relationship you will have with your adviser as a PhD student: http://www.grad.illinois.edu/mentoring.
Appendix B: Annual Review Progress Checklist

<table>
<thead>
<tr>
<th>iSchool Progress Checklist</th>
<th>&lt;Your name and email address&gt;</th>
<th>&lt;Your start date in the iSchool: semester and year&gt;</th>
<th>&lt;Today's Date&gt;</th>
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</thead>
<tbody>
<tr>
<td>Chair or Current Main Advisor</td>
<td>&lt;name&gt;</td>
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<td></td>
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<tr>
<td>Committee Members:</td>
<td>&lt;names, department if outside the iSchool&gt;</td>
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<td></td>
</tr>
</tbody>
</table>

**Courses Taken:** Add extra sheet as necessary. *Justify all non-graduate level courses taken this past year; Justify all courses taken beyond the required number.*

<table>
<thead>
<tr>
<th>Unit</th>
<th>Semester</th>
<th>Course No. &amp; Title</th>
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</thead>
<tbody>
<tr>
<td>Yes/No</td>
<td></td>
<td>Pre-Existing Masters</td>
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<tr>
<td></td>
<td></td>
<td>Foundations of LIS</td>
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<tr>
<td></td>
<td></td>
<td>Research Methods in LIS</td>
</tr>
</tbody>
</table>

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<tr>
<th>Unit</th>
<th>Semester</th>
<th>Course No. &amp; Title</th>
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<tr>
<td>Participation</td>
<td>&lt;describe your participation in the iSchool and LIS communities; attach an extra sheet if necessary&gt;</td>
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<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
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<tr>
<td>ProSem Attendance (for incoming students fall 2016 and beyond)</td>
<td>&lt;semesters attended&gt;</td>
<td></td>
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<tr>
<td>Research Presentation</td>
<td>&lt;title, date, and venue where research presentation was given&gt;</td>
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<tr>
<td>Methodology Requirement</td>
<td>&lt;courses taken to meet the requirement (2 required)&gt;</td>
<td></td>
</tr>
<tr>
<td>Doctoral Coursework Completed</td>
<td>&lt;number of courses completed toward the degree (2004 start: 2 required; 9 elective)&gt;</td>
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<tr>
<td>Field Exam</td>
<td>&lt;topic, date, outcome&gt;</td>
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</tr>
<tr>
<td>Dissertation Proposal Defense</td>
<td>&lt;title, date, outcome&gt;</td>
<td></td>
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<tr>
<td>Dissertation Credits</td>
<td>&lt;32 hours required&gt;</td>
<td></td>
</tr>
<tr>
<td>Thesis Defense</td>
<td>&lt;title, scheduled or projected date&gt;</td>
<td></td>
</tr>
</tbody>
</table>